MANCHESTER CITY COUNCIL

Exchange Square Vehicle Access for Events

CONDITIONS OF USE

VERSION: APRIL 2017 V2

It is important that any driver accessing Exchange Square in a vehicle reads this document.

The build of the Metrolink line in Exchange Square meant that vehicles were no longer legally allowed to drive into Exchange Square along Corporation Street, as of January 2017, unless given permission to do so for events access by Manchester City Council.

This document sets out the strict safety procedures that must be followed for vehicles given permission by Manchester City Council to enter Exchange Square for events.

It is essential that prior to any events vehicle entering into the tram only section of Corporation Street / Exchange Square, the driver of the event vehicle must contact the Metrolink control room by phone on **+44 (0)7970263801** to advise of imminent arrival and to get verbal permission that it is safe to do so. Contact details are attached. Please note: if the Control Room is experiencing a high volume of calls, you may need to call back but the driver must obtain verbal permission **before** entering the tram only section of Corporation Street / Exchange Square.

Contents of document

Visuals and maps
- Metrolink line and Exchange Square 2
- Event site 3
- Access to Exchange Square 4
- Egress from Exchange Square 5
- Street furniture and maximum vehicle width 6

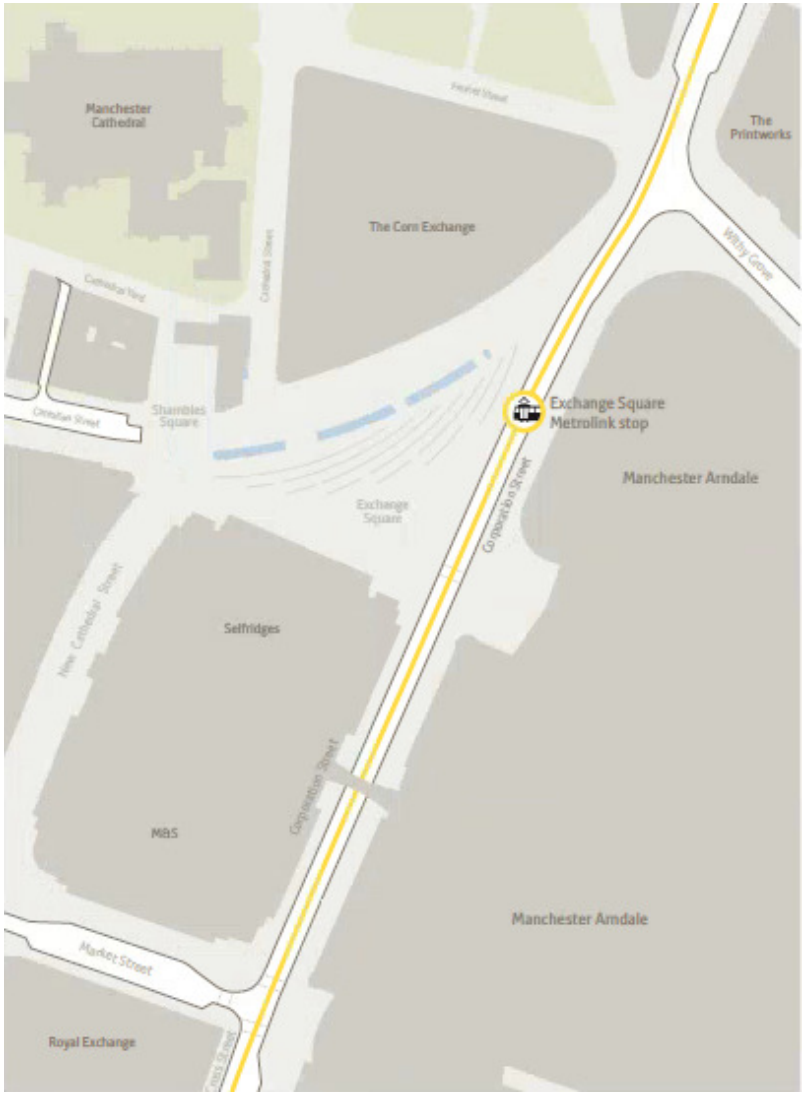
Conditions of Use 7-9

Contact Details 9

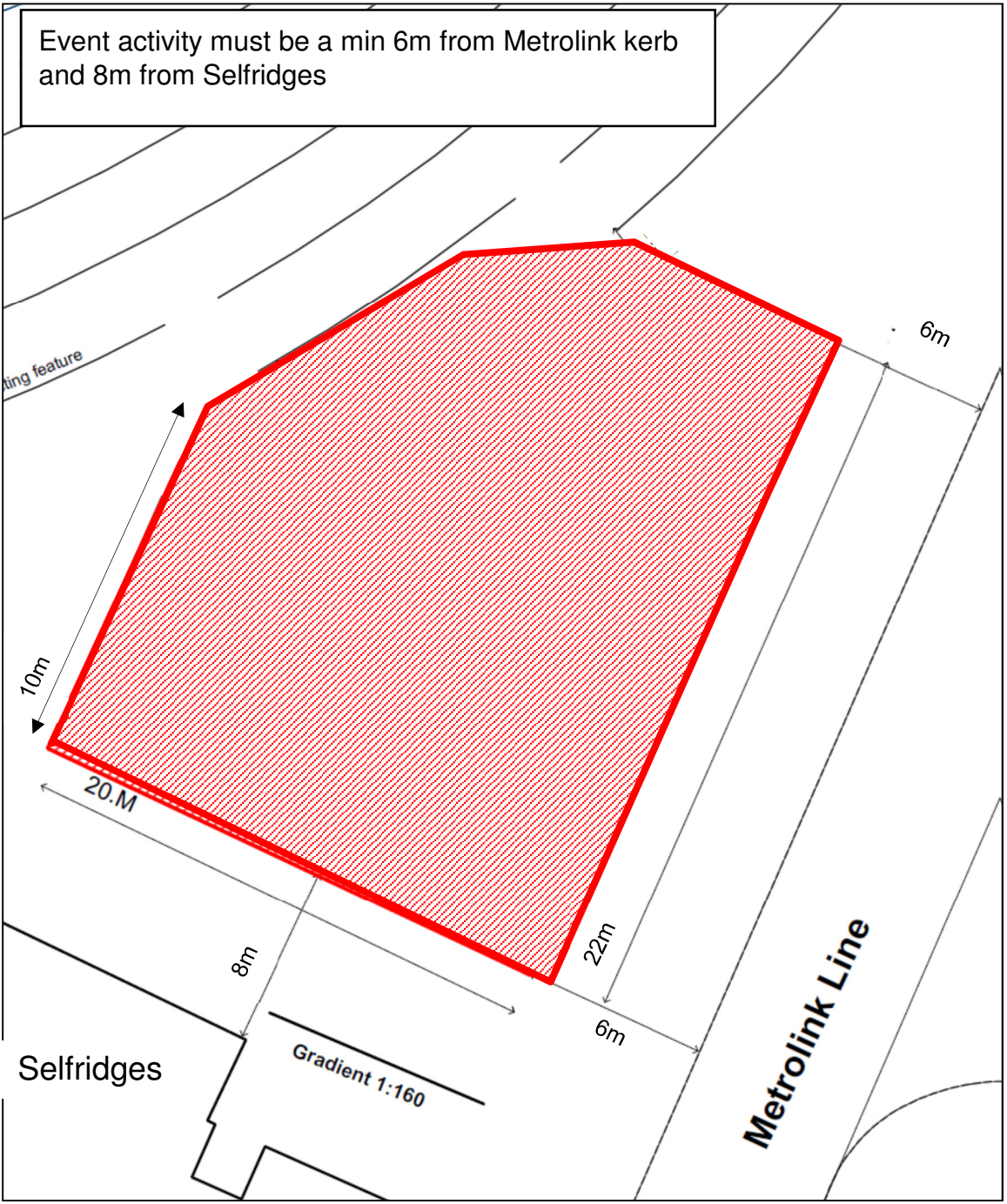
Emergencies on or near tram lines - procedures 10

EXCHANGE SQUARE – METROLINK TRAM LINE

The Metrolink tram line runs alongside the event space in Exchange Square.
Reaching the event space in Exchange Square involves driving a vehicle along a tram-only section of tram line.
Vehicle drivers must follow specific conditions in regard to this, as set out in this document.



EXCHANGE SQUARE – PROMOTIONAL EVENT SPACE & BOUNDARIES

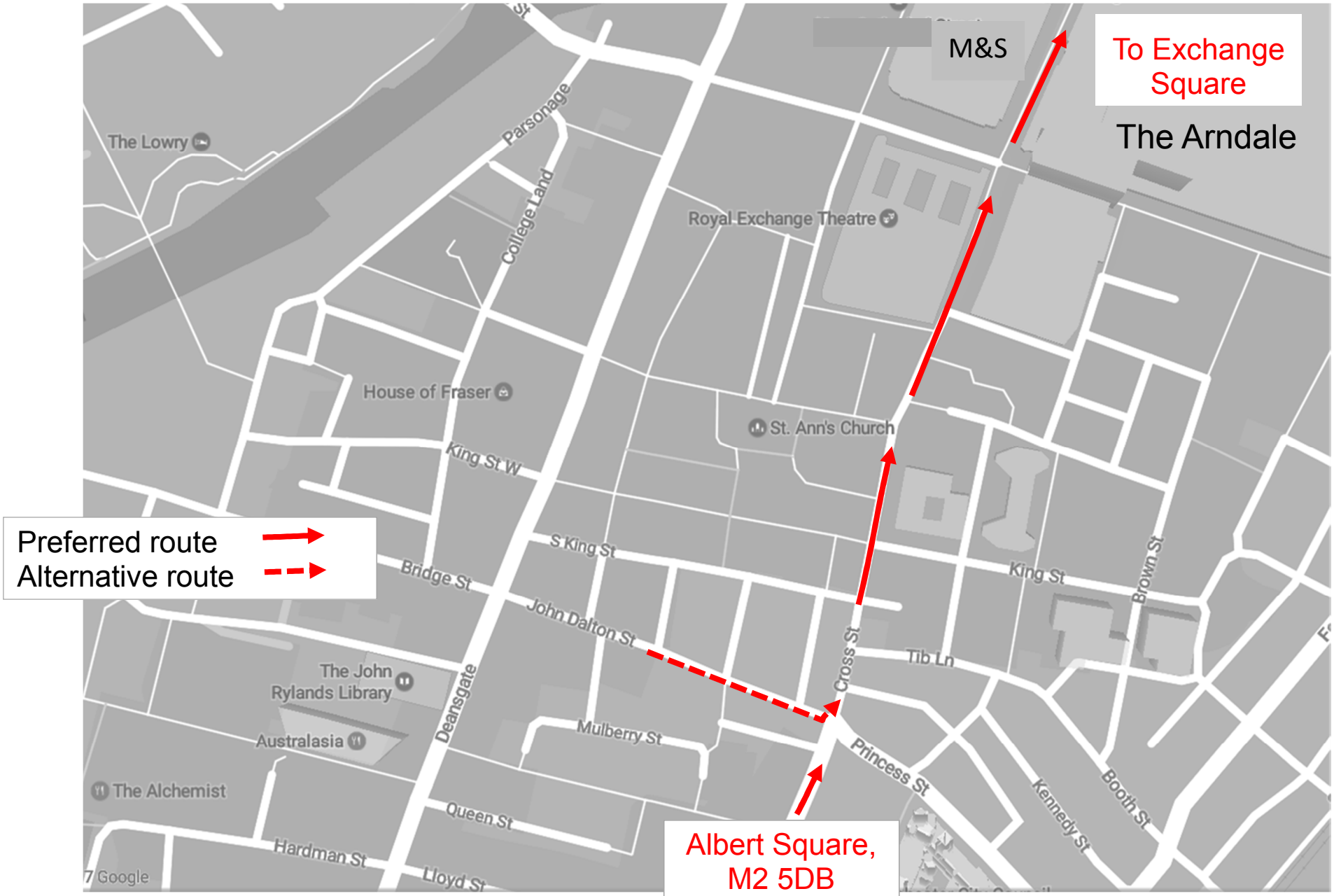




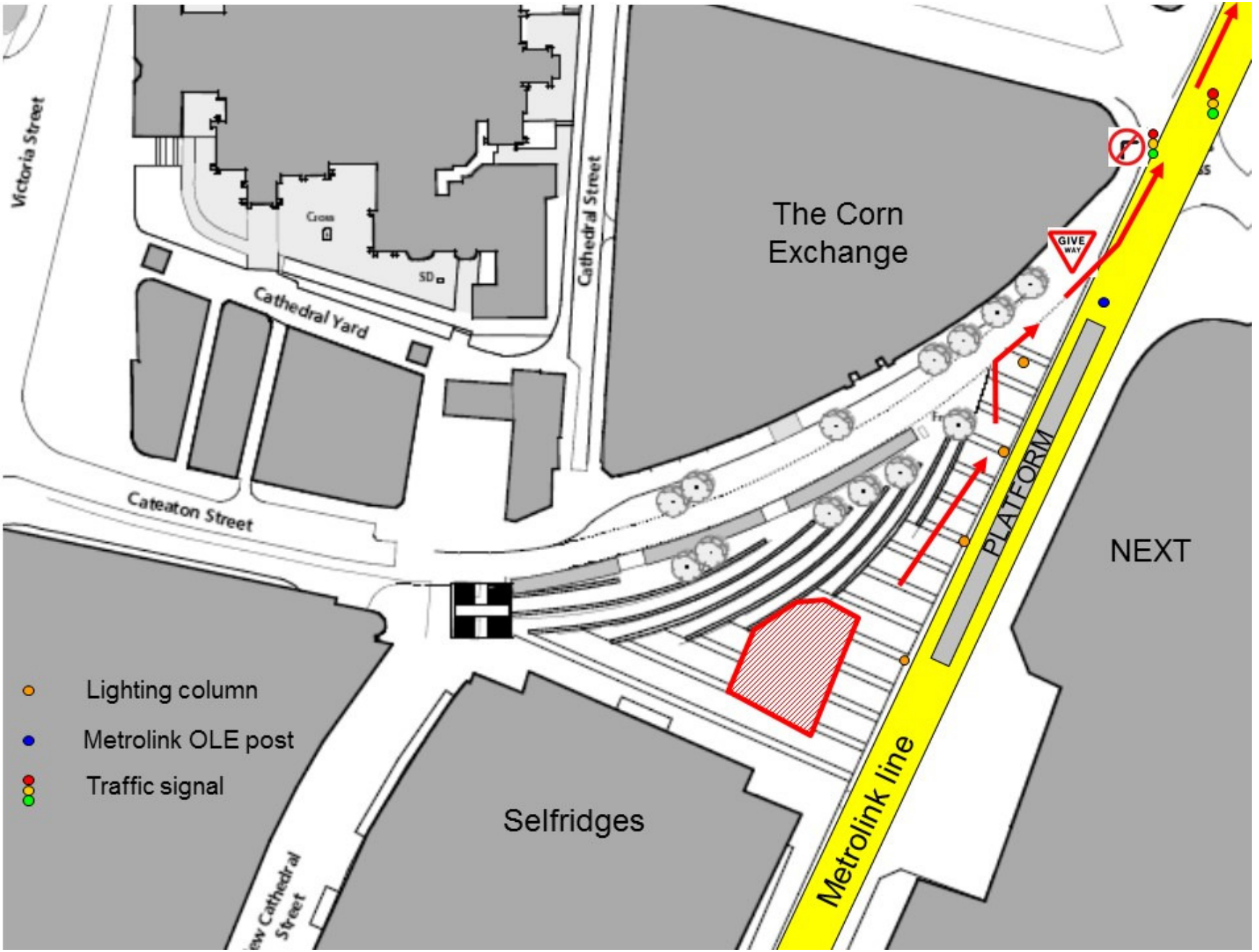
ACCESS TO EXCHANGE SQUARE EVENT SITE FROM CROSS ST TO CORPORATION ST

Use post code M2 5DB for navigation to Albert Square (in front of Manchester Town Hall) then follow on from Albert Square to Cross St to reach Exchange Square, located behind M&S and Selfridges

Alternative access to Cross St is via John Dalton St



EGRESS FROM EXCHANGE SQUARE EVENT SITE TO CORPORATION STREET



WIDTHS BETWEEN STREET FURNITURE EVENT VEHICLES NEED TO PASS BETWEEN



Seating to lighting column

Additional Conditions of Use for Exchange Square for Promotional Events: Proximity to Metrolink tram line

Please note: these conditions are in addition to the Conditions of Use: Outdoor City Centre Spaces, available at www.manchester.gov.uk/citycentrespacebookings, which state that all event organisers require £10m PLI and are liable for any damage caused as a result of their event.

The Metrolink tram line runs through the square (along Corporation Street) on a tram only section of the highway and powered by overhead 750 volts dc power lines that run above. **Power lines are live at all times.**

Generally, the power lines are 5m (around 18 feet) above the tracks and do not pose a danger to pedestrians and motorists at ground level or to those working in the vicinity of the tramway. Power lines can be lower, to accommodate existing structures. Therefore it must be ensured that there is sufficient clearance between the wire and any vehicle (including any load being carried) before driving under. As a rule of thumb, if a vehicle requiring access is double decker bus height (usually around 4.3m) or over please contact the Events team at Manchester City Council in advance to discuss.

Tram services can operate across the whole network 24/7. As such, event organisers / suppliers should expect to share the highway with trams.

Pre Event Communication Requirements

The Manchester City Council Events Unit will inform the Metrolink Customer Network Manager and a representative from Transport for Greater Manchester by email at least 1 week in advance of event taking place (including build / derig dates / times), contact details attached. Where necessary a bespoke method statement regarding access/egress will be agreed between all parties.

Prior to any events vehicle entering into the tram only section of Corporation Street / Exchange Square, the driver of the event vehicle must contact the Metrolink control room by phone to advise of imminent arrival and to get verbal permission that it is safe to do so. Contact details are attached. Please note: if the Control Room is experiencing a high volume of calls, you may need to call back but the driver must obtain verbal permission **before** entering the tram only section of Corporation Street / Exchange Square.

Conditions of Use

Access and Times

Vehicle access for load in and load out must be completed before 8am and post 7pm. Note: no noisy works to take place earlier than 7.30am or post 10.30pm (or earlier than 9.30am on a Sunday or Bank Holiday).

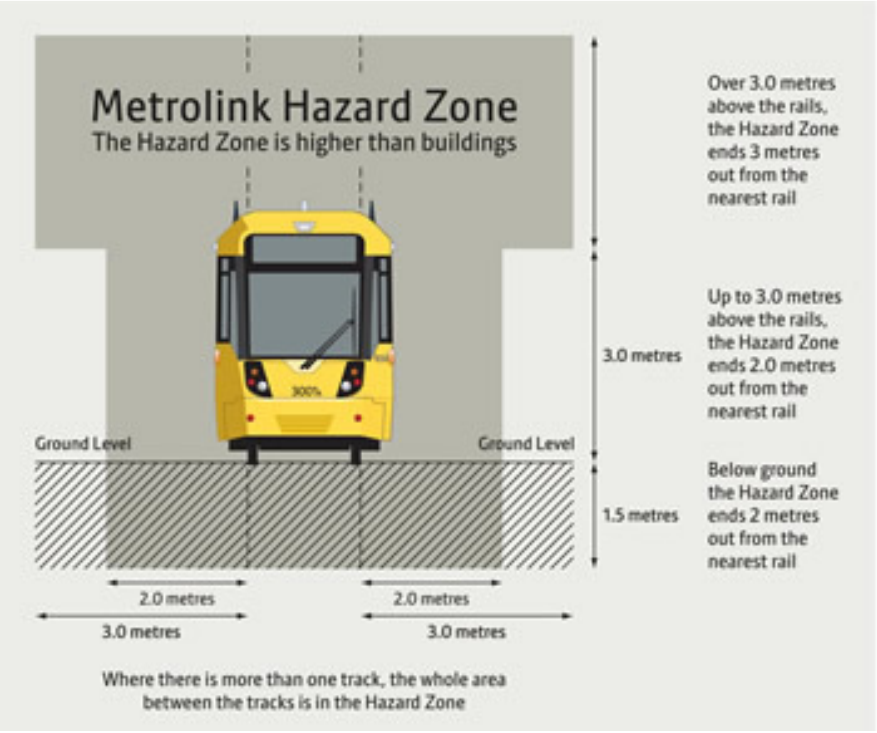
Vehicle access to Exchange Square is via Cross St (into Corporation Street) – preferred access is from Albert Square into Cross St, though a route from John Dalton St into Cross St is available as a contingency (please refer to map showing access route in, page 5).

Vehicle egress from Exchange Square is via Corporation St heading towards The Printworks (please refer to map showing egress route, page 6)

Proximity to Metrolink

Once vehicles reach Exchange Square they must park on the pedestrianised area (minimum 3 metres from the outlying tram rail) as soon as it is safe to do so, vacating the tramway as quickly as possible.

Please note: in general any activity that takes places within 3m of the outlying rail requires a Permit to Work from Metrolink as it is within the Metrolink Hazard Zone, as such it is essential that event activity is outside of this area; it is not expected that any events activity will need a Permit to Work form. The image below illustrates the Metrolink Hazard zone event activity must keep clear of:



Vehicles should not block the pedestrian pathway at any time, as this could force pedestrians to be diverted onto the tramway.

Event activity must sit within the maximum footprint shown within the 'Promotional Event Space' map (see Event Space map, page 4). This is 22m x 20m at the widest points and can accommodate various sizes and shapes. As an example, an activity measuring 20x10m fits comfortably within this space. A minimum 6m from the Metrolink kerb and event infrastructure must be maintained during the live event.

Build / derig space should fit within the maximum footprint (at a min 6m from Metrolink kerb). However, if required, vehicles can be positioned next to the event area during the build / derig, but ensuring that a min 3m from the Metrolink outer rail is maintained to ensure for pedestrian through flow

Any non-standard events (for example where infrastructure has a height greater than 3m) may be discussed by Manchester City Council Events Unit and Metrolink on a case-by-case basis. However principles within the Metrolink publication, 'working safely near Metrolink', will always need to be adhered to: http://www.metrolink.co.uk/using-the-network/Pages/working-safely-near-Metrolink.aspx.

Event organisers to be familiar with 'Emergencies on/near Metrolink lines' information (see page 11).

Proximity to Selfridges store and stone seating

In addition to all standard event activity needing to be sited at a minimum 6m out from nearest tramway kerb, event activity must also be 8m from Selfridges shop frontage to ensure adequate space for pedestrian through flow.

If the event activity blocks any pedestrian routes through the stone seating area, appropriate pedestrian diversions (such as barrier) must be used.

Highway Code Reminder

Vehicle drivers must abide by the Highway Code at all times – whilst it is your responsibility to be familiar with all points in the Highway Code, please note specifically the following key points in relation to tramways:

- Always give way to trams
- You **MUST NOT** park your vehicle where it would get in the way of trams or where it would force other drivers to do so. Do not stop on any part of a tram track
- Remember that a tram cannot steer round an obstruction.
- Look out for pedestrians, especially children, running to catch a tram approaching a stop.
- Look out for people getting off a bus or tram and crossing the road.

Contact Details

Manchester City Council – Events & Commercial Team

citycentrespacebookings@manchester.gov.uk

+44 (0)161 234 1778

Metrolink

Metrolink Control Room: +44 (0)7970263801

Landline (contingency): +44 (0)161 848 0178

Customer Network Managers Email: cnm@metrolink.co.uk

Production Network Manager Email: pnm@metrolink.co.uk

Transport for Greater Manchester (TfGM) Representatives

James.lomax@tfgm.com
Anthony.perselli@tfgm.com

Emergencies on/near Metrolink lines – Procedures to follow

If work obstructs the track unexpectedly, if anyone or anything comes into contact with the overhead wires or if tramway equipment is damaged, please inform the Metrolink control room immediately.

The control room can be contacted at any time by:

- Using the emergency help point at any tram stop
- By telephoning 0161 203 5619 (emergencies only)
- Contacting a Metrolink representative
- Contacting the emergency services using 999

You must tell the control room that there is an emergency. The controller will ask you for details of the emergency. Please answer the questions as quickly and clearly as possible:

- Who are you and where are you?
- What has happened?
- Is anyone or anything touching the overhead lines?
- Is the track obstructed?
- Which emergency services are needed (if any)?

Please ensure you follow any instructions given by the controller.

If an approaching tram must be stopped, signal to the driver by holding both arms above your head. You should stand where the driver can see you, but not in the path of the tram.

Further information can be found using the following link: http://www.metrolink.co.uk/using-the-network/Pages/working-safely-near-Metrolink.aspx