

Code of Practice

“No Waiting” Areas for Events on the Highway

1. The Chief Constable will give written permission to the Event Organiser under authority given in Section 67 of the Road Traffic Regulation Act 1984, to place on a highway authorised signs (“No Waiting” Cones) to prevent or mitigate congestion or obstruction in consequence of extraordinary circumstances.
2. The Event Organiser as Permitted Authority will agree to this procedure and the Code, in writing to the Chief Constable.
3. The Event Organiser as Permitted Authority will in every instance obtain written permission of the (local) Police before placing “No Waiting” cones on the highway in accordance with the conditions of this Code.
4. The site record section of the pink and yellow copies of the application form will be completed by the Event Organiser or their agent at the time of placing the Cones. The pink copy will be retained on site for as long as the cones remain in place and the yellow copy will be delivered to the local police station.

NB: The cones will not be enforceable until the yellow copy has been received by the police.

5. The Event Organiser as Permitted Authority will place a notice at the site of the coning stating the name of the Permitted Authority, a brief reason for the restriction and a contact telephone number. This telephone number shall be that of the office/officer or the permitted authority organising the event. This number shall be available for use in the period up to and during the Event.
6. The application and record form described above shall be obtained on each occasion from the (local) Police Station.
7. The written site record shall include the following information:-
 - Street Name
 - Length of restriction (in metres)
 - Time cones placed
 - Name of person placing the cones
 - Name of person obtaining permission, and
 - His/her telephone number
 - Name of Police Officer / Traffic Warden giving permission
 - Name of Event Organiser / Permitted Authority
 - Contact telephone number
 - Brief Description of the Event
 - Registration number and location of any vehicle parked within the coned area which was parked prior to the restriction being made
 - Whether an explanatory notice was attached to the vehicle requesting compliance with the restriction
 - Shall certify that a notice board was placed on site in accordance with 9 below



In areas where parking is continuous day and night, the Event Organiser / Permitted Authority should give advance notice to the Public of the Event to take place.

8. "No Waiting" cones authorised for use under this code shall conform to the following requirements:-
 - Cones shall conform to the requirements of the Traffic Signs Manual 1986, Chapter 3, Section 15
 - Cones shall be yellow in colour and shall carry "No Waiting" roundels which shall be visible from any direction
 - Cones shall be placed at intervals throughout the length of the restriction subject to the requirements of the event.
9. A Notice Board to be displayed with the "No Waiting" cones shall be affixed to one of the cones. The board shall contain the following information:-
 - Brief title of Event Organiser, e.g., X Carnival Club
 - Reason for Restriction, e.g., Carnival
 - Day and Date of start of the restriction (to be written on the notice in a waterproof marker)
 - Duration of the restriction (to be written on the notice in a waterproof marker)
 - Contact telephone number (as in 7 above)
10. "No Waiting" cones can only be placed legally on the highway for a maximum period of 7 days. Where the event is likely to exceed this period, the advice and further permission of the police should be obtained.
11. The Permitted Authorities will, in every case, occupy the highway for the shortest period required for the safe execution of the Event and so as to cause minimum disruption to users of the highway.
12. In the event of a Permitted Authority failing to remove a "No Waiting" restriction, or otherwise failing to comply with this Code of Practice, the Police may remove the restriction and may recover the cost of so doing from the Permitted Authority.
13. In the event of the Highway Authority in whose area the Event takes place having obtained authority for decriminalisation of parking, the Permitted Authority should make them aware of their intention to place "No Waiting" Cones as part of their Traffic Management Plan in association with their Temporary Road Closure Application.



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