

# Guidance on what to consider when writing a Traffic Management Plan

## Introduction

A key part for the successful and safe delivery of an event is the traffic management plan (TMP). A TMP forms part of the wider Event Management Plan (EMP). Below is guidance on aspects the event organiser needs to consider when writing a TMP.

## Content

- 1) The TMP needs to be a concise, but accurate, document detailing all relevant information about the event and how the traffic to and from the event – both vehicular and pedestrian – will be managed, how any traffic that needs to be diverted will be handled, including consideration to be given to access for emergency vehicles.
- 2) Introduction giving a brief overview of the event. What is it, where is it being held, what is the date and duration of the event and how many visitors are expected to attend.

## Event footprint

- 1) A plan is required of the event location which clearly shows the highway network that will be impacted by the event and how it will be managed.
- 2) If applicable, show pedestrian access crossing points to and from the event.

## Event timetable – setup, event and derig

- 1) How will traffic and pedestrians be managed, if necessary by “phase”, not only for the event but also for the activities around the setup and derig (build and break).

## Access, parking and egress

- 1) If applicable, the TMP should give consideration to attendees arriving by:
  - a) Bicycle
  - b) Public transport
  - c) Taxis – consideration should be given to liaising with the operators regarding geo fencing
  - d) Coaches.
- 2) Will there be off road parking facilities? The plan should show the location(s) and vehicle capacities as well as access and egress routes. If there are overflow or contingency car parks, please show these.
- 3) Is there a requirement for on road parking suspensions or restrictions? Is there a need for bus stop suspensions?
- 4) What are the arrangements for accessible parking?

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- 5) Is the proposed parking area suitable for the time of year of the event.
- 6) Competent marshals/stewards should manage the parking area as well as access to and from the event venue ensuring the highway does not become congested due to vehicles trying to access off road parking.
- 7) If there is a need to manually stop and direct traffic on the highway network, traffic management operatives approved and registered by Surrey Police under the Community Safety Accreditation Scheme (CSAS) are required (separate guidance on CSAS is available).

#### Road closures and temporary traffic regulation orders (TTROs)

- 1) Is a road closure(s) or other restriction required to safely deliver the event? Be mindful of the relevant Council's administrative timescales and process to follow to have any of this in place in time for the event (see relevant authority's webpage). Note, in some cases, this can take up to 16 weeks and there may be a charge to be met by the event organiser.



- 2) Clearly identify operational days and times for road closures and or restrictions, they may not be required for the entire event duration.

#### Pedestrian access and segregation

- 1) How will pedestrians be kept safe in areas where they may encounter moving vehicles?
- 2) Will there need to be a temporary pedestrian crossing point on the highway? How will this be facilitated?

#### Emergency vehicle access

What will the emergency vehicle access route be? Will there be a formal rendezvous point?

#### Diversion route

If traffic is being diverted, provide a clear plan showing the proposed diversion route to be used and the proposed signage to be deployed. Consideration should be given to ensure the route is suitable for all vehicles mindful of height, weight and width restrictions.

An example of how to prepare a plan of a road closure and diversion route can be seen in Appendix 1 at the end of this document.

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### On road signage

- 1) Signs must comply with [The Traffic Signs Regulations and General Direction legislation](#) (this is a hyperlink).
- 2) No signs can be put out on the highway without the permission of Surrey County Council. Only approved signs can be put out and no other advertising signs will be permitted on the public highway.
- 3) Advanced warning signage should be erected ideally two weeks before the event.
- 4) You should include a contact telephone number, not a website or email address, where questions can be raised before and on the day. The incoming phone call may not be answered at all times but there should be a voicemail system available and the number be answered in person during the road closure times.

### Wider area considerations

- 1) Is there a need to “protect” nearby residential areas from event related parking? How will this be achieved?
- 2) Zone Ex  
Zone Ex is defined as those areas, either in the public domain or under private ownership, considered to be integral to the circulation and safe management of people both arriving at the venue and dispersing afterwards. This includes routes linking the venue with transport hubs, car parking areas and local amenities. However, in every location its extent and character will differ. These and other relevant elements and characteristics of Zone Ex must be taken into consideration when planning an event. No venue or event exists in isolation.
- 3) Be mindful of the impact of event traffic on the highway network. Delays or poor management of the parking area will impact the wider road network. Vehicles unrelated to the event can back up quickly on approach roads. Event organisers may wish to refer to [one.network](#) (this is a hyperlink) to see if any planned roadworks are scheduled on or near the event footprint on relevant dates.
- 4) You may be asked to show evidence of consultation with local businesses and residents and other interested parties regarding the proposed event.

### Conclusions

Not all the above elements will need to be in place for every event. However, a simple statement to say they have been considered should be included in the TMP. Clearly, for larger events, then all the above elements will be essential in ensuring the TMP is fit for purpose.

Further help and guidance can be obtained from The Events Industry Forum document, [The Purple Guide](#) (this is a hyperlink) which has superseded the HSE

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document HSG/195, The Event Safety Guide.

As legislation evolves and the onus on event organisers also changes, it should be recognised that whilst events may have been delivered safely previously, this may need to be reconsidered on a regular basis with evidence of such reconsideration potentially provided – Martyn’s Law (“Protect” Legislation) and any other existing or new legislation refers.

Separate guidance is available on:

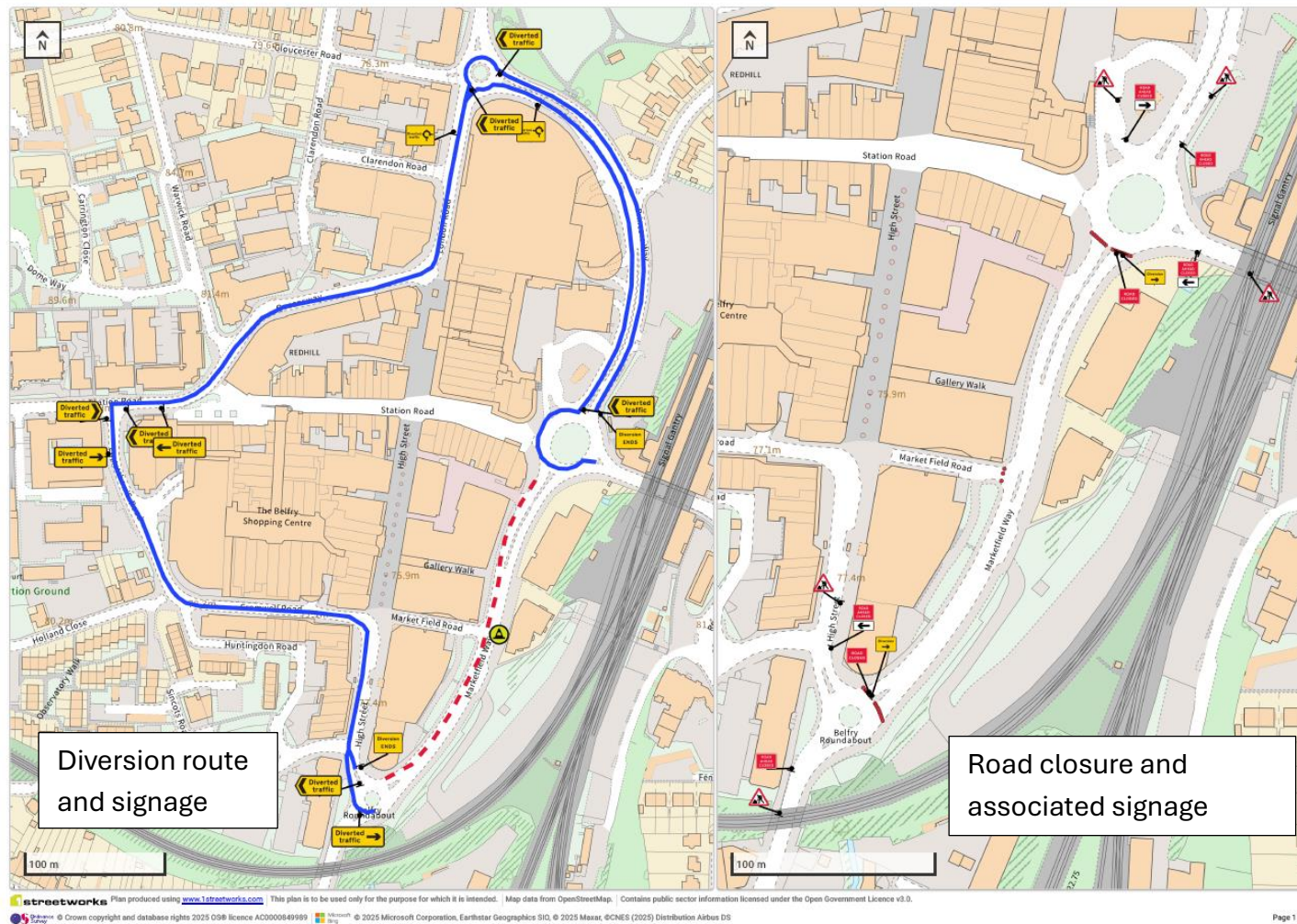
- 1) The use of Community Safety Accreditation (CSAS) traffic management operatives at events;
- 2) [Organising road closures for sporting events](#) (this is a hyperlink) which sets out the process and timelines to be followed.

**This document is subject to review and may be updated at any time.**

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## Appendix 1 – Sample Plan of a road closure and diversion route



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