

# Road Race Organisation Guidance

. Identify to yourself the route of the race.

2. Agree the proposed course with the landowner(s).

If the race is multi-terrain this means the farmer, National Trust or Forestry Commission. (Private land on the UKA licence application form.)

If you are using roads –either for part or all of the race- contact

- Gloucestershire Highways at [Philip.CAMERON@gloucestershire.gov.uk](mailto:Philip.CAMERON@gloucestershire.gov.uk)
- 01452 328964.
- Inform the police centrally at [events@glosshire.pnn.police.uk](mailto:events@glosshire.pnn.police.uk)
- 01242 247015

This needs to be done at least 4 months before the date of the race. We recommend that entries are not taken until the route has at least outline permission.

You should provide the highways and police with a map showing the route and the positions of marshals and signs, describe the arrangements for assembling runners off road at the start and how the start will be organised ensuring safety for runners and the minimum disruption to any traffic; describe how the finish will be organised and how runners will be dispersed so that the road (if used) is not congested. Indicate the expected number of runners and any limit to numbers you will apply (including time limits.)

(Highways have a duty to keep the traffic flowing as smoothly as possible and this includes runners. They will tell you if any major works are planned on the proposed course and if any major events causing extra traffic are planned. The police have an interest in good order and safety on the roads.)

At the same time apply for the race licence on <http://runbritain.com> preferably uploading the same documentation you sent to highways and police.

Highways or police will usually contact you within 10 days of receiving your application. They may wish to see further documentation or clarify any areas not covered in your application to them. If the event can not be conducted safely on public roads you may be asked to apply for a road closure. The form for this needs to be completed 3 months before the date of the race.

UKA will usually authorise the licence within 2 weeks of receiving your application but if there are outstanding issues being dealt with by the highways or police UKA may delay authorising it until the issues are resolved.

If there are outstanding issues you may have your application referred to a Safety Advisory Group. These are set up by district councils and not every district has one. Do not tick the box on the UKA licence application form unless this has happened.

Although an event manual or risk assessment is not required for the initial application it is expected that you produce them. (See [licence standards](#).)