

BROAD STREET PROTOCOL 2023

Events Team
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PLEASE READ THIS PROTOCOL IN CONJUNCTION WITH THE
BROAD STREET VENUE SHEET INFORMATION



1. BACKGROUND

- Broad Street is a wide street in the heart of the city centre that houses many of Oxford's iconic venues such as the Sheldonian Theatre and the Bodleian Library and The Museum of the History of Science (the original location of The Ashmolean Museum). It is also home to some of the University of Oxford's colleges (Balliol and Trinity) with Exeter and Jesus also located around the corner on Turl Street. There are shops including the world famous Blackwell's Book Store, The Kings Arms Pub, The Buttery Hotel & Café and various other cafes and shops. Vehicle access to The Covered Market from Broad Street must be maintained at all times via Turl Street, Market Street and Ship Street.
- Historically, the street was the site where the Protestants were burnt at the stake just outside what was the northern City walls in 1555 and 1556. A cobbled cross in the road opposite Balliol College marks the location. Just around the corner in St Giles, the events are commemorated with a Victorian stone monument at the Martyrs Memorial.
- Broad Street is one of a few event spaces located in the city centre, but because of its proximity to the colleges and its historical importance, only certain events will be permitted there.
- The land is under the direct responsibility of Oxfordshire County Council as the Highways Authority but Oxford City Council Events Team have an agreement in place to manage events there on behalf of the County Council.

2. EVENT APPLICATION PROCESS

2.1 WHAT Events are permitted in Broad Street?

- All events will be considered for Broad St, provided that they are appropriate in terms of scale and noise levels and meet the event application criteria.
- Ideally, events will be beneficial to the community and help promote the city through the creative use of public space.
- Events which fall into at least one of the following categories will be prioritised:

a. *Arts and Cultural* – an event that incorporates music and/or dance and/or theatre and/or film and/or live performance and/or activities which showcase Oxford's diverse cultures

b. *Historic* – an event that has some reference to heritage in terms of people and/or space and/or place

c. *Charitable* – an event that involves increasing awareness or fundraising for an authorised charity organisation

d. *Commercial* – an event that has commercial interest will only be considered if it benefits the wider student community or the wider public community in general. Commercial events will only be considered on an occasional basis.

e. *Markets* – a maximum of 8 markets will be allowed annually if these benefit the wider public community and careful consideration is taken into account for the neighbouring existing businesses.

2.2 WHEN is Broad Street available?

- Please refer to http://www.confcoll.ox.ac.uk/html/main/calendar_events_road_closures.html in order to check the University of Oxford examination period calendar
- Events are **not permitted** in the "Red Zone" unless special exemption is provided by the City Council's Events Officer and the Broad Street Stakeholders committee. Small scale events with minimal impact to the highway network or to residents/frontages and with no noise impact may be approved within Red Zone dates subject to approval from the Broad Street stakeholders.
- Availability within the "Amber Zone" and "Green Zone" is subject to consultation with the Oxford City Council Events Officer and Broad Street stakeholders and availability in the overall Events Calendar.

2.3 How to apply for an event

- Prior to submitting your application, you must contact Oxford City Council's Events Team via events@oxford.gov.uk
- All event applications must then be submitted via Oxford City Council's official event application system via the EventApp application portal.
- Once your event application has been submitted, the Events Office will consult with the Broad Street stakeholders on your behalf and also notify the Safety Advisory Group. You may have to undertake additional liaison directly with relevant stakeholders, which it is your responsibility to undertake.
- Further consultation will be required with the Broad Street Stakeholders Committee and occasionally also with the Safety Advisory Group (SAG) committee depending on the nature, type and scale of the event.

2.4 HOW to prepare your event application

The Event Organiser must supply the following information via the EventApp application portal:

- Event Management Plan
- Site Plan to scale
- Event Risk Assessment
- Public Liability Insurance for £10 million
- Noise Risk Assessment (if applicable)
- Catering Application Form (if applicable)
- Road closure application (if applicable)
- Traffic Management plan (if applicable)

Additional licenses may be required, depending on the nature of the event.

2.5 What are the Broad Street event Spaces?

You can choose to book either:

- **Broad Street East – smaller event space 456 m2**
- **Broad Street West – larger event space 572 m2**

https://www.oxford.gov.uk/downloads/file/3072/broad_street_site_plan_1-500pdf

Please note:

- **If you book Broad Street West, you have the option to also use Broad Street East as part of your event.**
- **If you choose not to use Broad Street East, Oxford City Council will allow other event organisers to book this space.**
- **If you just want Broad Street East, Broad Street West will not be included as part of your event space.**
- **There is no discount on hire fees for not using Broad Street East.**

3. EVENT RESTRICTIONS

3.1 Event Duration

- Events are to be 1-5 days in duration, including set up and dismantling
- Events requiring longer duration will need to be considered on an individual basis upon consultation with the Broad Street Stakeholders committee and with the relevant Board Member. Such events then may be escalated to the City Council's City senior management and/or Portfolio Holder for a final decision.

3.2 Event Operating Hours

- Events should occur between the hours of 9am-9pm Monday, Tuesday, Wednesday, Thursday and Sunday and 9am-11pm Friday and Saturday
- Events outside of these hours will not be permitted unless a special exemption is given in consultation with the Broad Street Stakeholders committee
- Approval for the start and finish times for the event may vary within these times depending on the nature of the event, entertainment content and expected audience numbers
- Noise impact for set up and set-down of events must be minimal due to the impact upon Colleges Halls of Residence and The Buttery Hotel's visitors

4. EVENT CONSULTATION

4.1 Consultation will be required with the following stakeholders:

- a. Oxford City Council Events Officer
- b. Oxfordshire County Council Highways Authority Network
- c. Broad Street Stakeholders including but not restricted to: Oxford University and the Oxford Colleges located on and around Broad Street, Carfax Ward Councillors, Board Member Councillor for Culture and the City Centre, Broad Street Traders Association, Covered Market Traders Association, Oxford City Council

and Oxfordshire County Council

d. The statutory agencies e.g. Fire, Police, Ambulance

e. Safety Advisory Group (SAG) committee

4.2 You must liaise with the City Council Events Officer in order to check the availability and suitability of the event for the space and how it fits in the event calendar and other event proposals throughout the year

4.3 Oxford City Council has the right to refuse any event should they not feel the event is appropriate for the space, after consulting with Broad Street stakeholders.

5. EVENT CONSIDERATIONS

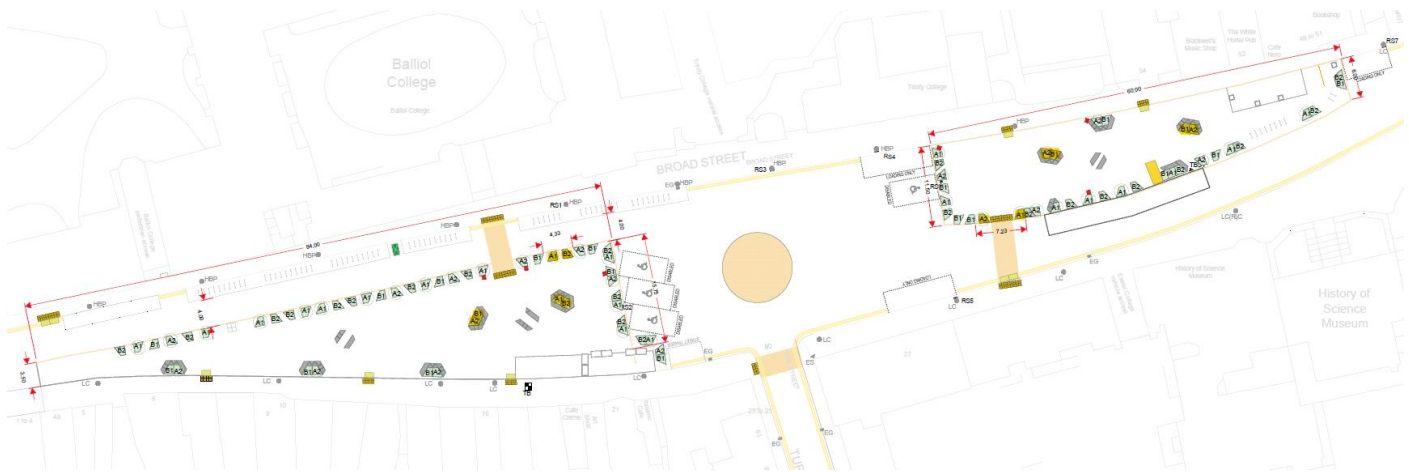
5.1 Access

- Details as to how the audience, event staff and contractors will enter and leave the site should be provided
- Evidence must be shown that pedestrian and vehicle access to frontages on Turl Street and Broad Street must be maintained at all times unless with exemption from County Council under special circumstances subject to consultation
- The cycle/highway lanes on the South side of Broad Street East and the North side of Broad Street West must be kept open at all times, unless a road closure has been approved by Oxfordshire County Council
- A minimum of 4m emergency access must be maintained at all times when a road closure is in place.
- The cafés on the south side of Broad Street West and on the north side of Broad Street East pay an annual fee for their tables and chairs layout in relation to the City Council's Street Trading Policy – if you wish for them to be removed as it is deemed as an essential requirement of your event, you can request this within your application but we recommend that you make alternative arrangements directly with them before submitting your event application as we cannot guarantee this will be approved. Please note this request requires 1 months' notice to street_trading@oxford.gov.uk team at Oxford City Council.
- The cycle/emergency lanes have 2 coffin bollards at both ends of Broad Street West event space. If you require access for loading/unloading, please make this request as part of your event application. This can only be done prior to 9am and after 5pm and you must have marshals in place to re-direct cyclists during this time.

5.2 Layout

- The final design of a site should consider:
 - a. the nature of the entertainment
 - b. size of the event
 - c. duration of the event
 - d. noise associated with the event
 - e. risks associated with the event
 - f. safety arrangements including installation and dismantling of equipment i.e. staging, lighting, public address systems, stalls, toilets, cranes, scissor lifts, lorries etc.
 - g. access to/from the event to ensure minimal disruption for pedestrians, cyclists, university colleges and businesses
 - h. A minimum space of 4m for emergency vehicle access must be maintained at all times if a road closure is in place
 - i. The cycle/highway lane on the South side of Broad Street East and the North side of Broad Street West must be kept open at all times, unless a road closure has been approved by Oxfordshire County Council
 - j. The location of the existing bike racks and Café tables and chairs must be taken into consideration
 - k. During the Christmas period, the location of the City Council's Christmas Tree, reindeer and the Hanukkah display must be taken into consideration
 - l. In Broad Street West event space, any layout must not impact pedestrians accessing the businesses on the South side of the street i.e. does not create an avenue/funnel down the event space, barring access to the pavement.
 - m. Any stalls being used which could prevent sightline from the event space to the businesses on the South Side must use transparent walls so as not to block off business frontages.

Please see below the default layout for street furniture in Broad Street East and West event spaces:



Rules relating to street furniture:

- The perimeter planters must not be moved unless an exemption has been approved by Oxford City Council and Oxfordshire County Council as part of a full road closure
- Road closures will only be considered for major city events
- The street furniture inside the events space (benches, seats and small planters) can be moved as required
- Please provide a site plan of the changed layout, and a Risk Assessment and Method Statement of how the furniture will be moved prior to the event starting, and put back to its default layout at the end of the event.
- Any damage beyond usual wear and tear will be deducted from your bond
- Failure to rectify the street furniture to its default layout as shown in the map in this document will incur a cost which will be deducted from your bond.
- The small planters surrounding the café's pavement areas must remain in place at all times, unless the spaces have been suspended as mentioned in **5.1 Access**

5.3 Notification

Advance notification of the event is required by letter box drop to all the local traders, University colleges, residents and businesses. The letter must be first approved by both City Council Events Officer and County Council Network Coordinator. This letter should include name, date and time of event, earliest and latest time for access, details about any disruptions such as road closures or restricted parking and a contact mobile number for the Event Organiser in an effort to minimise and/or solve problems or concerns in an expedient manner. It should also include contact details for City Events Officer and County Council Network Coordinator in case any issues cannot be resolved by the event organiser.

5.4 Parking (Bikes and Vehicles)

- Parking restrictions for bikes and vehicles in Broad Street will need to be approved by Oxford City Council and Oxfordshire County Council
- Advance warning signage must be clearly displayed installed at least 2 weeks prior to the event with relevant contact details for the City Council's vehicle compound at Cowley Marsh Depot and the City Council's bike compound at Vista for retrieval should confiscation of unattended bikes and vehicles be required for the event. The font on the signage must be clear and concise and a minimum of 16 point. For vehicle parking restrictions, the signage should consist of A3 laminates displayed on the relevant street paying stations. For bike parking restrictions, the signage must be A4 laminated signs attached to the bike racks, not an A frame sign at either end.
- If the bike racks are to be removed, the Event Organiser must liaise with Oxford Direct Services and take the above points into careful consideration. The cost for such removal and all required signage etc. is the responsibility of the Event Organiser
- If a full road closure is required to cover the entire Broad Street, compensation for loss of parking revenue for any permitted parking bay suspensions will be recovered by Oxfordshire County Council from the Event Organiser
- If you require parking onsite, this will only be considered for essential vehicles that are part of the event/activity. You must request this within your event application and, if approved, you will need to supply details of the vehicle (i.e. make, model and registration) at least 7 days in advance so an onsite Parking Permit can be arranged – there may be an additional cost for this

- Please note, Broad Street is an active Highway and therefore all parking/loading for the event must be within normal highway regulations.
- There are no longer any pay and display parking bays in Broad Street. Parks Road are the closest pay and display bays available.

5.5 Power

- Arrangements must be made with the City Council for access to and use of the power box in Broad Street
- Arrangements must be made with SEC for permission to access power from the lamp posts by qualified personnel with G39/1 certificate
- Where extra power is required, arrangements must be made by the Event Organiser to bring generators onto the site upon approval by Oxford City Council. Any generator must be diesel and silenced
- Safety arrangements relating to the electrical installation should be detailed in the Event Risk assessment and/or Event Management Plan

5.6 Promotion and Publicity

- You cannot promote or advertise your event until you have received an event permit/written letter of confirmation from the City Council Events Officer
- You are required to provide examples of the type of publicity/advertising that will be used
- You are required to give information about where your publicity/advertising will be placed and distributed
- If requested to do so, you are required to use the City Council's logo on any publicity/advertising material

5.7 Road Closures

- For any road closure approval, an Event Management Safety Plan, Traffic Management Plan and Site Plans must be submitted via the EventApp portal so they can be distributed to the Broad Street Stakeholders Committee and Safety Advisory Group at least 12 weeks prior to the event for approval
- Details of closures need to be submitted to the General Licensing Team (City Council) 6 weeks before the event, where City is responsible for processing the Order
- Further consultation with the Highways Authority at Oxfordshire County Council is required for final approval. County approval also takes 12 weeks

5.8 Waste Management

- The Event Organiser must have in place arrangements for the cleaning of, repairs to and return of the site to its original condition at the conclusion of the event
- Adequate arrangements must be made for disposal of food waste and removal of waste water from mobile catering units
- The Event Organiser can request quotations from Oxford Direct Services for street cleaning and waste removal
- The existing public bins located on Broad Street and in the surrounding areas cannot be used for waste removal from the event
- If after the event has ended there is still event waste left on site, Oxford Direct Services will be instructed to carry out the rectification and the cost will be deducted from your bond.

APPENDIX A

OXFORDSHIRE COUNTY CONDITIONS FOR BROAD STREET

Overview:

A road closure gives the event organiser powers to direct traffic, including cyclists, within an event space. Delivery vehicle access is maintained via signage and marshal direction. Closure requests under the Town and Police Clauses Act (TPCA) must be sent to Oxford City Council; A County Temporary Traffic Regulation Order may be necessary to enable access from High Street if the whole of Broad Street is closed. Event organisers must enable emergency access at all times and delivery access from 6pm to 10am to facilitate deliveries to shops in the bollard area, unless agreed otherwise. Suspension of loading in the bollard area will be considered by County subject to City Council consultation with shops, but emergency access must always 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, event stalls/activities must not obstruct vehicle loading access and reversing out, except with permission from County after City Council consultation with shop managers to suspend loading.
2. An unobstructed lane width of 4m must be maintained through the middle of the bollard area for emergency vehicles (fire appliances and ambulances) at all times.
3. A closure of Broad Street, west of Turl Street, 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 location of stalls and extent of closure west of the Turl Street junction must allow turning space for tourist buses, coaches and goods vehicles to U-turn in Broad St; see the plan below. Greater extent closures of Broad Street will only be approved by the 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 TSM Ch8 guidance and marshals must enable access through Broad Street for loading or emergency vehicles when requested. A banksman marshal is necessary to aid safe reversing of delivery vehicles. The applicant must maintain their highway traffic 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.

Traffic Management requirements by scale of event:

- **Small sized event i.e. one or two stalls** – no closure or traffic management required. Emergency and delivery access to be maintained. Stalls to be on north side to leave loading area free.
- **Medium sized event i.e. entire bollarded area** - TPCA closure required and road closure signs required (signs may be printed on boards as per a street party, not CH8). Emergency access and delivery access required, 'cyclists dismount' signs recommended, marshals to enable safe delivery access/egress. Deliveries re-routed via Cornmarket Street (during permitted access hours) are permitted if the Broad Street bollard area shops are notified by City Council letter requesting no deliveries and no objections are received by City.

- **Large sized event i.e. bollarded area and closure extension to the west of Turl Street Junction** – TPCA closure required, emergency access required, road closure Ch8 signs and approx. 6 traffic 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 Oxford City by letter requesting no deliveries and no objections are received by City.

- **Large sized event in exceptional circumstances i.e. whole of Broad Street** - TPCA closure required, emergency access through Broad Street required, delivery access to Turl Street required (via a Broad Street access lane or access via High Street end of Turl Street using stop-go control or via Cornmarket Street and Market Street – **County TTRO required for suspension of ‘prohibition for entry’ into Market Street and for access from High Street to Turl Street.** Parking suspensions to be agreed with County Civil Enforcement Team. 2-week advance signing of closure required, event-day traffic signing required at South Parks Road j/w Parks Road and Banbury Road j/w Parks Road (stating ‘Broad Street closed - access to Turl Street via*fill in gap*). Closure signs/barriers required at entrance points to Broad Street and marshals must enable vehicle access to frontages where reasonable. Broad Street and Turl Street frontages and Covered Market to be informed of delivery access arrangements by City Council letter to enable businesses to plan for delivery re-routing via Cornmarket Street during permitted hours or via High Street/Turl Street if TTRO is in place. City Sightseeing to be informed so they can re-route tourist buses. County buses team to be informed