TRAFFIC MANAGEMENT PLAN

EVENT NAME	
EVENT DATE	

1. Roles & Responsibilities – Traffic Management

Set out the details below of everyone who is involved in the organisation and running of the event on the day, and what their roles and responsibilities are. Add more rows as necessary.

Name	Roles & Responsibilities
	Lead for event
	Delivering traffic management plan on the ground with support of TM supervisors or volunteer marshals
	Assistant Lead
	Marshall
	Marshall
	Marshall
	Marshall

2. Traffic Management Company

If you are using a traffic management company please provide their details here:

Contact name	
Business name	
Address	
Telephone	
Email	

3. On Site Communications

Set out how event organisers and marshals will communicate with each other during the event, eg mobile phones

4. Communications Plan

It is the responsibility of the event organiser to ensure all stakeholders are aware of the event. Set out your communications plan for the event and closure in the table below. **Include copies of the communications you have sent and any replies.**

Information you should include in your communication:

- The date, time and brief details of any road closures
- The purpose of your event and why it is important for your community
- Who the organising group is and who to contact if they have any questions

Stakeholder	How Notified	Date
Residents and businesses	Letter drop at least 2 weeks prior to the date of the event	
Parish Council	Letter/Email	
District Councillors	Letter/Email	
County Councillors	Letter/Email	
Bus companies	Letter/Email	
Road users	Advance signing at least 2 weeks prior to the event	
Local Newspapers		
Local Social Media		

5. Road Closures

Where are you applying for your road closure?

☐ Blaby District Council ☐ Leicestershire County Council

Set out the basic details of the temporary road closure application – dates, times, traffic management/marshalling arrangements, date application submitted to local authority.

Please complete the table below, **including route plans** for the event showing locations of road closures and marshal positions. Include the names of the marshals and when they received their training or briefing on how to safely undertake their duties.

Location	Number of Marshals	Name	Training
Example: Intersection of Church and Main Street	*2*	*Jill Bloggs* *Joe Bloggs*	*Date training given eg 01/01/2018*

6. Loading and Waiting Restrictions

Will there be loading or waiting restrictions imposed on the event route?

☐ No   ☐ Yes –   you will need to apply for a TTRO from Leicestershire County Council

If loading and waiting restrictions are to be imposed on the event route - signs will be installed two weeks before any restrictions come in with the dates and times of the restrictions coming into force.

No waiting and loading cones will be deployed to comply with the Temporary Traffic Regulation Order.

7. Traffic Marshals or Volunteer Marshals

Who is providing your traffic management on the day?

☐ Traffic Management Company   ☐ Volunteer marshals wearing high visibility yellow/orange waistcoats/vests

8. Key Contacts:

Please set out the key contact details for your event organisers.

Role	Name	Telephone No. that will be used on the day
Event Organiser		
Assistant Event Organiser		
Lead Marshal		
Assistant Lead Marshal		

Leicestershire County Council

Email networkmanagement@leics.gov.uk or telephone 0116 3052163

Customer Services – 0116 3050001

Highway Out of Hours – 07860 569137

Area Traffic Control - 0116 2995656

9. Contingency Plans

Considerations for inclement weather conditions and in the event of emergency, how this would be communicated to marshals and participants whilst the event is in progress included in the **Risk Assessment**.

Signed: …………………………………..

Role: EVENT ORGANISER

Dated: …………………………………

Submit this traffic management plan with your temporary road closure application.