
HIGHWAY NETWORK MANAGEMENT

EVENTS ON OR NEAR THE HIGHWAY

INFORMATION PACK



Appendix T

Last amended: 20th March 2017
Owner: Lee Barnard
PMS: Public

CONTENTS

1. Introduction
2. Highway Authority Contacts
3. Things to consider when planning an event
4. Traffic management and road closures
5. Event notification and traffic management application process
6. Insurances
7. Keeping everyone safe
8. Further useful contacts
9. Links to further guidance
10. Unattached Appendices
 - App TA – Event Network Booking Form
 - App TB – Event Temporary Traffic Regulation Application Form
 - App TC – Event Temporary Traffic Control Application Form

1. INTRODUCTION

Events are an important aspect of everyday life that help encourage people to play a more active part in society and lead active and healthy lives. They may celebrate a particular occasion, raise funds for a good cause or simply bring people in a community closer together. Many, including large commercial events such as music festivals can also be great in boosting local trade and tourism.

Staffordshire County Council, as highway authority, is keen to support event organisers in delivering safe, well planned events that enable visitors to enjoy and to get to and from the event quickly and safely whilst causing the minimum disruption possible to themselves and others.

This information pack is aimed at gathering the information needed so that we may effectively assess and co-ordinate an event alongside the many necessary activities that take place on the highway every day. Such activities may be highway maintenance, utility works as well as many unplanned events vehicle break downs, accidents and other incidents involving the emergency services where the road is closed at short notice.

It's important to add that we have a legal duty as highway authority under the Traffic Management Act 2004 to manage our road network and secure the expeditious movement of traffic so it's vital we have the right information so that we can provide advice and support, approve traffic management proposals and signing if required, and/or apply protections to those highways that will be affected.

2. HIGHWAY AUTHORITY CONTACTS

For the highway authority, event notifications and traffic management approvals are administered by the Network Management Team. Once an event notification and application has been received and registered, the applicant is provided with confirmation of receipt and a reference number to aid ongoing contact.

In advance of this, if you have any initial enquiries, please do not hesitate to contact the Network Management Team on:

Tel.: 0300 111 8000

For information on the full range of permissions and to access this pack online, visit:

<https://www.staffordshire.gov.uk/transport/staffshighways/licences/Licences.aspx>

All notifications and applications can be made to the team in the following way:

E-mail nmu@staffordshire.gov.uk

We would prefer that applications are made electronically or by fax so that they can be dealt with promptly but are happy to accept postal applications to the following address:

Network Control Hub
3rd Floor No. 1 Staffordshire Place
Tipping Street
Stafford
ST16 2DH

3. THINGS TO CONSIDER WHEN PLANNING AN EVENT

For those looking to plan a small, charity or community event for the first time, the following is offered to aid preparation and planning. It is expected that major events will have thorough event and traffic management plans that are prepared by experienced and competent personnel.

- Create and maintain an Event Management Plan to capture and monitor progress on your tasks
- Decide what do you want the event to be, achieve, be named as and its size and scale. Also, when it will be (which will aid working through and delivering your tasks on time)
- Where will the event be hosted; this will be shaped by how many visitors you want to cater for dependent on how they will travel to you which then informs parking, transport options and safe access routes
- Plan and share out the tasks; establish a team and define roles including establishing who is the 'event organiser' (the main person responsible for the event)
- Find out what bookings, permissions and licences you need ; best to do early as some can have lengthy lead times
- Think about common sense safety, access issues, fire safety equipment and insurance. You'll need to prepare Risk Assessments and possibly evacuation plans
- Are you going to need help from others on the day; do you need marshals and stewards, security and how will you provide First Aid
- Decide on a realistic budget
- Identify how best to publicise the event; who is your target audience and is it open to the general public? If it is an open event, consider what contingency plans you need to prepare if more people than expected turn up
- Plan the day (or days) in detail; everything from what time to muster the team, what time to set up equipment to what time visitors will be expected to arrive and also depart. Remember that you may need tasks to clear up once the event is over
- Mopping up post-event; to de-brief on successes, conclude publicity and close out tasks (such as off-hiring equipment)

The time needed to plan an event really depends on the type of event, it's size and its impact to the community (including highway users) but the following may assist in offering minimum timescales to engage with the highway authority:-

Small Non-Highway Event (up to 500 in attendance)	1 month
Small On-Highway event on QUIET road (up to 500 in attendance)	1 month
Medium Non-Highway Event (between 500 and 1,000 in attendance)	3 months
Medium On-Highway Event (between 500 and 1,000 in attendance) and in a town centre, busy road and/or bus route	4 months
Large Non-Highway Event (over 1,000 in attendance)	6 months
Large On-Highway Event (over 1,000 in attendance)	6 months
Major Event (attracting regional/national e.g. >10,000 attendees)	12 months

4. TRAFFIC MANAGEMENT AND ROAD CLOSURES

As an event plan and strategy is established, the impact on traffic should become clear to the organiser and we urge such to consider not only supporting access to and from an event to secure a successful event for those taking part but also minimising the impact on everyone else who isn't attending the event, who may as a consequence seek to complain and object. This is important as complaints received by the authority are investigated and where demonstrable impact has been evidenced, they can affect approvals for subsequent events. In our experience, complaints received could have been easily avoided through early engagement and effective planning.

The following are some examples of considerations:

- If your event is off-highway but will attract many visitors by vehicle, is the access to the site sufficient to cope with the volume of traffic?
- And will this traffic entering or exiting the venue delay a large number of others not attending the event?
- Think about parking for visitors; is there enough parking at the venue or in the area and what contingency plans might you need if more people arrive than expected?

Remember: delays to others could affect the overall event success as for e.g. it may make someone late for work or ambulances responding to emergencies can get stuck in delays, even with blue lights activated. No-one would wish for the consequences of such so it's important to consider and work with the highway authority to consider solutions.

- And what means of signposting to the event such as social media, websites and leaflets can you use to avoid relying on temporary event signing? Temporary signs are not only a risk to highway users but can also be offence if considered to be advertising on the highway.
- Are there ways you can encourage visitors to use public transport instead of driving to the venue?

Remember: getting to the event needs to be safe for all highway users so if buses run locally, are there safe footpaths to support pedestrians to the venue entrance? (for e.g. remote events in fields don't always have the necessary infrastructure)

- If your event is on-highway, have you considered the dangers of moving vehicles both along the road but also those exiting drives and junctions?
- If your event is on-highway and you want to close the road traffic, do you have the means to work with and ensure support from anyone affected by the closure? (e.g. other residents)

Remember: not everyone affected by the closure will take part in the event so it's important to get them on board and early so they can make plans for their vehicle for those who, for e.g., may need to go to work. Also, you need to think about what you would do if there's an emergency needing an ambulance to attend or a fire vehicle response.

- If the event is on-highway and you want to close the road to traffic, will buses be affected?

Altering and communicating a change to bus routes is onerous and can have a huge impact on those in our communities who only have buses to rely on, whether to visit family, travel to work or travel for and receive healthcare. Even for essential works, closures on bus routes are avoided wherever possible and where they cannot be avoided, extra time and effort is spent with bus operators to find solutions to minimise the impact of the changes.

Types of Road Closures and other Forms of Traffic Control

Once you have considered the impact on traffic, there are different solutions and legal cover that can be deployed to assure everyone's safety. This is essential as highways are a dangerous place and the threat to life from collision with a vehicle is understandably high and instantaneous.

This doesn't mean to say that closing roads isn't supported, it is always difficult to seek approval for or has to be slow and expensive but the risks do have to be taken seriously.

Important Note: it is against the law to direct traffic (for e.g. physically, using hands) unless you are a uniformed Police Officer, regardless of whether you are wearing hi-visibility clothing or not therefore closing roads by 'human direction' is not possible. For everyone other than the Police, it is equipment, signs and controls that close roads and not people. However to place this equipment, there should always be a temporary legal traffic restriction too, otherwise they could be deemed to be an illegal obstruction. This becomes important for insurance and liability reasons should an accident occur.

Placing signs, traffic control and equipment on the highway must be undertaken by an insured, trained and competent person. The level of this training and competency can vary depending on the type of road and the speed and volume of traffic but even simple closures on residential streets and cul-de-sacs need to be approached with a level of preparation and caution. Traffic management on major, fast and busy roads can only be deployed by highly trained and competent staff with the correct and supportive resources.

Temporary Traffic Regulation

This is effectively a temporary change to traffic law and is what the highway authority can provide to support a safe event and can cover:-

- Road closures
- One-way closures
- Parking restrictions
- Loading/waiting restrictions (Clearway)
- Others such as weight limits and reverse one-way restrictions

Road closures can be authorised by either 'Order' which has to be advertised once in the local press and are used for closures of major/busy roads or by 'Notice' where the impact to traffic is considered negligible. The procedure for a Notice is swift but can only be used for a closure. All other types of restriction other than a closure can only be legalised via an Order.

Authority to Control Traffic – Portable Traffic Signals and Stop & Go Controls

Permission to control traffic has to be provided by the highway authority. The only other legal means of stopping and releasing traffic is via a uniformed Police Officer.

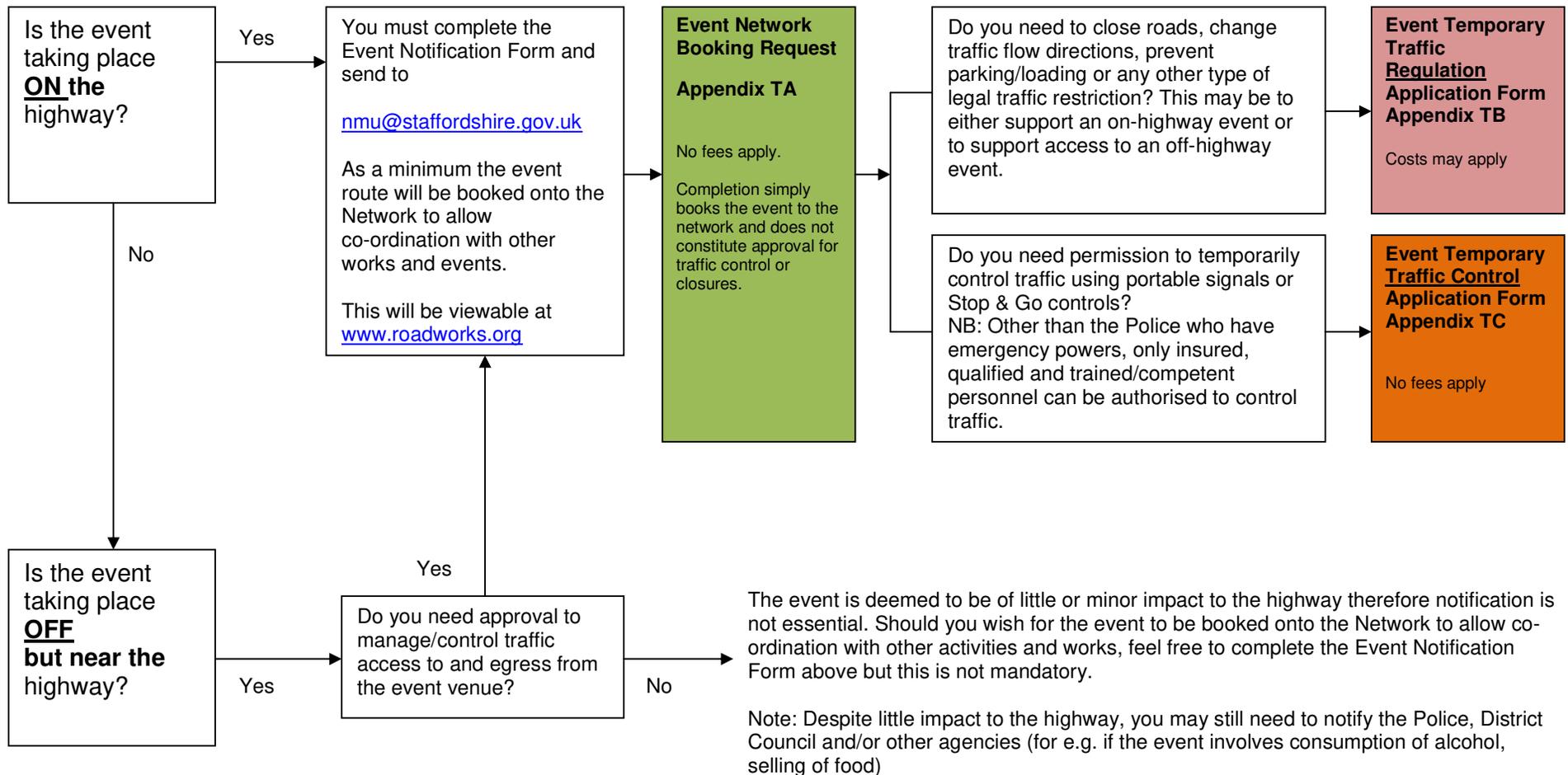
Traffic Control and Events in vicinity of Level Crossings

Due to the inherent risks involved, it is not advisable to plan an event that will directly cross or affect by consequence a railway level crossing. Should there be no alternative:-

1. Network Rail must be informed and approve of the event/traffic management plans
2. Staffordshire County Council will not consider supporting an event without written evidence of approval from Network Rail.

5. EVENT NOTIFICATION AND TRAFFIC MANAGEMENT APPLICATION PROCESS

The following guidance is provided to clarify what the highway authority needs and by what form to assess what approvals and support may or may not be required and advise you accordingly. Other agencies such as District Councils will need to be provided different information therefore please utilise the contacts provided in Section 8 for this purpose. To use the guide, work through the question trace which will inform which forms will need to be completed and submitted. These processes apply to all event types and organisers.



Using the flow guide on the previous page, determine which forms you will need to complete which are explained as below:

Event Network Booking Request Appendix TA										
<p>Description</p> <p>This form is used to provide basic information about the event, organiser, dates and times and contacts. On receipt, the Networks team will 'book' the event to the network to aid co-ordination with other works and activities. You can view this booking at www.roadworks.org. This process is a notification only and doesn't constitute highway authority approval for the event or authorisation to control traffic.</p>	<p>Timescale and Cost</p> <p>Please see table in Section 3 as timescales vary. Forms TB and TB can follow later but it is imperative that events are notified to the Network Management Team as early as possible. Cost = £0 processing cost</p>									
Event Temporary Traffic Regulation Application Form Appendix TB										
<p>Description</p> <p>This form is used to apply for a traffic restriction e.g. road closure, speed limit change, parking restriction. These cannot be processed without an Event Notification form having been submitted (above). On receipt, the highway authority will assess and process a temporary legal traffic restriction as required for the event. It is the organiser's responsibility to deploy, maintain and collect the necessary signs and ensure they are done so by a suitably trained and competent person. The closure will be viewable associated to the event booking at: www.roadworks.org. A receipt will be provided authorising the traffic restriction.</p> <p>Costs are based on event size:</p> <p>Band A - Charities, community groups and non-profit making organisation organising non-commercial events (with no significant commercial gain)</p> <table style="margin-left: 40px;"> <tr> <td><1,000 people</td> <td>=</td> <td>£0 admin but press advert charge if applic</td> </tr> <tr> <td>1,000-5,000 people</td> <td>=</td> <td>£75 admin plus advert charge</td> </tr> <tr> <td>>5,000 people</td> <td>=</td> <td>£200 admin plus advert charge</td> </tr> </table> <p>Band B - Where the event is organised by a non-profit making organisation but there is a significant commercial element.</p> <p>Band C - Where the event is organised by a commercial organisation for profit.</p>	<1,000 people	=	£0 admin but press advert charge if applic	1,000-5,000 people	=	£75 admin plus advert charge	>5,000 people	=	£200 admin plus advert charge	<p>Timescale and Cost</p> <p>Please see table in Section 3 as timescales vary. Traffic restrictions are normally 12 weeks absolute minimum period unless it is a minor event.</p> <p>£0 admin but press advert charge if applic £75 admin plus advert charge £200 admin plus advert charge</p> <p>£1,025 admin plus press advert fee.</p> <p>£1,025 admin fee plus press advert fee in addition to Officer time. Price on application</p>
<1,000 people	=	£0 admin but press advert charge if applic								
1,000-5,000 people	=	£75 admin plus advert charge								
>5,000 people	=	£200 admin plus advert charge								
Event Temporary Traffic Control (Traffic Signals/Stop & Go) Application Form Appendix TC										
<p>Description</p> <p>This form is used to apply for authorisation to stop and control traffic i.e. portable traffic signals, Stop & Go boards, etc. These cannot be processed without an Event Notification form having been submitted (above). On receipt, the highway authority will assess and provide permission to control traffic as required by law. It is the organiser's responsibility to deploy, maintain and remove the necessary equipment (e.g. signals) and ensure this is by a suitably trained and competent person. The controls will be viewable associated to the event booking at: www.roadworks.org. A receipt will be provided authorising the traffic control.</p>	<p>Timescale and Cost</p> <p>Min of 1 month before event</p> <p>Cost = £0 processing cost</p>									

6. INSURANCES

When organising an event it is common to be asked or consider whether Public Liability Insurance is required. This insurance covers the organisers of an event providing them with financial protection if they are held to blame for injury to a person or for loss or damage to property and sued. You can buy different levels of cover, from £1 million upwards. This seems a lot but costs are relatively low, sometimes as little as £50 or £60. How much you need varies according to the type of event and activities you are planning and how many people will attend. Authorised highway activities require a minimum of £5 million cover.

If you are unsure, talk to your own insurer or an insurance broker who will be able to advise you.

You do need to be sure that the policy you buy covers all the activities you want included, so be open and clear with the insurer or broker you talk to and make sure that you check the terms of the policy and in particular any exclusions.

You can find a specialist insurance broker on the internet or on the [British Insurance Brokers Association \(BIBA\) website](#).

There is no law that says you must buy insurance for a voluntary or community event – but you might want to make sure you are covered in case something goes wrong and someone makes a claim against you. In our modern society, it is common to claim and seek compensation for losses and damage.

In our experience, it has been known for a claim arising from an injury sustained during a long-standing yearly event to financially render the event cancelled so we always advise having a level of cover but remember that whilst having [public liability insurance](#) may give you peace of mind, it's good planning not insurance that stops things going wrong. The main aim must always be avoiding risk in the first place. If you do decide you need insurance remember that before you buy it, you should check the terms of the policy carefully to make sure you know exactly what cover it provides and any requirements you may have to meet. Things to consider:-

- If you are holding the event in your home or garden you may be covered by the public liability section of your own home insurance policy. You can check this yourself and talk to your insurer if you have any questions.
- If you are renting or using someone else's building, you may be covered by their insurance, do check to see if this is the case.
- If you are hiring equipment such as a marquee or bouncy castle check with the company you are hiring it from whether their terms of hire include insurance and read any conditions carefully (particularly any exclusions).
- If external businesses are providing services, such as food or rides, you should check they have their own insurance, and that it is in force on the day of the event.
- If you are holding an event on the highway, it's advisable to have public liability insurance for the event.

Find out more about event insurance with the Association of British Insurers' ['Celebrate – An ABI guide to planning an event'](#).

7. KEEPING EVERYONE SAFE

Above all else, safety is paramount as no-one would want to be injured or see their loved ones injured during or as a result of an event.

Avoiding injury is about considering risks and managing them – the level of work involved will differ according to the size, type and nature of event but even for small events, it's important to note all potential risks in your event plan. The guidance provided below isn't exhaustive but we hope it helps in providing food for thought.

When planning an event, consider:

- what are the risks, high or low, of somebody being harmed by a hazard, and how serious the harm could be
- how could accidents happen and who might be harmed
- what do you need to do to control the risks and make the event safer

These are some of the things you may want to think about:

- the layout of the event to ensure people and vehicles can move about safely
- the number of people attending the event, for example, managing entrances and exits to prevent overcrowding
- keeping the venue free from slip and trip hazards
- not taking unnecessary risks when putting up large marquees, tents etc. It may be sensible to have a large marquee erected and taken down by the company it is hired from - see the guidance on [safe use and operation from MUTA](#)
- making sure that structures like bouncy castles you hire have an up-to-date inspection certificate and that they are properly tethered and used in accordance with manufacturer's instructions and guidance - find out more about the [industry's PIPA scheme](#)
- if hiring a fairground ride, check that it has an up to date certificate of conformity, this is equivalent to a car's MOT certificate
- electrical safety: for example, if you are using mains voltage outside use a 'trip device' to ensure that the current is promptly cut off if contact is made with any live part. For events on highway, it is not appropriate or safe to take power from any existing street furniture (such as a streetlight).
- first aid arrangements
- contingency arrangements; an evacuation/event cancellation plan in response to an accident, fire or other threat

If you are using a village or community hall or similar venue, the Health and Safety Executive has a [simple checklist](#) to help you.

FIRE

Anyone providing a venue for a public event must assess the risk from fire to those using the premises and ensure that the fire safety measures in place are suitable to protect lives in the event of a fire.

Discuss with the venue owner what fire safety arrangements are in place and make sure you know what to do should a fire break out.

Questions you should ask yourself are often a matter of common sense. For example:

- is the fire alarm working

- are the fire exits obvious and/or clearly signposted; are there enough exits to let everyone, including anyone who may be disabled or particularly vulnerable, leave quickly and easily in the event of a fire
- who will be responsible for evacuating the building should it be necessary
- are any pieces of fire safety equipment, such as fire extinguishers or fire blankets provided; are clear instructions on how to use them provided
- is there suitable access for the emergency services

Remember you may put lives at unnecessary risk if you attempt to fight the fire. Sensible precautions you can take to help minimise the risk of fire include:

- don't let rubbish build up and ensure any flammables are used carefully and stored properly
- keep fire exits free from obstruction
- keep any gas cylinders upright in a safe, well ventilated space away from heat sources
- if you are using a portable generator, read the user guide first, set it up in a well-ventilated area and be careful not to spill fuel when filling and refilling the tank
- if you are planning an event that includes bonfires, fireworks or Chinese/sky lanterns you should read the specialist guidance linked to in Part 7

FOOD

If you want to provide or sell food at an event, here are some basic questions you need to be able to answer:

- are the food preparation and serving facilities and equipment clean and in good repair
 - are they suitably situated so that the food does not become contaminated, for example from pests, animals or waste
- are the washing facilities adequate
- some people have food allergies; is there someone who can answer questions about the origin of the food and its ingredients

The Food Standards Agency has more information about [food safety for voluntary and community events](#) and you can also get advice from [food safety officers at your local council](#).

For food labelling, food sold for a charity or other community organisation, only has to follow [food labelling regulations](#) if the seller is a registered food business. This includes food sold at one-off events such as village and church fêtes and school fairs.

However, labelling food voluntarily may be helpful to prospective buyers, particularly if the food contains a [common allergen](#) that buyers may need to be aware of, such as nuts in a cake.

REFUSE AND RUBBISH

Events can often generate lots of litter and some types of refuse may even present a direct risk such as glass, sharp objects or create a consequential risk such as paper, napkins, bunting and carrier bags that for e.g. can be swept by the wind. Ensure you have a plan to safely clear and dispose of refuse, litter and waste correctly.

8. FURTHER USEFUL CONTACTS

District/Borough Council's who lead Safety Advisory Groups (SAG) and provide Temporary Event Notices and planning approvals (as applicable):

<p>Stafford Borough Council Civic Centre Riverside Stafford ST16 3AQ</p> <p>Tel.: 01785 619000</p> <p>http://www.staffordbc.gov.uk/live/Documents/Leisure%20Services/Event-Organiser-Guidance-Notes.pdf</p>	<p>Lichfield District Council District Council House Frog Lane Lichfield WS13 6YY</p> <p>Tel.: 01543 308000</p> <p>https://lichfielddc.gov.uk/Home.aspx</p>
<p>Staffordshire Moorlands District Council Moorlands House Stockwell Street Leek ST13 6HQ</p> <p>Tel.: 0345 605 3010</p> <p>https://www.staffsmoorlands.gov.uk/</p>	<p>Newcastle Borough Council Civic Offices Merrial Street Newcastle-under-Lyme ST5 2AG</p> <p>Tel.: 01782 717717</p> <p>https://www.newcastle-staffs.gov.uk/</p>
<p>Cannock Chase District Council Civic Centre Beecroft Road Cannock WS11 1BG</p> <p>Tel.: 01543 462621</p> <p>https://www.cannockchasedc.gov.uk/</p>	<p>South Staffordshire District Council Wolverhampton Road Codsall South Staffordshire WV8 1PX</p> <p>Tel.: 01902 696000</p> <p>https://www.sstaffs.gov.uk/</p>
<p>East Staffordshire Borough Council The Maltsters Wetmore Road Burton upon Trent DE14 1LS</p> <p>Tel.: 01283 508 000</p> <p>http://www.eaststaffsbc.gov.uk/</p>	<p>Tamworth Borough Council Marmion House Lichfield Street Tamworth B79 7BZ</p> <p>Tel.: 01827 709709</p> <p>http://www.tamworth.gov.uk/</p>

Police and other Highway Agency/Authorities:

<p>Staffordshire Police Weston Road Stafford ST18 0YY</p> <p>Email: Events@staffordshire.pnn.police.uk</p> <p>Event Notifications: https://www.staffordshire.police.uk/article/5587/Organising-an-Event</p>	<p>Highways England (Motorways and Trunk Roads) Quinton Business Park 3 Ridgeway Quinton Birmingham B32 1AF</p> <p>Email: Area9.EVENTS@kier.co.uk</p>
--	--

9. LINKS TO FURTHER GUIDANCE

This information pack focusses on and requests the information required by the highway authority to support your event but there are many other things you may need to do, depending on the type of event you are organising. The following is not exhaustive but aims to steer to further guidance:

Useful links for all event types:-

'Can-do' guide for organisers of voluntary events available at www.gov.uk.

If you are raising money for charity, you can find the good practice standards you should aim to meet in the [Institute of Fundraising's Code of Fundraising Practice](#).

For safety advice and understanding responsibilities, visit the Health and Safety Executive guidance [here](#).

Community Events and Community Games	<p>The Local Government Association's top tips for holding a public event in your community.</p> <p>The Community Games are an opportunity to bring communities together to take part in sporting and cultural activities inspired by London 2012.</p> <p>Games are organised in a way that works for the community and celebrates its uniqueness.</p>
Street Parties and 'The Big Lunch' and Children's Play	<p>Your guide to organising a street party on GOV.UK. The Street Party Site provided by Streets Alive.</p> <p>The Big Lunch is an Eden Project idea to help bring communities together.</p> <p>Playing Out aims to increase children's safe access to informal play in residential streets through resident-led street play sessions. The first Wednesday in August is National Playday.</p>
Firework displays and Chinese/sky lanterns	<p>The Health and Safety Executive's Giving your own firework display: How to run and fire it safely.</p> <p>The Royal Society for the Prevention of Accidents' (RoSPA) Safer Fireworks. RoSPA advice on using Chinese/sky lanterns.</p>
Music Festivals	<p>Our Big Gig is an annual community music celebration that aims to bring communities together to celebrate their local musical talents and get more people involved in music making.</p> <p>For larger and more complex events, don't forget to review http://www.hse.gov.uk/event-safety/</p>
Running road races	<p>You can find out about organising road running races with Run Britain.</p>
Cycling events	<p>If you're planning an event, from a family fun ride to a challenging sportive, British Cycling can help you organise and publicise it, and provide event insurance.</p>

10. UNATTACHED APPENDICES

The following documents are appended to this document but are not contained within it to assist in keeping the document at a manageable size. Unattached appendices also allow for specific parts of the policy document to be shared either electronically, thus keeping the file size to a minimum, or by hard copy which reduces the paper used for printing.

All of these documents are available online at:

<http://www.staffordshire.gov.uk/transport/staffshighways/licences/>

Related Appendices:

- Appendix TA Event Network Booking Request
- Appendix TB Event Temporary Traffic Regulation Application Form
- Appendix TC Event Temporary Traffic Control Application Form

Other Appendices:

- Appendix A - Organisation Registration Form
- Appendix B - Private Apparatus / Permanent Structures Info Pack and Application Form
- Appendix C - Vehicle Crossing (Dropped Kerbs) Information Pack and Application Form
- Appendix D - Placing Items (inc. skips) Application Form and Standard Conditions
- Appendix E - Scaffold / Hoarding Application Form and Standard Conditions
- Appendix F - Permit to Dig Application Form and Standard Conditions
- Appendix G - Temporary Portable Signals Application Form and Standard Conditions
- Appendix H - Temporary Traffic Regulation Order (Works) Application Form and Conditions
- Appendix I - Other Temporary Traffic Management Notification Form
- Appendix J - Customer Feedback Form
- Appendix K - Example Defect Record and Notification Form
- Appendix L - Schedule of Fees and Charges
- Appendix M - Major Works Agreement Information Pack and Application Form
- Appendix N - Minor Works Agreement Information Pack and Application Form
- Appendix O - Construction of Adoptable Highway Info Pack and Application Form

An external organisation contact list is also available on request (for utilities and other statutory organisations).