

# Venue Sheet Information

<b>NAME OF SITE</b>	Broad Street
<b>FULL ADDRESS OF SITE</b>	Broad Street Oxford
<b>LEVEL OF PLI REQUIRED</b>	£10 million
<b>POWER AVAILABLE (TYPE)</b>	No power available. Generators must be diesel and silenced.
<b>PAYMENT TERMS</b>	Once your event application has been consulted upon with stakeholders the full hire fee will be applicable. Payment is due post consultation.
<b>CANCELLATION TERMS</b>	The cancellation fee will be determined by the events officer, upon cancellation.
<b>LEAFLETING PERMITTED</b>	Available through a separate agreement – for further information visit: <a href="http://www.oxford.gov.uk/freeprintedmaterial">www.oxford.gov.uk/freeprintedmaterial</a> . If the full promotional fee of £1000 is activity the Events Office will include up-to 4 x leafleting permits within this fee
<b>STREET TRADING</b>	<ul style="list-style-type: none"> <li>Commercial sales are not allowed but if the Events Officer allows you to have trading then please note the following:</li> <li>If you are holding an event or attending an event as a trader in Oxford you will need Street Trading Consent if the event is open free of charge to the public. You will need Street Trading Consent for all stalls/ vehicles at the event trading for commercial gain. You will not need Street Trading Consent for stalls/ vehicles selling articles for charitable purposes. It is an offence to street trade without a street trading consent. If you wish to seek clarification on individual events please contact Miscellaneous Licensing on 01865 252561.</li> <li>The Street Trading Fee is £25 per stall per day.</li> <li>For more information on Street Trading and an application form please visit <a href="http://www.oxford.gov.uk/streettrading">www.oxford.gov.uk/streettrading</a></li> </ul>
<b>FULL DESCRIPTION OF SPACE</b>	Broad Street is a busy public highway in the centre of Oxford and many of Oxford's iconic sights and views are here e.g. Bodleian Library, Sheldonian Theatre. Bollarded space at west end of Broad Street is available for events as per the Broad Street Protocol conditions only.
<b>VENUE RESTRICTIONS</b>	<ul style="list-style-type: none"> <li>All events must be booked in the Oxford City Council internal Events Calendar</li> <li>Events are <b>not permitted</b> in the “Red Zone”</li> <li>Availability within the “Amber Zone” and “Green Zone” is subject to consultation with the Events Officer and availability in the Events Calendar</li> <li>See Broad Street Protocol document.</li> <li>Access must be maintained for deliveries/loading by heavy goods vehicles from 6pm to 10am, cyclists permitted all day (unless prohibited by Order) and an emergency vehicle access lane (4m width) must be maintained at all times.</li> <li>Bollards are raised between 10am and 6.00pm</li> <li>Broad Street remains a public highway at all times. Any proposal for an event on this space between the bollards for planned events must take account of the fact it is a public highway.</li> </ul>

<b>EVENT TIMINGS</b>	Events should occur between the hours of <b>9am-9pm Monday, Tuesday, Wednesday, Thursday and Sunday</b> and <b>9am-11pm Friday and Saturday</b>
<b>VEHICLE ENTRY AND EXIT TIMES</b>	<ul style="list-style-type: none"> <li>• Dependant upon event. Access must be maintained at all times for deliveries.</li> <li>• Access must remain to loading bays and disabled bays located outside of bollarded space for deliveries to all frontages and colleges.</li> <li>• Emergency vehicle access must be maintained at all times throughout the bollarded space (minimum of 4m)</li> </ul>
<b>PARKING AVAILABLE?</b>	<ul style="list-style-type: none"> <li>• Vehicles requiring parking onsite for the event duration will only be considered if an essential part of the event infrastructure.</li> <li>• Parking dispensation request must be included within the event application with a justifiable reason and will be decided by the Events Officer</li> <li>• If agreed, vehicle details must be provided at least 7 days in advance so the Events Office can arrange an onsite parking permit</li> <li>• parking for vehicles is available at any public car park: <a href="http://www.oxford.gov.uk/carparks">www.oxford.gov.uk/carparks</a>)</li> </ul>
<b>HIRE COSTS</b>	<p>Available as a document titled "Events Fees and Charges" on the website: <a href="http://www.oxford.gov.uk/eventapplications">www.oxford.gov.uk/eventapplications</a></p> <p>Additional Road Closure: £100-£300  <a href="http://www.oxford.gov.uk/PageRender/decB/RoadClosures.htm">http://www.oxford.gov.uk/PageRender/decB/RoadClosures.htm</a></p>
<b>ANY LOCAL INFORMATION?</b>	Oxford University Colleges located along here and several shops including Blackwells plus iconic Oxford locations - the Bodleian Library and Sheldonian Theatre.
<b>ANY OTHER RELEVANT INFORMATION</b>	<p><b>Footfall:</b>  Figures on Broad St in 2014 averaged 2,400 people daily, and 72,000 monthly.</p>

## **County Conditions for Broad St, Oxford Events**

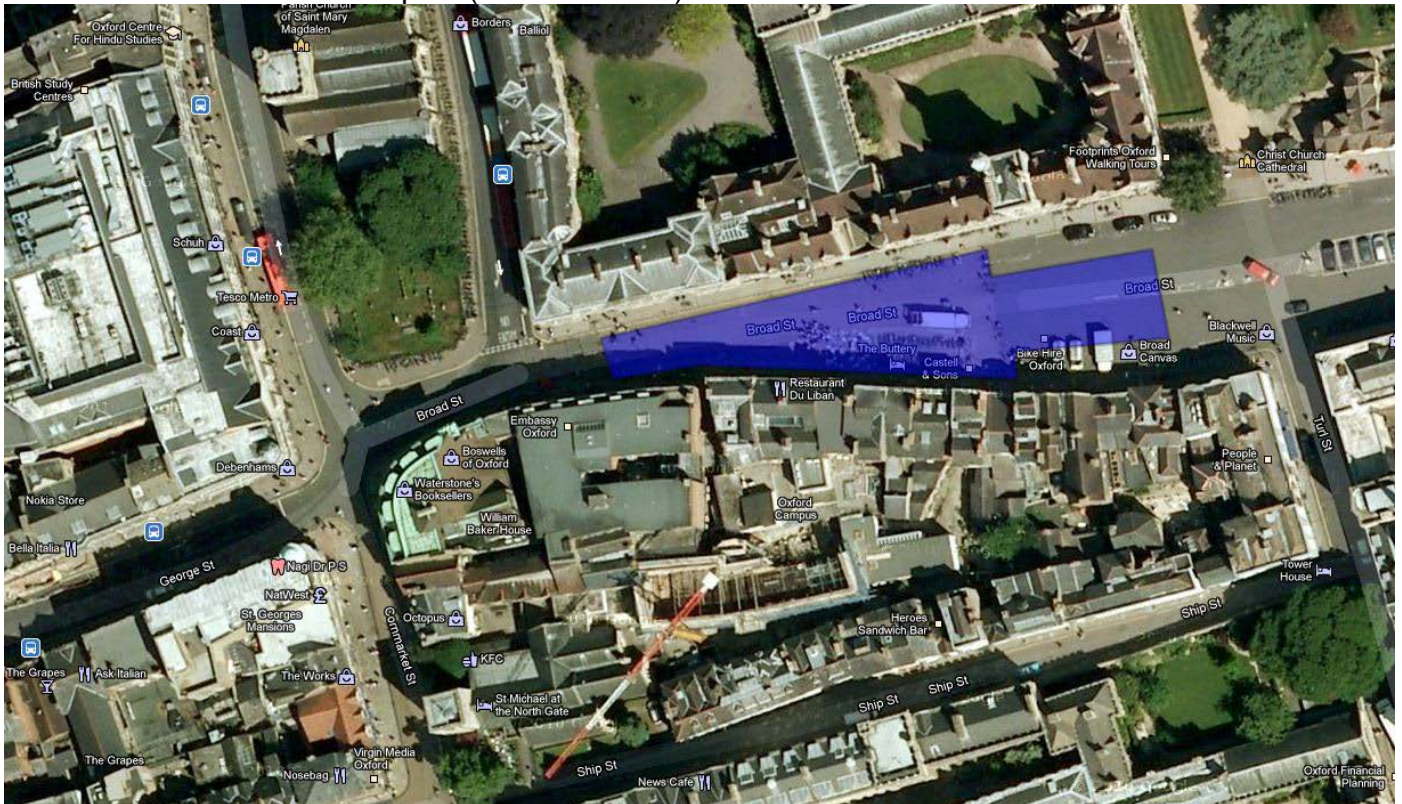
A road closure gives the event applicant legal powers to direct traffic (including cyclists) within an event space using marshals and signing and aids delivery vehicle access under marshal direction. Closure requests (under TPCA) must be sent to Oxford City Council; A County Temporary Traffic Regulation Order may be necessary to enable access from High St if the whole of Broad St is closed. Event organisers must enable emergency access at all times and delivery access from 6pm to 10am to facilitate timed-deliveries to shops in the bollard area. Suspension of loading in the bollard area will be considered by County subject to City Council consultation with shops but emergency access must be maintained.

The event/market footprint must not extend beyond the blue area on the attached 'markets closure extent plan' unless agreed by County.

### **The following general conditions apply:**

1. In the bollard section stalls must not obstruct vehicle loading access and reversing out, except with permission from County after City Council consultation with shop managers.
2. An unobstructed lane width of 4m must be maintained through the middle of the bollard area for emergency vehicles (fire appliance and ambulance) at all times.
3. A closure of Broad St west of Turl St must maintain access to loading bays and access through the bollard area for loading and emergency vehicles. Any request to suspend loading bays and/or loading access into the bollard area must be sent to County for approval as per point 1.
4. The locations of stalls and extent of closure west of Turl St junction must allow turning space for City Sightseeing buses and goods vehicles to U-turn in Broad St as normal, see plan below. Greater extent closures will only be approved by County for major events.
5. A traffic management plan (to scale) must be supplied by the organiser or their contractor for County approval. Barriers and road closure signs must be compliant with Ch8 guidance and marshals must enable access through Broad St for loading or emergency vehicles when requested. A banksman marshal is necessary to aid safe reversing of delivery vehicles. The applicant must maintain agreed highway signs during the event.
6. £10m public liability insurance cover is required for County approval.
7. A risk assessment must be supplied with reference to highway issues. Steve Phillips  
Oxfordshire County Council, Highway Coordination Team 01865 810421 V2-17-04-2013

## Broad St road closure extent plan (west of Turl St):

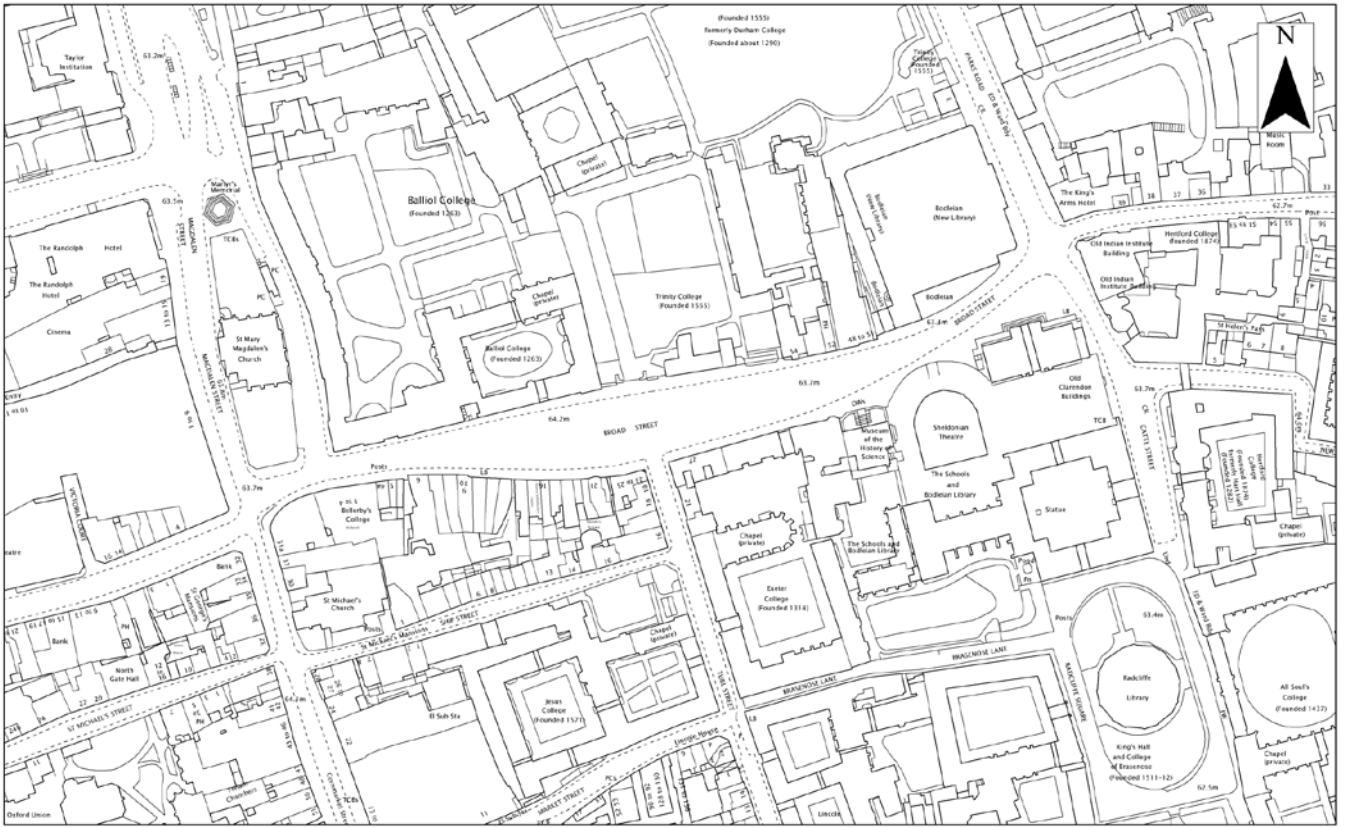


## Traffic Management and highway restriction requirements by scale of event:

- **One or two stalls** – no closure or any TM required. Emergency and delivery access to be maintained.
- **Entire bollard area** - TPCA closure required and road closure signs required (signs may be printed on boards, not CH8). Emergency access and delivery access required, 'cyclists dismount' signs recommended, marshals to enable safe delivery access/egress required. Deliveries re-routed via Cornmarket St (during permitted access hours) permitted if Broad St bollard area shops are notified by letter requesting no deliveries and no objections are received by City.
- **Bollard area and closure extension to west of Turl St junction** – TPCA closure required, emergency access required, road closure Ch8 signs and approx. 6 barriers to close road required. Loading and disabled bays to be kept accessible (cones required and marshals) unless suspension is agreed by County Civil Enforcement Team. Delivery access to be maintained into bollard area, unless shops are notified by letter requesting no deliveries and no objections are received by City.
- **Whole of Broad St** TPCA closure required, emergency access through Broad St required, delivery access to Turl St required (via a Broad St access lane or via High St with stop-go TM at High St end of Turl St or via Cornmarket St and Market St – **A County TTRO required for this**. Parking suspensions to be agreed with County Civil Enforcement Team. One-week advance signing of closure required, event-day traffic signing required at South Parks Rd j/w Parks Rd and Banbury Rd j/w Parks Rd (stating 'Broad St closed - access to Turl St via St Aldates & High St'). Closure signs and barriers required at entrance points to Broad St and marshals must enable vehicle access to frontages where reasonable. Broad St and Turl St frontages and Covered Market to be informed of delivery access arrangements by letter to enable businesses to plan for delivery re-routing via Cornmarket St during permitted hours or via High St/Turl St if TTRO is in place

The above should help event organisers deliver a safe event while enabling access for residents and businesses.





Broad Street

Scale: 1:1,250 at A3

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