

# **EVENT TRAFFIC MANAGEMENT PLANS (TMP)**

## **1. Introduction**

- 1.1. A vital part in the planning process for any event is the need to have a robust TMP. It needs to be a document detailing relevant information about the event and how the traffic will be managed on route to and from it.
- 1.2. A TMP needs to be tailored to suit the size of the event taking into consideration the overall impact it will have on the network and its effects on highway users. Impacts should be kept to an absolute minimum to prevent disruption.
- 1.3. Consultation must take place with key stakeholders and particularly those likely to be affected by the event. While not an exhaustive list, this should include local Councils, public transport operators, emergency services, local businesses and residents.
- 1.4. The TMP should be linked into the overall Event Management Plan (EMP) and where necessary form an appendix to that plan.
- 1.5. Event organisers will need to consider the extent of a TMP, larger events will demand greater deliberation. It may be that not every element below will be necessary for each event but a considered decision making rationale should be included in the TMP.

## **2. Composition**

- 2.1. The introduction should give an overview of the event. When and where is it being held? What type of event is it? What is its duration and how many are expected?
- 2.2. A plan of the event location is required clearly showing the highway network in the immediate vicinity, including the ingress and egress traffic routes. It should show car parking arrangements and locations with provision for overflow parking.
- 2.3. It should clearly state how traffic will be directed to and from the event. Getting traffic quickly and efficiently off the highway is a key element for a successful TMP.
- 2.4. Consideration should be given to cyclists and pedestrians attending. Provision of a secure compound for cyclists will encourage sustainable travel arrangements.
- 2.5. Public transport should be considered. If special buses are used to bring people to the event consider how they will be accommodated, including coaches.
- 2.6. Consideration should be given to a 'Park & Ride' operation for larger events. This will provide an effective means to get visitors to the event reducing the number of individual vehicles needing to travel direct to the venue.
- 2.7. Consider the necessity for temporary restrictions to facilitate traffic management. Is there a need for road closures, parking restrictions, clearway orders, a one way system or temporary directional event signing? Any such measures must be proportionate to the event, justifiable and reasonable.

- 2.8. These measures require application to the Traffic Authority (DCC) at least three months prior to the event. Only a fully accredited traffic management company can implement such measures and their details MUST be supplied together with those of an accredited signing contractor.
- 2.9. A detailed signing schedule is required with a location map of where each sign is to be placed. No signs may be placed on the highway without the written permission of the authority and only approved signs can be used. No other advertising signs will be permitted on the public highway.

### **3. Car Parking**

- 3.1. Competent marshals/stewards should oversee site traffic management. This should ensure quick, efficient parking of vehicles. Any discussion with drivers must take place once vehicles are parked to ensure delays are not caused to vehicles arriving.
- 3.2. It is also important to ensure there are sufficient marshals/stewards on site to assist with egress of vehicles. Drivers should be directed how to get out of the parking areas as all too often this can lead to frustrations and leave a poor impression.
- 3.3. If there are charges for event parking, pre-payment is recommended. Parking charges should be shown on websites/social media and in advanced event publicity. Signs advising charges should be prominently displayed on all approaches to the site.
- 3.4. If payment is made on arrival, it must be taken after the vehicle is parked. Taking payment at the entrance causes major delays and unnecessary congestion.
- 3.5. An area may be needed within the parking site to accommodate people being dropped off and picked up again, including taxis. Parking arrangements must consider where disabled parking will be located and disabled access into the event.
- 3.6. How efficiently visitors arrive and leave the event creates an impression. Having to wait in long queues for extended periods will not encourage visitors to return.

### **4. Contingencies**

- 4.1. Plans for car parking in the event of bad weather, or if parts of the planned parking area become unsuitable for whatever reason require consideration.
- 4.2. Blue light emergency routes to the event and on-site need to be considered. Any on-site emergency route should be kept clear of pedestrian and vehicular traffic.
- 4.3. The plan should also include traffic management contingencies for a site evacuation.

*Further help and guidance can be obtained from the 'Events Industry Forum' document, the 'Purple Guide to Health, Safety and Welfare at Music and Other Events'.*