

# Event Management Plan

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As an Event Organiser you are responsible for:

- Informing Braintree District Council of your event
- Seeking permission of the relevant land owner
- Submitting the relevant documentation to Braintree District Council in a timely manner to ensure it can be reviewed by the Events Safety Advisory Group
- Submitting road closure requests a minimum of 12 weeks before your event to satisfy ECC Highways Authority
- Ensuring the overall safety at your event as far as reasonably practicable
- Ensuring that health and safety arrangements are in place to control risks
- Ensuring the competence of staff at your event to undertake their roles safely
- Checking all insurance documents, risk assessments and methods of work for contractors, stall holders, caterers etc (these documents may also be requested by Braintree District Council)
- The Health, Safety and Welfare of all members of staff, contractors and members of the public attending your event
- Informing the Performing Rights Society if you have live music at your event

**Disclaimer:** This template is a guide only. It does not necessarily include all the information that may be relevant to your event. Braintree District Council is not responsible for any lack of information not submitted with this application.

## Privacy Statement

Your personal information is required for administration purposes. Dover District Council is committed to protecting your privacy and fulfilling its obligations under UK data protection laws. Dover District Council may use this data in order to inform you of its activities and/or improve its services in relation to the subject matter only, but will not sell, rent, distribute or otherwise make your data commercially available to any third party, unless it is required to by a court order or to comply with other legal requirements.

## What happens to my event information?

Your event notification form, event management plan, site plan, risk assessment and public liability certificate will be sent to the Events Safety Advisory Group (ESAG) for review. The ESAG consists of representatives from various departments at Dover District Council, Kent Fire and Rescue, KCC Highways, Kent Police and other emergency services. Your information will not be passed on to any other party without your prior consent.

## Contents

1. Event Overview
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5. Event Safety Measures (Covid-19)

*Please type your answers into the white boxes*  
*Please refer to our Events Toolkit when completing this document*

## Event Organiser Details

|                                                                             |                                                    |
|-----------------------------------------------------------------------------|----------------------------------------------------|
| <b>Event Organiser Name</b>                                                 | Sarah Greatorex, Town Clerk, Halstead Town Council |
| <b>Organisation</b>                                                         | Halstead Town Council                              |
| <b>Contact Telephone Number</b>                                             | <b>07808547290</b>                                 |
| <b>Email Address</b>                                                        | townclerk@halsteadtowncouncil.org.uk               |
| <b>Name of Event</b>                                                        | Annual Torchlight procession                       |
| <b>Location of Event</b>                                                    | Halstead High Street and Public Gardens            |
| <b>Date of Event</b>                                                        | 9/12/26                                            |
| <b>Contact Telephone Number on day of the event (if different to above)</b> |                                                    |

## 1. Event Overview

### 1.1 Event Overview

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please provide a description of your event                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>The annual torchlight procession is an event which has been held in Halstead by the Town Council for over 40 years, in some way to mark the beginning of the Christmas season. It has grown in size over those years, and has recently involved 800 torches carried by adults and up to 200 children carrying glowsticks. This year, having received safety advice, the Town council has decided not to give out any torches.</p> <p>The event is managed by the Town council staff and a large number of volunteers from local organisations (Braintree District Council, Rugby club, Halstead in Bloom, councillors) acting as marshals. This year, we have 2000 glowsticks both white and coloured, for use by adults and children.</p> <p>Preparations on the day begin at around 16.30. Council staff clear all parked cars from the High Street in the area where crowds will gather. Stalls are set up, lit by floodlights, for the handing out of glowsticks.</p> <p>A contractor sets up a PA system, using a connection point in the High Street. St Johns Ambulance attend to provide first aid in a gazebo in the Public Gardens.</p> <p>There is a short blessing of the crib at the top of the High Street, with representatives from the various churches</p> <p>Halstead Young Farmers have this year agreed to provide tractors to act as mitigating vehicles on all</p> |

roads leading to the High Street, in order to avoid the possibility of any vehicle driving into the crowd. The council is also employing the services of a traffic management company, which will close the roads, manage diversions. The name of the traffic management company is Martin traffic management.

In place of the torches, the council will engage a laser light show which will play out in the public gardens, alongside pyrotechnics at a safe distance from the crowd, and a snow machine. Following the laser display there will be a short carol service in the public gardens based in the bandstand.

Local dignitaries and Town councillors are invited, and they lead the procession down the High Street. At around 18.45 the crowds gradually line up on the left of the High Street to walk down. This year they will be led by a Scottish bagpiper and drummer.

At 19.00 the procession sets off from the top of the High Street in orderly fashion walking slowly and well spaced. The local fire brigade are in attendance as well as the police.

This year entry will be as usual by the lower gates on Trinity Street, but also at the upper gate on the corner of New Street..

Please provide the following information about your event

|                         |       |
|-------------------------|-------|
| <b>Event start time</b> | 18.45 |
| <b>Event end time</b>   | 19.45 |

## 1.2 Event Itinerary

Please provide timings of your event including set up and break down timings

| <b>Date / Time</b> | <b>Action</b>                                                                                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25/11/26           | Advance notices erected on 4 entrance roads to the town, warning of the forthcoming event                                                                                                                                          |
| 26/11/26           | Safety precautions for this year's event published in the Halstead gazette online and then in the paper. Safety notices displayed around the town from this date as well, warning of further safety measures to be used this year. |
| 9.00               | Groundsmen put up NO PARKING notices in the High Street to keep the area clear                                                                                                                                                     |
| 17.00              | Traffic management company set up road closure                                                                                                                                                                                     |
| 16.30              | Groundsmen set up 1 gazebo for handing out glowsticks and 1 for PA system, and floodlighting                                                                                                                                       |
| 17.30              | Marshalls' briefing meeting held in Town Council hall. This will be a far more detailed                                                                                                                                            |

|       |                                                                                                                                                                                                                                                                                    |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | briefing this year, preceded by a walk through the route for all marshals. This will include action to take in an emergency, if emergency vehicles need access to the High Street, and crowds need to be moved away. This year 30 marshals, as advised by police and fire officers |
| 18.00 | Marshalls set up first aid gazebo in public gardens. This will be manned this year by firstaiders and a paramedic                                                                                                                                                                  |
| 18.00 | Marshall team assemble in the High Street with a barrier down the street of cones and tape, to keep crowds off the street until the road is closed.                                                                                                                                |
| 18.00 | Council staff hand out glowsticks                                                                                                                                                                                                                                                  |
| 18.00 | Halstead Young Farmers position tractors at entrances to High Street and remain with their vehicles in case of an incident which would require people to move off the High Street                                                                                                  |
| 18.30 | Fire service in waiting at top of High Street.                                                                                                                                                                                                                                     |
| 18.30 | Drummer and piper arrive and make way to the starting point in the High Street                                                                                                                                                                                                     |
| 18.45 | Members of churches assemble around the crib at the top of the High Street                                                                                                                                                                                                         |
| 18.55 | Road closure implemented                                                                                                                                                                                                                                                           |
| 18.55 | Mayor gives a welcome and warning to the crowds in order to ensure the safety of the procession                                                                                                                                                                                    |
| 19.00 | Blessing of the crib and singing of Away in a manger                                                                                                                                                                                                                               |
| 19.05 | Public are asked to make lines across High street of 10-12 people.<br>At this point the road closure will kick in                                                                                                                                                                  |
|       | Marshalls also to enforce the road closure at the top of the High Street                                                                                                                                                                                                           |
|       | Procession moves in distanced fashion down the street.                                                                                                                                                                                                                             |
|       | Procession to enter public gardens by main gate, and new Street gate. Carol sheets handed out away from the entrance.                                                                                                                                                              |
| 19.30 | Laser display, pyrotechnics and snow machine in public gardens                                                                                                                                                                                                                     |
| 19.30 | Road closure opens                                                                                                                                                                                                                                                                 |
| 19.45 | Brief carol service in public gardens                                                                                                                                                                                                                                              |

### 1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

| Time | Activity |
|------|----------|
|      |          |
|      |          |
|      |          |
|      |          |

### 1.4 Event Management

#### Roles and Responsibilities on Event Day (s)

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

| Role                     | Responsibilities                                                                                                                                                    |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Event Organiser          | To ensure the whole event runs smoothly with the help of volunteers and council staff. To brief marshals on the day. They will communicate through a Whatsapp group |
| Site Manager             |                                                                                                                                                                     |
| Health & Safety Officer  | To monitor Health & Safety throughout the event and to assist in briefing                                                                                           |
| Arena/stage Manager      |                                                                                                                                                                     |
| Chief Marshal            | To manage the marshals                                                                                                                                              |
| Press and PR coordinator |                                                                                                                                                                     |
| Other                    |                                                                                                                                                                     |

### 1.5 Crowd Management

Please provide details on how you will manage the crowd at your event

Please note: the role of stewards is covered in section 2.13 so there is no need to complete the role of stewards in this section

**Is your event ticketed? If yes, what arrangements are in place for this?**

No

**How will you manage capacity at your event?**

As described above, public will move off slowly in rows of 12 spread across the street. Marshals will have assigned positions

**How will you manage the access and egress of the crowd?**

The crowd will initially assemble in the High Street and will only be allowed to move very slowly down the High Street with one row at some distance from the next

### 1.6 Advertising

Please provide details of how you will advertise your event

**How and where do you plan to advertise your event?**

On the Council website, on Facebook, on the council noticeboards. New safety advice will be in the Gazette and on noticeboards, facebook and council website in the week before the event

|                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Will the media be in attendance and if so how will you handle them?</b>                                                                                                                                                                                          |
| No                                                                                                                                                                                                                                                                  |
| <b>May we use the details supplied here for publicity purposes or to give to interested parties?</b>                                                                                                                                                                |
| <p>a) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b) If yes, which name and contact details can we release?<br/> <a href="mailto:townclerk@halsteadtowncouncil.org.uk">townclerk@halsteadtowncouncil.org.uk</a> Sarah Greateorex</p> |
| <b>Would you like Braintree District Council to use their Social Media to help you promote your event?</b>                                                                                                                                                          |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                 |

## 2. Site Management

### 2.1 Contractor Management

|                                                                                                                                                                       |                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Please provide details of any contractors that will be involved with your event<br>Please ensure that you check any safety documentation of contractors that you hire |                                                           |
| <b>Company</b>                                                                                                                                                        | <b>What are they providing/doing?</b>                     |
| Amp & Decks Eddie Coomber – 07768 480 574                                                                                                                             | PA system at the top of the High Street                   |
| Martin Traffic management<br><br>Joe Sprowell – 07968 355949                                                                                                          | Traffic management for High Street                        |
| Jim Mangham 07437 518134                                                                                                                                              | 8 Halstead Young Farmers' tractors as mitigating vehicles |
| Fantastic Fireworks<br>Jon Culverhouse - 07788 975333                                                                                                                 | Laser display                                             |
| St John Ambulance                                                                                                                                                     | First Aid                                                 |

### 2.2 Traders

|                                                                                                                                                                            |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Please provide details of any traders/commercial traders and charity stalls that will be at your event<br>Please ensure that you check any safety documentation of traders |                        |
| <b>Name of Organisation</b>                                                                                                                                                | <b>Concession Type</b> |
|                                                                                                                                                                            |                        |
|                                                                                                                                                                            |                        |
|                                                                                                                                                                            |                        |
|                                                                                                                                                                            |                        |
|                                                                                                                                                                            |                        |

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|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Sale of Alcohol</b><br>If you are selling alcohol at your event, please contact the licensing department as you will require a |
|-----------------------------------------------------------------------------------------------------------------------------------|

temporary events notice.

Please explain below how you will manage the sale of alcohol.

N/A

### **Catering Requirements (Food, drink, water)**

For each catering supplier/food stall that you have attending your event, please provide the following information:

- Name of Business
- Address of Business
- Contact telephone number
- Name of local authority that they are registered with
- National food hygiene rating (if available)

N/A

## **2.3 Fencing and/or barriers**

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location

Please ensure that you check any safety documentation of contractors that you hire.

We will use cones and barrier tape

## **2.4 Electricity, Water, Gas Supply and Generators**

Please tell us if you plan to use electricity, water, gas supply or other flammable liquids at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

Please ensure that you check any safety documentation of contractors that you hire.

The groundsmen will use a generator based in the back of the council van to provide power for flood lighting.

The PA systems in the High Street and the public gardens will use the electricity supply to those sites.

## 2.5 Temporary Structures

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging

Please ensure that you check any safety documentation of contractors that you hire.

Volunteers will erect 3 gazebos, 2 in the High Street and one in the Public Gardens for First aid. Positions shown on map

## 2.6 Fire Safety

Please ensure that you have considered aspects related to fire safety at your event and provide detail here. Please ensure that you check any safety documentation of contractors that you hire.

We participate in a Safety Advisory group for this event set up by BDC

## 2.7 Temporary Events Notice

### IMPORTANT NOTE:

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licences in place.

Please contact BDC licensing department for more information [licensing@braintree.gov.uk](mailto:licensing@braintree.gov.uk)

## 2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

### Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society ([www.prsformusic.com](http://www.prsformusic.com)) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

During the laser light display there will be accompanying music for a short time in the public gardens. The public take part in a carol service in the public gardens

## 2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks

For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme)

Please ensure that you check any safety documentation of contractors that you hire.

| Name, address and telephone number of organisation | Attraction and ADIPS number if applicable |
|----------------------------------------------------|-------------------------------------------|
| N/A                                                |                                           |
|                                                    |                                           |
|                                                    |                                           |
|                                                    |                                           |

## 2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

2 First aiders and a paramedic provided by St John Ambulance. Many of the council staff and the BDC volunteers are also qualified first aiders

## 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

### Toilet Facilities

Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.

There may be a charge if toilets are required outside normal opening times (check with Braintree District Council). If inadequate provisions are available this can lead to a risk of a disruption to public order and safety.

The HTC public toilets will be open on the evening with extended hours. In addition 3 portable toilets will be in place in the public gardens provided by Toilets plus.

#### **Waste Disposal**

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

Volunteers will remove waste on the night. Rubbish will also be put in waste bins on the High Street and in the public gardens as usual and these will be emptied by BDC staff the morning after.

As the event organiser if you anticipate that any waste bins within the event area may get full please indicate the position of these bins on the event site plan. If extra 'wheelie' bins are required in those areas, please state below how many and where.

#### **Noise Management**

Please provide details of the arrangements made for minimising noise disruption at your event, particularly if you are having live, amplified music.

We are planning to have music only for 15 minutes, will warn surrounding houses, and are employing an experienced laser display company who will be aware of the need to minimise disruption.

### **2.12 Accessibility**

Please tell us how you have made your event accessible and provide details here. e.g. Accessible toilets provided, Accessible parking, Ramped access

**There is a disabled toilet in Kings Road outside the public gardens. The road and gardens are totally accessible to those in wheelchairs or using walking frames. There are disabled parking spaces in Chapel Street and Butler Road carparks**

### **2.13 Steward and Marshal Management**

|                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please provide details of the arrangements you have made for stewards at your event                                                                                                                                                                                                                                                                                                                                        |
| <b>What are the roles and responsibilities of your stewards?</b>                                                                                                                                                                                                                                                                                                                                                           |
| Their role is to keep the public generally off the road and safe, except when the road closure is in operation and the procession is moving down the street.                                                                                                                                                                                                                                                               |
| <b>Where will they be positioned and why?</b>                                                                                                                                                                                                                                                                                                                                                                              |
| Down the length of the High Street at the edge of the area where the crowds gather to prevent them encroaching on the road. Also in the public gardens                                                                                                                                                                                                                                                                     |
| <b>Who are your stewards? How will they be identified?</b><br><b>We do not require names, just where you have recruited them from.</b>                                                                                                                                                                                                                                                                                     |
| HTC staff, BDC staff, Rugby club, Holmes and Hills, Halstead in Bloom volunteers. All will be wearing Hi-vis jackets                                                                                                                                                                                                                                                                                                       |
| <b>Will you be using Security Industry Authority (SIA) qualified security staff? If so, what will their role be?</b>                                                                                                                                                                                                                                                                                                       |
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>How will your stewards be trained?</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| The Health and Safety Manager is experienced in health and Safety and is a former employee of BDC. The Chief marshal is an Administrator at Halstead Town Council. The Event organiser has undergone on 31/7/24 a course in Traffic management for Community events, and has run the event for the past 9 years, aiming to improve safety every year. Both have attended meetings with police and fire officers this year. |
| <b>When will your stewards be briefed?</b><br><b>Please provide a copy of the information that will be given to Stewards (briefing document)</b>                                                                                                                                                                                                                                                                           |
| 17.30 on the day <b>Briefing document to follow. Will be mindful of the Purple Guide and Martyn's Law</b>                                                                                                                                                                                                                                                                                                                  |
| <b>How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?</b>                                                                                                                                                                                                                                                                                          |
| Whatsapp group                                                                                                                                                                                                                                                                                                                                                                                                             |

### 3. Incident Management

#### IMPORTANT NOTE:

**Do not assume that the emergency services will attend your event other than in an emergency. Your event must be managed without the support of the emergency services, even if they have agreed to attend as they may be called away to an emergency elsewhere. Do not refer to Essex Police throughout this document. They cannot provide support to any element of your event other**

than in an emergency and even in this instance their first port of call would be your contingency plans.

### 3.1 Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

**The Town clerk is the designated person at the top of the town wearing Hi vis labelled Event manager. The Chief marshal is the designated person at the bottom of the town wearing hi vis labelled Chief Marshal**

**Announcements will be made through the PA/Loudspeaker system at the top of the High Street or in the park**

**Fox and Herb café on the High Street is reception point for lost children**

### 3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

**As with any incidents which occur at the Town council, these will be reported to the police and fire service if necessary, and in the incident/accident book at the council offices.**

### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

It is advisable to have emergency messages scripted before the event for use on the day

**Through the loudspeakers/PA systems at the top and bottom of the town**

**More information will be provided shortly on this**

### 3.4 Emergency Plans

#### **IMPORTANT NOTE:**

**It is not the responsibility of the Event Manager/Organiser to run an emergency procedure. If an emergency is to be declared then operational command will fall to Essex Police. However, procedures need to be in place so that emergencies can be dealt with responsibly until the emergency services arrive.**

**It is important that you set out your procedures carefully and brief all event staff, contractors and volunteers so that they are clear and widely understood.**

**In this situation we would advise that the decision is clearly recorded, including who took it, what time it was taken, and why it was taken.**

**Please provide details of your emergency plan for the event**

**It is your responsibility under Health and Safety, and the practice of a Risk Assessment, to consider the 'what if's' at your event (i.e. contingency planning).**

**What are your contingency plans for situations, such as:**

**Need for evacuation, fire, power failure, collapse of a temporary structure, road traffic collision, medical emergency, fatality, adverse weather conditions, key location becomes unavailable, cancellation prior to or during?**

**This is not an exhaustive list and the specific nature of your event will suggest others.**

**The event will be reported to the Town clerk/other member of the Town council team.**

**The car park at Lidl is an agreed Assembly point site if evacuation of the public gardens becomes necessary.**

**Queens Hall is designated as an Emergency centre.**

**At your event, who will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control?**

**The Town clerk together with the Chief marshal who is an Administrator at Halstead Town Council, and the Health and Safety Manager, experienced in H&S, recently retired from BDC**

**Who will report this to the emergency services?**

**The Town clerk**

**What systems do you have in place to contact the local emergency services?**

**Mobile phones**

**Who will liaise with the emergency services when they get to the site?**

**The Town clerk/chief marshal/H&S manager**

**What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?**

**The High street from either end, and then the public Gardens main entrance in Kings Road**

**Who will be responsible for crowd control during an incident?**

**Marshals, Event Manager and Health & Safety manager**

**If required, how would you evacuate your event? What steps would you take?**

|                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If it is in the public gardens then arrangements are already in place to evacuate to the Lidl carpark. If it is in the High Street, then the public would be moved away from the High St into Chapel street carpark, or the Weavers Court pedestrian area, or the Centre |
| <b>How will you communicate the evacuation instruction to your audience?</b>                                                                                                                                                                                             |
| Using the PA/Loudspeaker systems                                                                                                                                                                                                                                         |
| <b>Please provide details of any emergency signage that will be used at your event (i.e. emergency exit signs)</b>                                                                                                                                                       |
| There will be notices in the public gardens indicating the Lidl car park is for evacuation in case of emergency.                                                                                                                                                         |

## 4. Traffic Management

### 4.1 Traffic Management

|                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please answer the following questions in detail regarding traffic management at your event                                                                                                   |
| <b>Is your event taking place on or off the Highway?</b>                                                                                                                                     |
| <input checked="" type="checkbox"/> On the Highway <input type="checkbox"/> Off the Highway                                                                                                  |
| <b>What is the best route for traffic to take in order to get to your event? How will this be communicated?</b>                                                                              |
| There will be signs on all entrance roads giving the date and time of the event. Most attendees will come early if they come by car and park in Chapel Stret or Butler Road carparks         |
| <b>What is the best and safest route for traffic to exit your event? How will this be communicated?</b>                                                                                      |
| They will be able to use the road normally once the procession has passed. Those wishing to avoid the procession will be directed via White Horse Avenue, Tidings Hill and Parsonage Street. |
| <b>In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.</b>                    |
| There will be no traffic passing while the procession is moving as we have applied for a complete road closure.                                                                              |
| <b>What have you done to liaise with and inform local residents and businesses about the impact to local roads?</b>                                                                          |
| Signs as described above on all entrance roads 2 weeks before the event. It will also be mentioned in the paper and on noticeboards.                                                         |
| <b>Can people enter your event without causing an obstruction on the road?</b>                                                                                                               |
| Yes                                                                                                                                                                                          |
| <b>How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?</b>                                                 |

|                                                                                                                                                                                                                                                                                       |                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Yes                                                                                                                                                                                                                                                                                   |                                                      |
| <b>Are you requesting any parking suspensions as part of your event?</b><br><b>If yes, please complete the information below.</b><br><b>If you do not include ALL of this information your request cannot be considered</b> (parking suspensions for your event may involve a charge) |                                                      |
| Location (street name/car park)                                                                                                                                                                                                                                                       | High Street                                          |
| Number of spaces                                                                                                                                                                                                                                                                      | 10                                                   |
| Intended use for the parking spaces                                                                                                                                                                                                                                                   | Crowd, handing out of torches, gathering of churches |
| Start time of suspension                                                                                                                                                                                                                                                              | 16.30                                                |
| End time of suspension                                                                                                                                                                                                                                                                | 20.00                                                |
| <b>If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.</b>                                                             |                                                      |
| <br><br><br><br>                                                                                                                                                                                                                                                                      |                                                      |
| <b>If you are providing off-road parking, please complete the information below:</b><br><b>Please note: any parking areas must be stewarded at all times. You may be asked to provide a parking plan.</b>                                                                             |                                                      |
| Location                                                                                                                                                                                                                                                                              |                                                      |
| Number of spaces                                                                                                                                                                                                                                                                      |                                                      |
| How will the area be managed?                                                                                                                                                                                                                                                         |                                                      |
| <b>If the answer to this is none, please explain why you think there will be no impact on parking, access or traffic flow. As the organiser you are responsible for ensuring there is none/minimal impact to traffic.</b>                                                             |                                                      |
| The normal car parks will be used. Many will come to the event on foot                                                                                                                                                                                                                |                                                      |

## 4.2 Road Closures

If your road closure request is granted under the Town Police Clause Act, Braintree District Council will produce the road closure order once it has been approved by ECC Highways Authority. This may involve a charge. Speak to Braintree District Council for more information.

If made under the provisions of the Road Traffic Regulation Act 1984 the road closure notices will be produced by ECC Highways. This will involve a charge.

### IMPORTANT NOTE:

**Before a road closure can be considered the following documents MUST be submitted to Braintree District Council along with this plan and approved by ECC Highways Authority:**

- **A copy of valid Public Liability Insurance (£5 million minimum)**

- [Health and Safety Risk Assessments](#)
- [Signage Schedule \(Map and indication of where signs will go\)](#)
- [Plan of diversion route \(if applicable\)](#)

Please note [ECC Highways](#) require 12 weeks' notice of any road closures for coordination purposes.

Please answer the following questions in detail regarding any road closures at your event

**Are you applying for a road closure as part of your event?**

☒ Yes ☐ No

**Please list ALL roads that you wish to close for your event below:**

Market Hill  
High St  
Bridge St  
Chapel St  
The Centre  
Parsonage Street  
Rosemary Lane  
The Causeway  
Kings Road  
Factory Lane

**What is the duration of the closure? Please be realistic with timings.**

30 minutes

**Is it necessary to have a diversion route? If yes, please provide details of the route here.**

White Horse Avenue, Tidings Hill, Parsonage Street

**Who is providing your signage for the road closure? Martin Traffic Management. [More detail to be provided in due course](#)**

**If you are providing signage yourself, please provide a signage schedule and a Health and Safety risk assessment for working on the highway.**

Signs will be put up on entrance roads at 7.30 am 2 weeks before the event by HTC groundsmen, and on the High St warning of the road closure  
We are employing a traffic management contractor, Martin Traffic Management, to manage the road closures

## Appendices

### i. Site Map

Please provide a site map of your event site

**ii. Risk Assessment**

Please complete an event specific risk assessment including a fire risk assessment

**iii. Public Liability Insurance**

Please provide a copy of your public liability insurance certificate (for a minimum of £5 million)

**iiii. Road Closure Documents (if applicable)**

- A copy of valid Public Liability Insurance (£5 million minimum)
- Health and Safety Risk Assessments including reference to risks on the Highway
- Signage Schedule (Map and indication of where signs will go)
- Plan of diversion route (if applicable)