

Bute Park Access Bridge: Bollard Control Guidance for Event Traffic

The following information will support Event Organisers when preparing their Traffic Management Plan.

All vehicle entries in and out of Bute Park are via the Bute Park Access Bridge situated on North Rd, opposite Corbett Rd.

Vehicles entering and exiting the park are managed by a bollard control system.

To prevent damage to vehicles you must follow this guidance.

****Cardiff Council accepts no responsibility for damage to vehicles caused through human error or misuse of the system****





Introduction

- When Bute Park is in 'event mode' special arrangements must be put in place to manage Event Traffic.
- This will ensure:
 - Health & safety risks are managed
 - Damage to vehicles is prevented
 - The fabric of the park is protected (any repair costs will be charged to the Event Organiser's bond)
- As Event Organiser you are responsible for managing **all** Event Traffic.
- Event Traffic means all vehicles servicing the park as a result of your event.
- This will include all operational vehicles, as well as sub-contractor, catering, exhibitor, trader, delivery and collection vehicles.

Introduction Cont.

- Schedule vehicles carefully to avoid too many vehicles all arriving at the same time and traffic issues backing up onto the cycleway/ highway.
- Ensure your vehicles will arrive on time within the time slot you have allocated.
- This will prevent them arriving before there is a member of staff in place to let them in and causing traffic congestion issues.
- Note not all collections will be possible to complete on a weekend.
- Make sure you fully understand the working hours of your sub-contractors and suppliers.
- Ensure all drivers and stewards are briefed on site rules. Please refer to:
 - Code of Conduct for Drivers in Cardiff Parks
 - [Code of Conduct for Event Traffic Control Marshalls](#)
 - [Care of Trees in Cardiff Parks](#)
 - [Care of Ground in Cardiff Parks](#)
- You may consider asking drivers to sign a declaration confirming they have read and understood the site rules to help protect your bond and so they are accountable for their behaviour.

The delivery postcode
for Bute Park
CF10 3DX



The best postcode
for access is
CF10 3DU



Postcodes



Bute Park's Operational Vehicles


Bute Park is a busy site with a working nursery and office as well as 3 busy cafes.

Operational vehicles visit the site daily for collections and deliveries.

During your event you will need to support normal operational use of the park.

Can I swipe a vehicle through?

- Yes, if the driver of the vehicle can show you that they are a proximity card holder. Please assist their access and swipe the vehicle through to access the park.
- No, if the vehicle cannot show you that they are a proximity card holder. Please ask them to use the intercom system as normal for access.



There are two ways of permitting access to Event Vehicles through the bollard control system:

1. Bollard remains in normal operation and individual vehicles are swiped through by an authorised proximity card holder [Appropriate when event traffic volumes are low].

- A swipe card for the bollard control system can be applied for via your application form and this will then be signed out to you (or the Site Supervisor) in advance of your event.
- Swipe cards must be returned after your event.
- There is a £25 charge for replacing lost or broken cards and this will be deducted from your bond]

2. The bollard is manually lowered (disabled) and individual vehicles are authorised entry by an authorised traffic steward [Appropriate when event traffic volumes are higher].

- If this is the most appropriate method for your event it is essential that you ensure the access is staffed at all times.
- At end of each day the bollard must returned to normal operation to maintain security of the park.
- It is necessary to contract the city's Control Room each time the bollard is disabled and returned to normal.

Note: more information on each system below

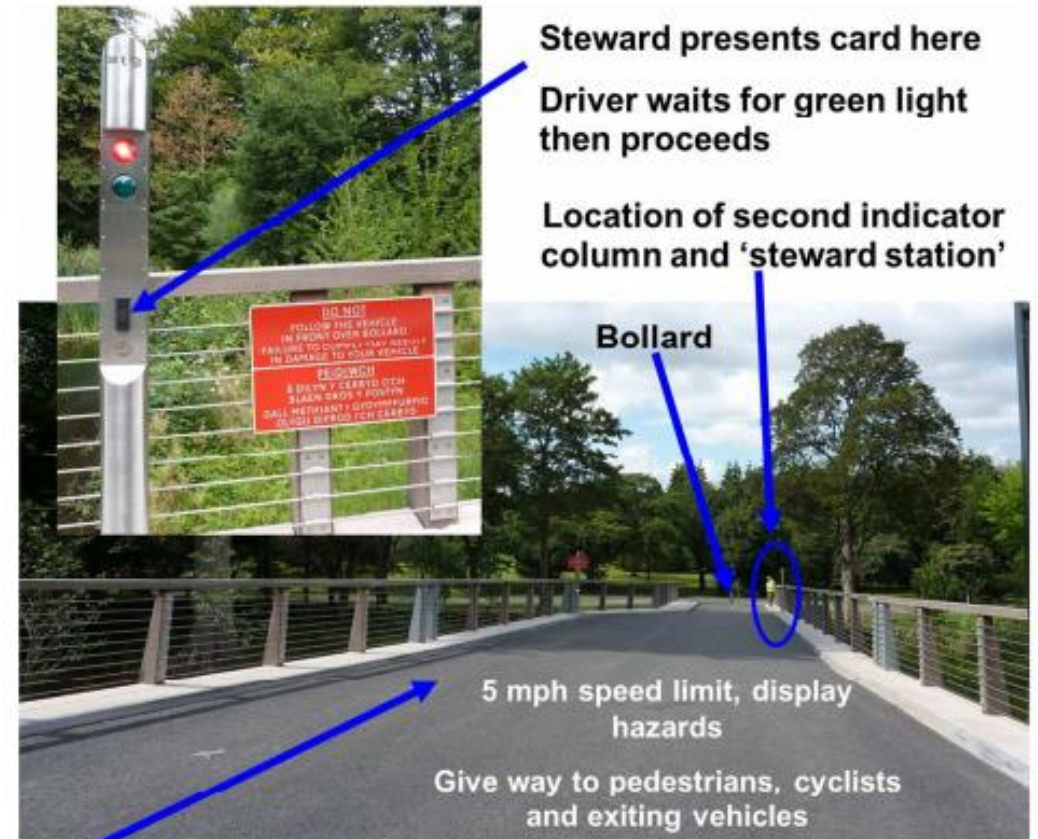
1. Bollard remains in normal operation

- **Bollard remains in normal operation and individual vehicles are swiped through by an authorised proximity card holder [Appropriate when event traffic volumes are low].**
- Steward is positioned at the second indicator column on the right-hand side of the bridge (see picture below)
- Vehicles enter bridge on left-hand lane.
- Drivers give way to any exiting vehicles and wait in the left-hand lay by until it is clear to proceed. Steward directs traffic as appropriate.
- Entering vehicles proceeds towards bollard (bridge narrows to single lane).
- Steward identifies driver, briefs them on key site information and give directions.
- Steward presents proximity card to card reader.
- Driver looks for green light on indicator column.
- Vehicle proceeds into park.

- Drivers must NOT follow the vehicle in front
- The bollard will quickly come up after one vehicle has cleared the system
- No tail gating is permitted
- Failure to comply may result in damage to vehicles

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- Steward briefs the driver.
- Steward presents proximity card to card reader.
- Driver looks for green light on indicator column.
- Vehicle proceeds into park.



Drivers wait in left-hand lay-by until clear to proceed to bollard

2. The bollard is manually lowered (disabled)

- 2. The bollard is manually lowered (disabled) and individual vehicles are authorised entry by an authorised traffic steward There is a manual over-ride switch in the cabinet next to the bridge.
- This will only be permitted if you can evidence that you will have suitable traffic management arrangements in place so that the security of the park is not compromised.
- While the bollard is in 'manual' mode you are taking responsibility for ensuring only authorised vehicles are allowed to enter the park.
- Please contact your Site Supervisor if you are in any doubt.
- It is essential that the bollard is raised and returned to 'automatic mode' before you leave site or when event staff and event vehicle numbers drop to levels where this is appropriate.
- It is necessary to contact the city's Control Room each time the bollard is disabled and returned to normal.
- Drivers must NOT follow the vehicle in front
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The housing for the manual over-ride switch is located on the side of the cabinet at the far right-hand end of the bridge as shown below.

You may apply for permission for a key to unlock this housing and change the bollard from 'Auto' to 'Man' Manual



Switching the dial from 'Auto' to 'Man' will let you or a member of your event team control the bollard and take it out of normal automatic operation



Pressing the RED button makes the bollard go UP

Pressing the GREEN button makes the bollard go DOWN

Make sure the bollard is up and back to 'Auto' mode before you leave

Exit from Site

- When in normal operation, the bollard allows “free exit” and the procedure is the same for all users.
- Divers visually confirm bridge is clear of incoming vehicles.
- Divers approach indicator column slowly (giving way to pedestrians and cyclists).
- Bollard will lower automatically.
- Wait for green light.
- Proceed to exit only when green light is given.
- Drivers turn left on exiting the park (caution when crossing cycle lane).

****Failure to comply may result in damage to vehicles****

Quick Summary

Drivers must:

- Obey the 5mph speed limits
- Hazard warning lights to be switched on
- Keep to designated roadways
- Do not travel onto grass areas/verges
- Do not cut corners

Bollard Entry:

- Drivers must NOT follow the vehicle in front
- **No tail gating is permitted**

Exit:

- Wait for the green light
- Left turn only to exit the park

