



# Holding an event or filming on the public road



Glasgow City Council  
Neighbourhoods, Regeneration and  
Sustainability  
**Events Section**

# Information on holding an event or filming on the public road

Where the proposal is to hold an event or film on the public road, the first priority of the organiser must be to obtain the necessary permission from the authorities. The organiser should make sure that they allow themselves enough time to fully plan the proposed event / film for which a request for a temporary road closure order is to be made. A road closure can be very disruptive to local residents and the organiser should give serious thought to the location and decide if the activity could be held somewhere other than on the road.

---

## OFFICIAL

***It is a legal requirement that a Temporary Traffic Regulation Order is made and advertised prior to a road being closed for the event or filming***

---

### General Information

This document is to provide information for organiser who wish to close a road or will affect the road network.

Before a road can be closed for an event or film a Temporary Traffic Regulation Order (TTRO) must be made and advertised, this is a legal requirement. Prior to a TTRO being made several issues have to be considered by the City Council. Consideration of these issues allow the City Council to make an informed decision on whether or not any closure can proceed. Other aspects that must be considered are: -

**What** type of activity is to be held? The type of activity can increase the risks involved: such as fun runs, cycling events, walking events, music events, filming etc.

**Who** is it aimed at? Different groups have different risks associated with them such as young children, teenagers, elderly or disabled.

**Where** is it taking place? Does the location allow for ample car parking? Does it have suitable public transport?

**When** will it take place and will it have an impact on other events / filming / restrictions / closures in the area? What day of the week and what time of the day will the closure take place.

**How** many people will attend and will there be an entrance fee?

**What** activities will take place? Will there be food cooked and sold? Will there be alcohol sold? Will there be music?

The type of activity planned will affect the type of licences and Temporary Traffic Regulation Orders that you require. This document is to help with the process of gaining Temporary Traffic Regulation Order. The Council is responsible for the preparation and advertising of the Temporary Traffic Regulation Order and road closures.

The Council is also responsible for Public Entertainment Licences, Street Trader Licences, Food / Alcohol Licences as well as any Building Control / Planning Permissions that are required.

It is assumed that the person making any application will be the Organiser or "Responsible Person". This must be a named individual and the 'Duty of Care' for public safety is their responsibility.

# OFFICIAL

## Registering your event or film

If your activity is going to be on the Road Network and you need to restrict the road network, you will need to apply to the Council's, Events and Filming Section for a road closure **2 months in advance** of the restriction date. The application form 'Event Notification Form' or 'Filming Notification Form' will need to be completed and sent to the address found at the end of this document.

### Events / filming OFF the Road Network

If your event or film is likely to be in a park and is likely to generate additional traffic on the road network, you should involve us at the earliest possible stage in order to ensure that an acceptable traffic management plan is prepared and register your requested **at least 2 months in advance** in order to allow sufficient time to co-ordinate your request with other activities in the immediate area. Activities in the park will also require a Permission to Use application (PTU)

## Organising your restriction

A traffic management plan will have to be submitted if any of the following points is applicable to your activity: -

- There is a requirement to close a road / footway
- There is a requirement to restrict or manage traffic movement
- There is a requirement to restrict or manage pedestrian movement

Your restrictions may require a Multi Agency meeting with representatives from the relevant departments within the Council, Police Scotland, Scottish Fire and Rescue Service and the NHS as well as other external agencies. This will be advised during the application process.

There is also a requirement for notifications to be sent to local communities and all affected businesses and residents. As the organiser you will be responsible for this and proof will have to be supplied with your application that this has been carried out.

## Traffic Management

Traffic management and road safety implications must be identified at an early stage by the preparation of a traffic management plan. If the traffic management plan has not addressed the implications or the activity poses a potentially serious disruption and road safety concern, then the application may not be allowed to proceed. A traffic management plan will consider the safe and effective movement of all traffic in and around the activity, all pedestrians and all attendees and mitigate any additional affect on normal traffic movements as a result of the restrictions.

A traffic management plan must be accompanied with a full risk assessment which will clearly identify all risks. A sample of the risk to be covered are participants, employees attending the activity, volunteers attending the activity, the travelling public, road surfaces, traffic

## OFFICIAL

movements, event / film vehicles, weather, the location and the time of the activity. This list is not exhaustive but all risks must be recorded with recommendations on how the risks will be managed.

On occasions it may be necessary that a road is closed to facilitate an activity or to ensure that safety issues can be addressed. If you think that a road will have to be closed to hold the event or film or you require on street parking to be suspended or you require traffic movements to be restricted, this must be indicated in your application and your traffic management plan.

**You are not permitted to close any public roads, paths and footways without the legal permissions and approval from Glasgow City Council.**

A traffic management plan must provide details on the following but the list supplied below is not exhaustive and other details may be requested: -

- You must identify which roads, footpaths and footways may be affected.
- How will the traffic control be organised?
- What traffic control will be used?
- What signs will be used and where?
- What will the signs say?
- Who will erect and maintain the signs?
- How long will the signs be out for?
- Will electronic VMS signs be used?
- What information will the signs give to the public advertising the activity?
- What cones and barriers will be used?
- Who will erect and maintain the barriers?
- Does on street parking need to be restricted?
- Are there any car parks that need to be closed?
- What are the alternative parking arrangements?
- How will break downs, collisions or parked vehicle removals on the routes be dealt with?
- How are visitors / spectators going to get to your event or film?

### Placing signs on the road network

You will be required to provide a sign schedule clearly stating the legend, where the signs will be positioned, how they will be placed (on a frame or fixed to street furniture) and when they will be positioned and uplifted. This schedule will have to be approved by the Council before any signs are placed on the road network. All signage work must be carried out by credited persons that have Chapter 8 training and have the appropriate cover of public liability insurance with a minimum cover of £5 million.

Signage must comply with the Traffic Signs Regulations and General Directions as amended as well as the Traffic Signs Manual Chapter 7 and applicable British Standards.

Signage detailing the restrictions such as 'this road will be closed on xxxx for xxxx (event / film)' must be erected more than 48 hours in advance of the restriction. For these we would expect two weeks advanced notice for other road closures.

## OFFICIAL

### What is the cost?

The cost for a Temporary Traffic Regulation Order can be found on the following link.

<https://www.glasgow.gov.uk/index.aspx?articleid=21337>

### What now?

If you have decided to go ahead with the restrictions on the road, there are a few things you need to do. First thing you need to do is fill out the applicable form. Please answer every question in the form. The more information we have the quicker we can determine if the restriction can go ahead on the road network. You will have to provide a drawing with your application to show the road closure, traffic restrictions. Once this has been done submit the application and drawings to Glasgow City Council, Events and Filming section. The address can be found at the end of this document.

### Further Information

Any traffic management companies employed to design and implement any of the signing or closure on the road network must be approved by Glasgow City Council, Event and Filming Section. They may make recommendations if the level of traffic management is not sufficient and further clarification or information may then be required. Under no circumstances should you attempt to close roads or erect signage on the carriageway or pavements without the approval of Glasgow City Council Events and Filming Section.

Any changes in the restrictions format must be agreed prior to the restriction date and may require this form to be resubmitted as a new application. This application is to be used as a guide to point you to the required aspects that will have to be considered prior to seeking approval from Glasgow City Council. The list below is a small example: -

- Reasonable pedestrian access must be available at all times.
- Vehicular access for Emergencies Services must be available at all times.
- All costs are to be borne by the organiser.
- Your organisation is responsible for stewards / marshals and safety of the activity.
- Your organisation is responsible for clearing the roads and pavements immediately after the conclusion of the activity.
- Your organisation will be held responsible for any damage which may be apparent to the road surface, pavement surface including street furniture during the activity preparation, the actual activity and the cleaning up after the activity.
- Street fire Hydrants must not be obstructed.
- Your organisation will be responsible for residential / business notification.

The applicant must be covered by Public Liability Insurance to a minimum of £5 million. The insurance cover must indemnify Glasgow City Council from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity. A copy of the Public Liability Insurance must be submitted with the application.

## OFFICIAL

Your Organisation is also responsible for the neighborhood notification, to all those affected by the road closure and / or no parking and loading restrictions, especially the frontages of the properties affected by the restrictions.

The Council reserves the right to make a charge where a commercial organisation is advantaged by a proposed road closure.

### Reasons for refusal

Below is a list of examples for refusal: -

- You have not given us enough time to process the application (we require a minimum of 12 weeks)
- If we think that there is a more suitable alternative location for your activity
- The road closure covers heavily trafficked roads
- There are large numbers of people likely to attend (exceeding capacity)
- The risk assessment identifies any unacceptable risks
- The requested closure closes the road for too long
- There is significant disruption to the traffic flow
- There is no satisfactory diversion around the road closure
- There is no satisfactory emergency service access to the road closure
- The organiser does not have satisfactory public liability insurance
- The organiser does not agree to insure all other parties against any potential liability in connection with the activity / restrictions
- Emergency Services have concerns over the activity / restrictions
- Any other grounds deemed relevant to the application

Please return the completed application form to **Events Section**: -

Glasgow City Council  
Neighbourhoods, [Regeneration](#) and Sustainability  
Event Section  
231 George Street  
Glasgow  
G1 1RX  
Email: LESevents@glasgow.gov.uk