

# A Guide to Parades in Lincolnshire



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## **Constitutional Parades – Traffic Management Guidance**

Lincolnshire County Council and Lincolnshire Police are committed to supporting constitutional parades, such as Remembrance, St George and Battle of Britain.

Recent years have begun to see a steady re-balancing of organisational roles when planning these events. This has seen a focus on Lincolnshire Highways Authority and Lincolnshire Police providing advice and guidance to organisers during the planning phase of constitutional parades.

This guidance aims to provide organisers with the confidence and ability to plan and hold their parade, whilst allowing for operational police resources to be deployed in their core roles across the county.

The requirement to close a road in a safe and organised manner remains the legal responsibility of the organisers themselves.

The aim of this document is to assist with this process and offer guidance to ensure the parades are held safely, adequately informing road users of the upcoming restrictions to allow for a parade to take place. Further guidance can be obtained from the local Safety Advisory Group for any other event.

Further information is available from the Lincolnshire Events Safety Partnership website:

[https://www.lincolnshire.gov.uk/lincolnshire-prepared/  
Lincolnshire-event-safety-partnership](https://www.lincolnshire.gov.uk/lincolnshire-prepared/Lincolnshire-event-safety-partnership)

## Traffic Management

Roads must be closed in a manner that ensures the safety of those attending the parade, as well as other pedestrians and road users in the area affected by the restrictions.

Parade organisers will firstly be required to contact Lincolnshire County Council to arrange for a Temporary Traffic Regulation Order (an order to close the road) to be prepared. They must also provide a plan, which will need to clearly show which roads they are proposing to close, the estimated duration and specific points of closure. Please note the application may be refused if these are not attached.

To apply for a parade road closure please access:

<https://www.lincolnshire.gov.uk/transport-and-roads/trafficmanagement/events-affecting-the-highway/36947.article>

Please note that a minimum of thirteen weeks notice is required by LCC to process a road closure order therefore this form should be completed as early as possible.

The organisers will need to use suitably briefed and competent volunteers to undertake the work of marshalling the parade; this will include installing and removing the road closure. If this is not possible then they will need to employ the services of an approved traffic management company.

LCC require the organisers to ensure that any volunteers working within the limits of the highway are covered by a Public Liability Insurance Policy with a minimum of £5 million of cover. Lincolnshire County Council has a duty under the Traffic Management Act 2004 to ensure that the network is managed effectively and to ensure the free movement of traffic. They must collate the locations of all parades within their area. This will be used to inform public transport operators so they can plan accordingly and will also assist the highway authority

with the co-ordination of works to help ensure no works are taking place on the parade route.

Due to the short term nature of constitutional parades it will not be necessary to provide and install a signed diversion route. To ensure that other road users are well advised in advance and on the day of the parade the following measures will be required:

## **Advance Warning**

Advance warning signs are required at all planned closure points a minimum of 2 weeks in advance of the parade to ensure road users can plan accordingly to minimise disruption.

An example of such a sign is in the illustration below:

These signs should be removed from site as soon as is practicable after the roads have been reopened.

It is also the responsibility of the organiser to consult all local residents/businesses affected by the road closure a minimum of two weeks before the event.



## Closing the Road

The road closure for pre-planned parades must be signed correctly in accordance with Chapter 8 of the Traffic Signs Manual which covers signing and guarding for road works and temporary situations in the highway.

For example, the illustration below shows the road closed sign that must be placed at all points of closure, it is this sign that makes the road closure enforceable.



The sign is accompanied by traffic cones or barriers creating a physical restriction to traffic. A marshal should be present at all points of closure to offer advice and guidance to vehicular and pedestrian traffic. The marshal will need to be clearly identifiable and be wearing appropriate personal

protective equipment such as a full sleeved high visibility jacket.

Please note that sandbags may be required for the signs if there are high winds or concerns about signs falling or moving.

In addition to the road closed sign there may also be a requirement for 'road ahead closed' signs on the lead up to the closure to adequately forewarn road users of the restrictions ahead.

The Government web site directs street party event organisers, which may be also useful for parades, to the relevant district council and appropriate traffic management signage is downloadable from the web:

<https://www.gov.uk/apply-hold-street-party>

<https://www.gov.uk/organise-street-party/closing-a-road>

Note that Police only have a power to stop traffic in emergency situations, not for pre-planned parades.

## Parade Routes

The Police advise that traditional routes, which have often existed for many years, be reconsidered. Generally the only consideration for a parade route has been to maximise exposure.

The event organiser, however, has a responsibility to minimise disruption to the local community and to maximise the safety of participants. This is particularly relevant in light of recent terrorist incidents using vehicles as a weapon of attack. The needs of elderly and very young participants should also be taken in to account.

Whilst this is a potentially contentious issue, careful consideration of the route is in the interest of public safety, can help simplify traffic management requirements, and potentially assist in reducing costs.

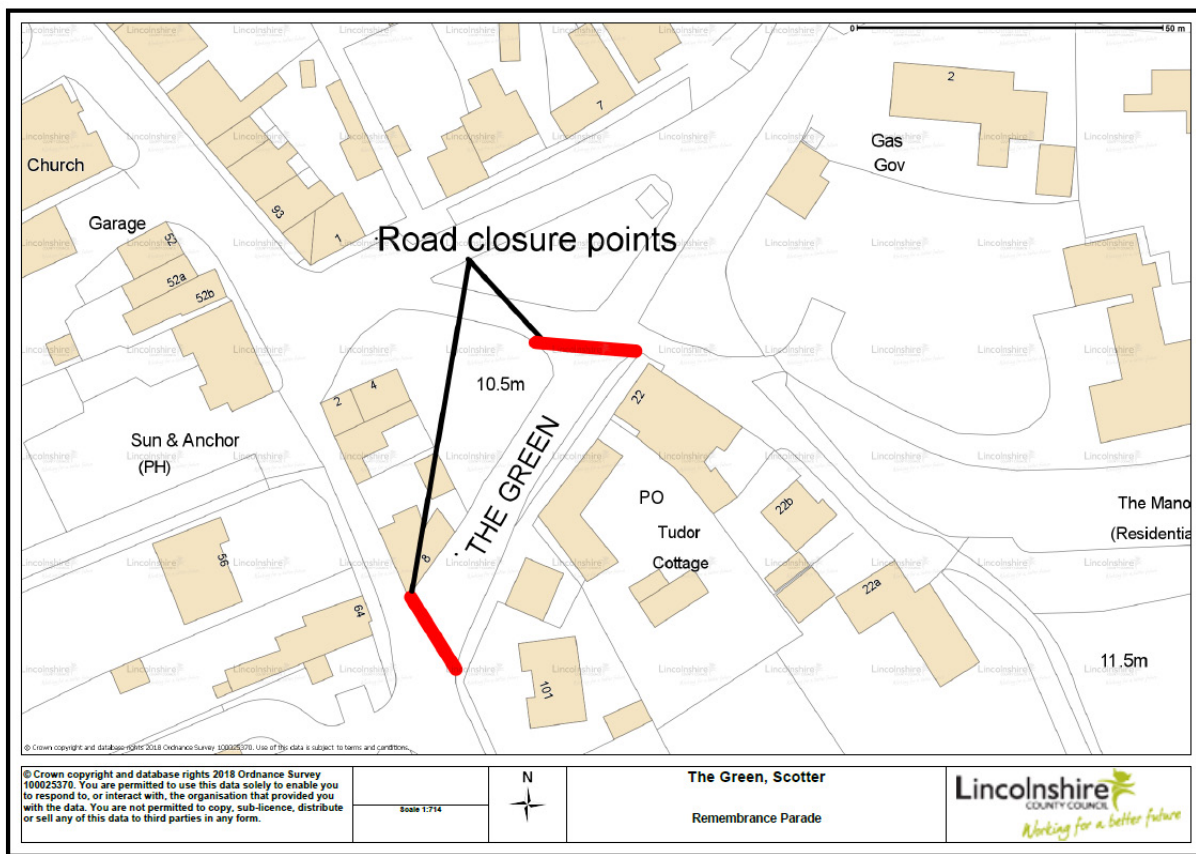
## Traffic Management Courses

Organisers of parades on the public highway can attend courses to attain accreditation. This can enable them to manage the traffic at their parade. Follow the link below:

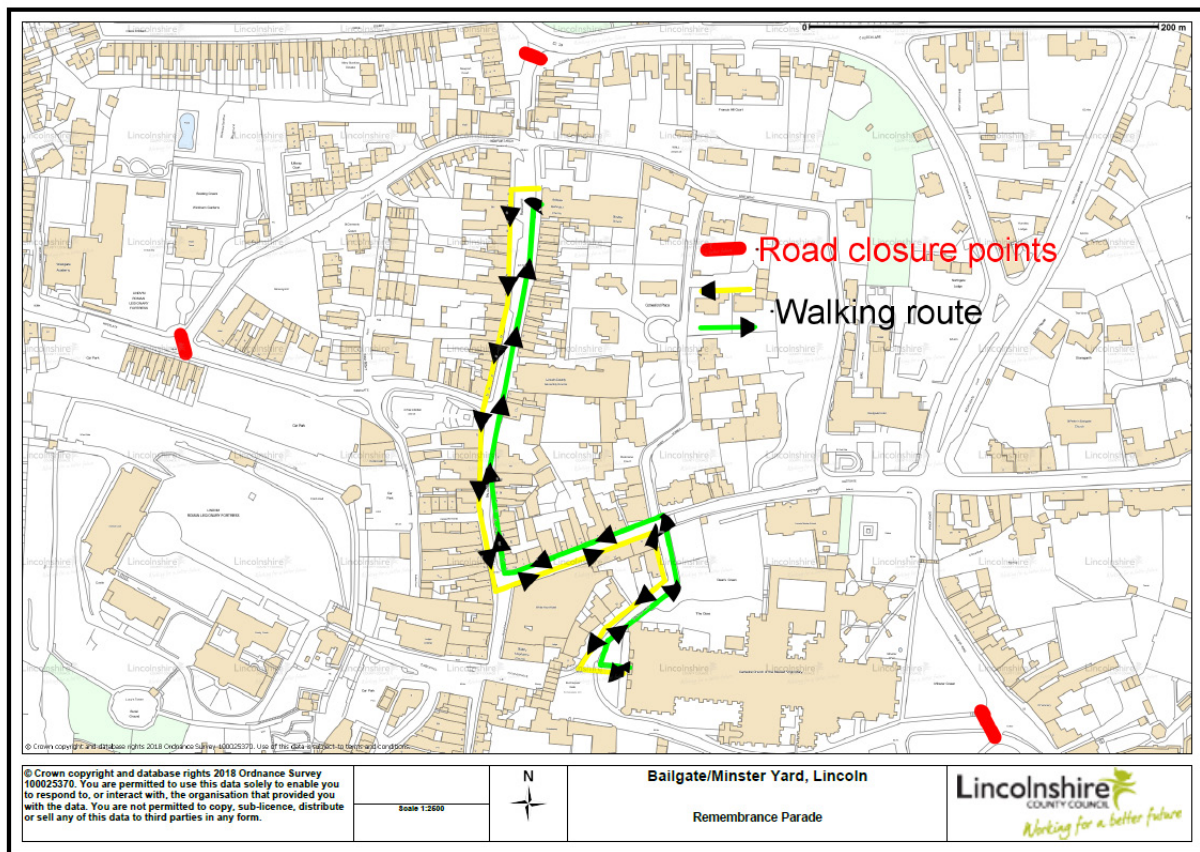
<https://www.lantra.co.uk/awards/product/lantra-awards-traffic-management-community-events-tmce>

## Further Information

Lincolnshire County Council's event management team can provide additional support to traffic management planning and can be contacted directly on **01522 782070** or by emailing [eventsmanagement@lincolnshire.gov.uk](mailto:eventsmanagement@lincolnshire.gov.uk)







Created by Ashley Behan on 01 March 2018

## Quick Reference Checklist

STAGE	Completed Yes/No
<b>APPOINT A PARADE COORDINATOR</b> Ensure the parade coordinator has completed the Highways training day for competency compliance.	
<b>PUBLIC LIABILITY INSURANCE POLICY</b> Public liability insurance must be for a minimum £5 million cover and includes parades on the road.	
<b>DESIGN THE ROUTE (SHORTEST AVAILABLE)</b> Advice based on counter terrorism recommendations.	
<b>CONSIDER THE ROAD CLOSURE POINTS</b> Are these absolutely necessary for the parade?	
<b>APPOINT ROAD OPERATIVE(S)</b> Ensure all operatives have been briefed by the person who has completed the Highways training day.	
<b>ENSURE OPERATIVES HAVE APPROPRIATE CLOTHING</b> All road operatives <b>MUST</b> wear Hi Viz jackets with <b>FULL</b> sleeves.	
<b>SUBMIT PARADE APPLICATION FORMS</b> <b>(Minimum 13 weeks before parade for TTROs).</b>	
<b>CONFIRM THAT TTRO IS APPROVED</b> Has parade acceptance letter been received?	
<b>PLACE PRE PARADE ROAD CLOSURE NOTICES ON THE ROUTE</b> <b>Minimum two weeks before parade.</b>	
<b>CHECK THE ROUTE PRIOR TO THE PARADE TAKING PLACE</b> <b>24 hours before parade for any obstructions to allow free passage.</b>	
<b>PARADE DAY</b> <ul style="list-style-type: none"> <li>Brief staff on route and on their role.</li> <li>Ensure road staff are dressed in Hi Viz.</li> <li>Ensure road closure signs and barriers are in place ready to be located in the road at the appropriate time.</li> </ul>	



