

Dear Sir / Madam,

As you are aware 2020 has been an unprecedented year with COVID-19 causing a huge amount of disruption and difficulty for many people. Many events have either been scaled back or cancelled altogether. We hope that 2021 will be a more stable year and that more events will be able to proceed.

As a recognised and regular event organiser, we are writing out of courtesy to inform you of a change in policy in regards to Winchester City Council's approach to processing Temporary Traffic Orders for events on the highway.

Along with other local authorities, Winchester City Council is anticipating significant financial challenges over the medium term financial planning period. Our support from central government and a number of key grants such as new homes bonus and business rates retention are forecast to reduce significantly over this period. The COVID-19 pandemic has also had an adverse financial impact on the City Council.

In early 2020 we reviewed our charging policy, and brought it in line with Hampshire County Council's schedule of fees and charges. Our policy is that all applications for Temporary Traffic Orders will incur a fee of £1,700. If you represent a **charity**, or **not-for-profit** organisation, you will be exempt from paying this fee. If you are experiencing financial difficulties but are still looking to run an event please contact the traffic team (using the email address below) to discuss.

You are now able to submit an application for a road closure online. This will streamline the application process to request a Temporary Traffic Order so that you can legally close a road or reduce a speed limit to facilitate the safe running of your event. The online forms are available on our website <https://www.winchester.gov.uk/roads-highways> 'Apply for a Street Party or Road Closure'. Please note in order to consult and process your application, please submit a minimum of 12 weeks before your planned event.

As part of the online application process and to ensure that events run safely and successfully, we require you to submit a Traffic Management (TM) plan – this should set out the area of closure, the diversion route, the locations of any signing and barriers and emergency access arrangements. It may be that amendments will be required to the TM plan so please ensure you allow enough time for any changes.

For larger events you will be required to submit an event plan and risk assessment that will be assessed by our Safety Advisory Group.

Winchester City Council recognises the enormous value that your events bring to our district, and we look forward to continuing our excellent relationship with you into the future.

If you wish to receive any further information, you can get in touch with us using the [trafficteam@winchester.gov.uk](mailto:trafficteam@winchester.gov.uk) email address.

With best wishes

The Traffic and Transport Team

