

3.10.55 Traffic Management

Appendix 1 - Traffic Management on Civic Centre Site – Visiting Company Memo

Chelmsford Theatre - Traffic Movement on the Civic Centre Site

Please note:

The Theatre is located within the Chelmsford City Civic Centre site (see plan, below).

This site has frequent pedestrian traffic on non-defined routes.

To avoid potential clashes and/or health & safety issues:

- Articulated vehicles will **only** be admitted access to the Theatre site (i.e., through the barrier to present the vehicle at the loading bay) between 0700-2200 (Mon-Fri), 0700-1300 (Sat) (& not at all on Sun), unless the theatre staff are already present. Even during these times, such vehicles will only be allowed access to the site if a Civic Centre porter is available to ensure no pedestrians enter the vehicle movement area.

Any articulated vehicle attending the site prior to the arrival of theatre staff is requested to move into position **away** from the loading bay (to allow other vehicles access to major areas of the site, until the actual trailer loading/unloading takes place). Any reversing onto the loading bay is **only** to be carried out under the direct supervision of the relevant theatre staff. This allows us to deal with the normally unrestricted pedestrian movement around the whole site, and to assess the manoeuvre required in order to position the vehicle.

Fairfield Road, in front of the main theatre entrance is designated “**No Parking, except for unloading**” - so anyone parking for more than a few minutes is liable to incur a parking fine at any time of day.

To exit the site, all vehicles over approx. 9m long will have to leave through the same barrier by which they arrived, exiting out onto Fairfield Road. The vehicle will also have to be turned around in front of the loading bay (rather than by reversing back out) – the theatre will provide staff to assist with this manoeuvring (in suitable hi-vis clothing).

A post next to the entrance/exit barrier must be removed by theatre staff specifically each time to allow articulated lorries enough room to swing out when exiting the site back onto Fairfield Road.

