



From mountain to sea

# Events on the public road

## Guidance for organisers

February 2022



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## 1 Introduction

Public events such as markets, fairs, processions, parades and sporting events take place regularly across Aberdeenshire each year and can play an important role in the community life of our towns and villages. The guidance given in this document aims to assist organisers of such events by providing guidance on the permissions needed and processes to be followed when holding either events on the public road or events that may impact the public road.

Where “road” is mentioned in this document it means any road or street and includes the verge, footways and footpaths as well as the carriageway.

Event organisers should discuss their plans with council Roads officers as early as possible and preferably **at least four months** in advance of the date of the proposed event. This should help clarify what is possible, avoid clashes with other planned works (see Section 3) or events and ensure that sufficient time is allowed to process any necessary traffic restriction orders. The appropriate Roads officer can be contacted using our roads enquiries telephone number (**03456 08 12 05**) or through the email addresses given below in Table 1.1.

**Table 1.1 Local roads office contact details**

Area	email
Banff & Buchan	<a href="mailto:banffandbuchan.roads@aberdeenshire.gov.uk">banffandbuchan.roads@aberdeenshire.gov.uk</a>
Buchan	<a href="mailto:buchan.roads@aberdeenshire.gov.uk">buchan.roads@aberdeenshire.gov.uk</a>
Formartine	<a href="mailto:formartine.roads@aberdeenshire.gov.uk">formartine.roads@aberdeenshire.gov.uk</a>
Garioch	<a href="mailto:garioch.roads@aberdeenshire.gov.uk">garioch.roads@aberdeenshire.gov.uk</a>
Kincardine & Mearns	<a href="mailto:kincardineandmearns.roads@aberdeenshire.gov.uk">kincardineandmearns.roads@aberdeenshire.gov.uk</a>
Marr	<a href="mailto:marr.roads@aberdeenshire.gov.uk">marr.roads@aberdeenshire.gov.uk</a>

Motor racing or trials of speed event promoters should first seek a permit from an authorised motor sport governing body<sup>1</sup> before applying to the council for a motor sport order. Specific regulations also cover other motoring trials or competitions<sup>2</sup> and cycle racing<sup>3</sup>.

Small-scale events involving cycling (excluding racing), walking or running will generally not require any authorisation as competitors will be exercising their public right of passage over the road. Organisers must seek permission from the council though if they wish to erect any structures or traffic signs in the road. Any non-traffic signs must comply with Aberdeenshire Council’s policy on unauthorised signs<sup>4</sup> and

<sup>1</sup> [The Motor Sport on Public Roads \(Scotland\) Regulations 2019](#)

<sup>2</sup> Sections 12, 13 & 31 of the [Road Traffic Act 1988](#)

<sup>3</sup> [The Cycle Racing on Highways \(Scotland\) Regulations 1960](#) as amended

<sup>4</sup> <https://www.aberdeenshire.gov.uk/roads-and-travel/roads/maintenance/road-signs/>

similarly, if bunting or banners are to be erected, this must be done in accordance with the Council's Banners, Bunting and Attachments to Street Lighting Columns manual<sup>5</sup>.

Organisers of public processions, marches or parades will need to submit a Notice of Proposal to the council and further information on this is available on the council's website<sup>6</sup>.

## 2 Temporary traffic restrictions

Where any temporary restriction of traffic (such as road closures or waiting restrictions) are needed organisers must request that a temporary notice is served. The "Temporary Restriction of Traffic" application form<sup>7</sup> is available on the council website for this purpose.

The council may have to seek consent from the Scottish Government before serving certain notices and organisers should allow at least six weeks for requests for temporary traffic restrictions to be considered.

Aberdeenshire Council do not charge for processing applications for temporary restrictions for sporting, social or entertainment events. We will however charge for any traffic-management design or implementation works where these are undertaken by the council. Guidance should be sought on appropriate signing of restrictions.

## 3 Co-ordination of events and planned roadworks

The council, as roads works authority, has a duty to "use their best endeavours to co-ordinate the execution of works of all kinds (including works for road purposes) in the roads for which they are responsible"<sup>8</sup> and this is facilitated through the use of the Scottish Roadworks Register (SRWR). The SRWR allows the council and utility contractors to give advance notice of their planned works and to record any traffic restrictions affecting the road. By discussing their plans as early as possible with local Roads officers, event organisers can help reduce the risk of their event being adversely affected by other works happening at the same time.

In addition to checking for conflicting events, the council may consider placing a voluntary embargo on roads affected by larger events. The circumstances where this may be appropriate include where the proposed event would be adversely affected by other works on the public road, or where the volume of additional traffic generated by an event would be of a scale that any other works in the vicinity at the time of the event would cause significantly more disruption than if the works were carried out at another time.

## 4 No-waiting cones

Aberdeenshire Council have a stock of no-waiting cones which may be borrowed by community groups. These may only be used to enforce no-waiting restrictions

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<sup>5</sup> <https://www.aberdeenshire.gov.uk/licensing/licences-and-permits/roads-festive-lighting/>

<sup>6</sup> <http://www.aberdeenshire.gov.uk/licensing/licences-and-permits/public-procession/>

<sup>7</sup> <https://www.aberdeenshire.gov.uk/roads-and-travel/roadworks/>

<sup>8</sup> Section 118 of the New Roads and Street Works Act 1991

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covered by a temporary traffic restriction order or notice. A small number of other signs and barriers may also be available.

Organisers should check availability with the nearest depot (see Table 4.1) and agree times for collection and return. There is no charge for borrowing these cones however cones must be signed for upon collection and a fee of £6.25 + VAT will be charged for each cone that is badly damaged or not returned.

**Table 4.1 Depots with no-waiting cones**

Depot	Number of cones	Contact Number
Alford	100	019755 20381
Banchory	100	019755 20381
Banff	100	01261 815027
Ellon	150	01467 532639
Inverurie	100	01467 535368
Peterhead	100	01467 532081
Strichen	100	01467 539342
Stonehaven	300	01569 765960
Turriff	100	01467 532639