



**SOMERSET COUNTY GUY FAWKES CARNIVALS ASSOCIATION**

# CARNIVAL

# HANDBOOK

An essential guide to participating in the  
Somerset Carnivals

**Produced by:** Somerset County Guy Fawkes Carnivals Association.

Whilst every effort has been made to ensure that the information and advice within this booklet is accurate at the time of going to press, it has been produced as a guide only, and the Somerset County Guy Fawkes Carnivals Association cannot be held liable or responsible for its contents. Individuals or associations should themselves check with the relevant authorities if they intend to rely on any part of the information or guidance provided.

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## **Preface:**

This simple to use booklet has been drawn up by the Somerset County Guy Fawkes Carnival Association (County), to assist participants in Carnivals relating to matters dealing with Vehicle Special Orders, Insurance, Health and Safety, Fire and recording of Data.

## **INTRODUCTION:-**

### **The Aim**

The aim of the booklet is to assist every club to be totally confident that their entry conforms with the VSO requirements and is compliant with other safety issues when participating in the street Carnivals.

### **Why has this been brought about?**

In the early 1990's a "Code of Conduct" was drawn up by the Avon and Somerset Police in relation to Carnival Carts. By the end of the 1990's clubs participating over a certain size were required to obtain a Vehicle Special Order (VSO).

Since the advent of the VSO the Police have given an annual report or meeting voicing their concerns relating to the safety of the vehicles in certain instances.

In 2005 whilst carrying out inspections the Police questioned the overall weight on certain entries in relation to the VSO regulations, this resulted in one club withdrawing from a Carnival. After further investigation it was found that the club had not broken any rules, it created a great deal of uncertainty and became an issue for many other participants.

Further meetings took place between the Police, Towns and members of the County where the Police raised the following concerns from the 2005 season:-

- An increase in defects which had led to a reduction in safety standards
- A lack of understanding regarding regulations
- A disregard of the regulations

In addition they warned that the following would happen in the 2006 season:-

- Weighing of Floats
- Brake Testing
- Enforcement of regulations where necessary

This placed the carnival organisers in a compromising position and it was agreed by the Somerset County Guy Fawkes Carnival Association to do the following:

***"Act as a mediator and administrator between clubs and the relevant authorities, in relation to the VSO regulations for the benefit and safety of Carnival and its participants"***.

By taking this lead it was felt a better working relationship and understanding could be established between the authorities and the participants.

### **Does it cover the issues?**

In early 2006 a confidential review was commissioned by County, to find out the true position and understanding of the participants in relation to the VSO and other associated items.

The aim of the review was to ensure that the committee had the feedback from the participants to ensure that they could fully understand the problems being encountered by the Clubs.

Further meetings took place between the Police and Department for Transport (DFT) and it was agreed that during the 2006 season liaison persons would attend all the Carnivals with the Police to gain a better understanding of the problems being encountered by the authorities and the Clubs.

After the 2006 season the Police would supply a report highlighting their concerns.

With all this information the County Committee have a very good understanding of the problems being encountered and with further negotiations with the DFT and the Police have been able to obtain for the 2007 season:-

- A simplified VSO Application form. (awaiting approval) for 2008
- A Guide book to assist Clubs.

### **Will it go out of Date?**

The main booklet has been produced in such a way that updates can easily be added, simply by removing a page number and replacing with your update.

The intention of the Handbook is to produce updates when necessary either to clarify a position or due to new Government rules and regulations.

The booklet is a starting block and after the first year we feel sure there will be many additions.

### **The Layout**

The index will give you a quick access guide to certain topics within the booklet but in the main the subject matters are:-

- Terms and Conditions
- Vehicle Special Orders
- Health and Safety
- Fire
- Insurance
- Forms
- Contacts

## **TERMS AND CONDITIONS.**

County:	Somerset Guy Fawkes County Carnivals Association.
County Towns:	Bridgwater, North Petherton, Burnham and Highbridge, Shepton Mallet, Wells, Glastonbury and Weston Super Mare.
Participants:	Entries taking part in the Carnival Procession
Carts:	The vehicles on which the entry is made.
VSO	Vehicle Special Order
VOSA	Vehicle and Operator Services Agency
DFT	Department for Transport
Competent Person:	A person who holds a relevant qualification ie. HGV MOT Inspector, NVQ qualifies mechanic, University degree graduate, City and Guilds qualified apprenticeship.

### **Detailed Terms:**

Carnival Circuits: Throughout the south west there are numerous Carnival Circuits these are made up of a collection of towns who organise Carnivals. These include:-

- County Circuit
- Wessex Circuit
- South Somerset
- Devon Circuit

In addition many smaller towns organise individual carnivals, the rules and regulations apply nationwide.

#### Vehicle Special Order:

This permits the use of vehicles on the public highway not fully complying with the Road Vehicles (Construction and Use) Regulations 1986. A special order needs to be obtained from the DFT and is granted for one year provided the applicant supplies documentation to establish that the vehicles meet the VSO requirements are fit to travel on the public highway. VSO's are usually granted to one off special vehicles to enable tests and trials, abnormal load movements or use of "one off" specials.

A copy of the Application form can be found in the Form section of this booklet.

## **VEHICLE SPECIAL ORDER.**

### **Background:**

All vehicles used on public roads in Great Britain must be taxed, licensed and registered with the DVLA. They must also comply with construction regulations and primarily, these are the Road Vehicles (Construction and Use) Regulations 1986 (C&U) (as amended) and the Road Vehicles Lighting Regulations 1989 (as amended).

The Secretary of State for Transport may by order (under Section 44 of the Road Traffic Act 1988) authorize, subject to restrictions and conditions that are specified on the order, the use on roads of Special Vehicles not complying with regulations made under Section 41 of the (Road Traffic) Act. This means that if a VSO is granted, the vehicles specified on the order are permitted to be used on the public highway even though they do not comply with the usual construction requirements that would ordinarily apply provided the terms and conditions which are specified on the order are complied with.

### **Who issues a VSO?**

They are issued by officials at the DFT on behalf of the Secretary of State and the Carnival Vehicles used in the West Country are merely one of a number of different categories of vehicles being operated on the public highway by means of a VSO. VSO's have been issued for many years - long before they were issued to Carnival Vehicles.

### **Do I need a VSO?**

If you are a walking entry then you do not need a VSO  
If you are a walking entry with wheeled props (ie you are pushing the props) then you do not need a VSO.  
If you are using a motorised vehicle or a trailer wishing to participate in the Carnival, then you will require a VSO if your vehicle or trailer is designed or constructed in such a way that it does not comply with the Road Vehicles (Construction and Use) Regulations 1986. Please refer to Annex 3 and the DFT website: <http://www.dft.gov.uk/> using the search station type in VSO.

However you do not need a VSO for-  
Single vehicle collection floats (ie. a Transit Van)  
Or  
Undecorated single vehicle (ie Transit Van carrying sound equipment).

**VSO Application Form:** If you require a VSO then you must complete an Application form, this is found in the Form section of this manual (we recommend you photocopy the form and then you will always have a master copy for future years).

**Can anyone fill the VSO Application Form?**

Someone in authority from the club can fill in the information however only a “Competent person” can endorse the form by signing it. The definition of a competent person is found in the Terms and Conditions on page 3 of this booklet.

**What if I do not bother to fill out an application form?**

Failure to complete a form or if your form is rejected and you still proceed to take part in a parade, would be classed as gross negligence and is a criminal offence. The officers of the club or its members could be prosecuted. This could be likened to driving a car without an MOT.

In addition failure to have a VSO could invalidate any Insurance you have in place in the event of any accident. In addition it may also contravene the conditions of entry for the Carnival Town.

**What if we do not have anyone in the Club who is a Competent person?**

Many clubs face this problem, however there are many people who are qualified to complete the form, this may involve the club obtaining outside help which may incur a charge. Otherwise you can contact our helpline and we can arrange for someone to speak with you and point you in the right direction for help and advice.

**When do we carry out a VSO Inspection?**

It is a requirement of the VSO that the Competent person carries out a full and thorough inspection of the carnival train to determine its safety. This may include several visits during the year. The initial inspection should ideally take place when the vehicle and trailers are stripped to allow access to the braking systems and general construction. To assist we have compiled safety check forms located in the Forms section of this booklet. Please photocopy the forms complete and sign and then store them with your other documents in the front of this handbook. These forms are then available at any time should information be required.

**When and where do we send the completed VSO Forms?**

The forms are currently returned to the DFT who will then accept or reject. Please allow as much time as possible for applications to be processed and in any case, a minimum of two weeks should be allowed. Currently County are trying to obtain a local centralised administration point, however this has not been agreed at the present time.

**If our VSO is rejected what do I do next?**

If your form is rejected you will be given the reason for the rejection, in most cases this is due to filling in the form incorrectly (please refer to our section dealing with completing a VSO form). Once completed correctly then resubmit the VSO at your earliest opportunity.

**If our VSO is accepted what else do I need to do?**

If a vehicle is issued with a VSO it does not necessarily mean that the vehicle is roadworthy. The VSO merely provides an exemption from certain aspects of the Construction and Use Regulations- it allows vehicles to be, for example longer/wider and heavier than permitted. In terms of whether the vehicles are roadworthy i.e. they are correctly maintained and comply with the conditions imposed on the VSO itself- this is the club's responsibility.

**Once I have a VSO am I exempt from other legislation?**

No, VSO's do not provide exemption from other legislation such as driver licensing, insurance etc and do not establish whether the vehicles are safely constructed. They allow the use of vehicles on the public highway which do not comply with the everyday construction requirements set out in the C&U regulations.

For example the maximum width which is apart from certain exceptions, limited to 2.55m by C&U. Vehicles used in the County Carnivals are permitted up to 3.5m wide when operating under the terms and conditions of the VSO.

**Who enforces the VSO?**

The VSO along with other legislation such as driver licensing, Insurance and roadworthiness is enforced by either VOSA and Police. They may take whatever action they deem appropriate.

**If vehicles used in Carnivals comply with the C&U regulations a VSO will obviously not be required- since there is nothing for the vehicle or vehicle combination to need exemption from (see Appendix 3 pages 1-3).**

### **The VSO Form completion**

The VSO application form can be found in the “forms” section of this manual.

Name of Club, this is as stated the name of your carnival club

Address of Club, this is a correspondence address for example the chairman or secretary

Contact Person, this is the point of contact for your club.

Category, is fairly self explanatory, please allow plenty of headroom when calculating your category (see page 7).

Statement by Competent Person, The competent person is defined on Page 3 of the handbook.

### **Vehicle Checklist**

Section 1. Motor vehicle used in Procession, this applies to a **DECORATED or Non Decorated** vehicle being used to tow the Trailers.

NOTE: If you have additional towing vehicles as reserves then duplicate section 1 and section 2 must be submitted.

Section 2. This applies to vehicles towing generators or additional items outside of the procession.

Section 3. Trailers and generator Trailers: if the club is using two trailers the first decorated trailer details should be entered in section 3.1 the generator trailer details should be entered in section 3.2. If you only use one trailer then only complete the first section.

Each trailer should be identifiable for example “club name 1” and the second trailer would be “club name 2”

Section 4. This is the overall length, width, height and weight during a carnival procession (see separate section dealing with maximums limits). (see page 11)

Section 5. This deals with the braking requirements which are dependant on the **category** selected. Brake testing should be carried out to ensure minimum efficiency is reached.

## **Vehicle Checklist continued:-**

Section 6. Service Braking Equipment- this section is for your details and test results.

Section 7. Parking Brake:- should be fitted to each trailer is easily accessible from the ground and instructions for use must be located close by and clearly marked.

Section 8. Wheels and Tyres- details of your survey are recorded in this section.

Section 9. Lighting:- ensure all lighting is in good working order and record your findings.

Section 10. Towbars:- ensure all necessary checks are carried out and record your findings in this section.

Section 11. Fire Extinguishers:- This is covered in detail within our Fire safety section found on page 13 of this booklet.

## **VSO Categories**

All entries requiring a VSO must conform to one of the categories, there are eight in total and are based on weight. Ensure that you select the correct category as your VSO would be invalid if you were found to be overweight for the category you have applied.

Category 1	Any single vehicle
Category 2	Combination of Motor Vehicle and ONE Trailer with a gross train weight up to 24,390Kg.
Category 3	Combination of Motor Vehicle and TWO Trailers with a gross train weight up to 24,390Kg.
Category 4	Combination of Motor Vehicle and ONE Trailer with a gross train weight more than 24,390Kg, but not exceeding 38,000Kg.
Category 5	Combination of Motor Vehicle and TWO Trailers with a gross train weight more than 24,390Kg but not exceeding 38,000Kg.
Category 6	Combination of Motor Vehicle and ONE Trailer with a gross train weight more than 38,000Kg, but not exceeding 50,000Kg.
Category 7	Combination of Motor Vehicle and TWO Trailers with a gross train weight more than 38,000Kg, but not exceeding 50,000Kg.
Category 8	Any other Vehicle or combination of Vehicles.

## VSO Categories (weight) continued:-

**All weights must include mounted personnel and in the UK Construction and Use regulations a figure of 65Kg is used as the weight for an average person.**

**NOTE Gross weight will include fuel and personnel.**

## **VEHICLES**

All vehicles used on public roads in Great Britain must comply with the current Road Traffic regulations, which includes the Road Vehicles (Construction and Use) Regulations 1986 (C&U)

In the event of vehicles used for the construction of Carnival Cart an individual VSO will be required. This is renewed annually.

In most cases an Agricultural Tractor is used however Locomotives are now becoming common place.

### Locomotive

It is possible to convert a commercial tractor unit into a locomotive by removing its fifth wheel coupling and imposing weight in the form of ballast to stop it from carrying a load. For the purposes of the Road Vehicles (Construction and Use) regulations 1986 (SI1986 and No 1078) as amended: a locomotive is defined as “a mechanically propelled vehicle which is not constructed itself to carry a load other than the following articles, that is to say, water, fuel, accumulators and other equipment used for the purpose of propulsion, loose tools and loose equipment, and the weight of which unladen exceeds 7370Kg”.

The regulations state that the maximum permitted laden weight of a locomotive, which is equipped with suitable and sufficient springs between each wheel and the vehicle’s frame, and with a pneumatic tyre or a tyre of soft elastic material fitted to each wheel:-

- |   |          |
|---|----------|
| A. if having less than 6 wheels (2 axles) | 22,360Kg |
| B. if having 6 wheels (3 axles)           | 26,420Kg |
| C. if having more than 6 wheels (4 axles) | 30,490Kg |

**The DFT has allowed for the purposes of Carnival, the heaviest vehicle combination to be restricted to 50,000Kg, irrespective of whether or not the towing vehicle is a locomotive.**

A locomotive does NOT require plating or testing but must comply with the conditions attached to the VSO.

The driver of a Locomotive will require a C+E Light goods vehicle driving license. The Locomotive will have to be taxed accordingly, dependent on its gross weight.

## **TRAILERS**

These are the units being towed by the Locomotive or Tractor and are decorated.

Many entries use two trailers one for the main decoration and the second for carrying the Generator.

All trailers must be identifiable for the purposes of the VSO and must be fit for the purpose of use.

NOTE: A maximum of two trailers can be used.

## **BRAKING.**

Braking is dependent on the category selected in the VSO, listed below are the requirements:-

### Vehicle combinations with a gross weight up to 24,390Kg

This means that both the Tractor and each Trailer (when one or more trailer is being towed in procession) only requires brakes on half the number of wheels. In situations where one of the trailers has three axles, two should be braked.

The overall braking performance of the combination shall be a minimum of 25%

### Vehicle combinations with a gross weight over 24,390Kg and up to 38,000Kg

All wheel braking is required on both the tractor and each trailer (when more than one trailer is being towed in procession). Four wheel drive tractor means a tractor, which brakes through its transmission, or through each wheel.

The overall braking performance of the combination shall be a minimum of 25%

### Vehicle combinations with a gross weight over 38,000Kg and up to 50,000Kg

All wheeled braking is required on both the tractor and each trailer. Four wheel drive tractor means a tractor, which brakes through its transmission, or through each wheel.

The overall braking performance of the combination shall be a minimum of 50%

**The above requirements should always be regarded as the minimum requirement and in particular we would advise that all wheel braking would be preferable.**

**Parking Brake:** each trailer should be fitted with a parking brake that can be easily applied by a person or persons on the ground or on the trailer and must be clearly identifiable and the instructions on the use must be positioned close by and clearly marked.

## **HEIGHT, WIDTH and LENGTH.**

Height is not included in a VSO document however height is restricted due to power and telecommunication cabling across our highways..

Western Power Generation (0845.601.2989) confirmed their minimum power cable height is 6 metres.

British Telecom Openreach (0800.616.866) confirmed their minimum telephone cable height is 5.9 metres.

It is therefore recommended that the **height is restricted to 5.5 metres.**

### **Carnival Procession route:-**

This is a route agreed by the Police and procession organisers between two points defined as the “designated assembly point” and the “designated dispersal point”.

Listed below are the restrictions during the procession route:-

#### **Width:**

The maximum **width must not exceed: 3.5metres**

#### **Length:-**

The maximum overall length of the train **must not exceed: 30.5metres**

NOTE: The finer points of the sizes has been under much discussion over the years, the sub committee’s current interpretation of these finer points are as follows:-

All measurements are based on a fixed structure and do not include Electric Lamps, instantly retractable parts or human movement.

For example: before procession your entry should fit inside an imaginary box measuring 30.5m x 3.5m x 5.5m.

**NOTE: Always check the conditions of entry for the individual Carnival.**

### **Outside of Carnival Procession route:-**

This is a route taken on the highway outside of the designated procession route.

**NOTE: The vehicle shall tow no more than one trailer.**

Listed below are the restrictions applying at all times outside of the procession route:-

#### **Width:-**

The maximum width must not exceed: 3.5metres

#### **Length:-**

The overall length of the vehicle combination shall not exceed **24.5** metres

## **HEALTH & SAFETY.**

Health and Safety plays a very important part in everyday life. Clubs have a responsibility to ensure the health, safety and welfare of individual club members involved in the activity of the club, any visitor and helper, plus the general public who may be injured as a result of the clubs activities.

Should a club have the misfortune of being taken to court by an individual who alleges they were injured as a direct result of negligence by a club, it would be essential that the club is able to demonstrate that they have taken all reasonable and practical steps to access and control the risks that may harm or injure an individual.

**Currently clubs are not legally obliged to produce a written Health and Safety Policy Document (unless involved with catering or stewarding activities), although this may only be a matter of time.**

**If clubs have not undertaken Risk assessments it is difficult to see how they would be able to defend themselves in such a court case.**

### **Risk Assessment**

A club should risk assess it's activities, as a guide it is suggested that clubs cover the following areas:-

Slipping/Tripping, Fire, Moving Parts, Chemicals, Working at Height, Electricity, Dust (e.g. grinding), Fumes (welding), Manual Handling, Noise.

Who might be harmed:-

Club Members, Helpers, Visitors, General Public.

How will risk be controlled:-

By adequate information, instruction, training, adequate systems and procedures, adequate guarding around moving parts (during construction and in procession), provide necessary protective clothing and equipment.

Are the risks controlled:-

Meet legal requirements, represent good practices, reduce risk as far as reasonably practical.

Review:-

Risk Assessments need to be reviewed and updated whenever there is a change in the activity to make sure the system is effective.

Information on the steps for Risk Assessment can be found in the Helpline section within the Guidebook.

## **FIRE SAFETY.**

Due to the nature of the Carnival bringing together electricity, water, heat, combustible materials it is recommended that clubs have a Fire Policy.

The policy should involve the construction site where the cart is being built, plus when the cart is travelling to and taking part in a Carnival.

### **Fire Extinguishers:-**

Part of your VSO includes the provision of Fire Extinguishers, you will need to risk assess and provide the appropriate number and type of extinguisher. Failure to do so will result in your VSO being invalid.

Fire Extinguishers must be carried on each part of your carnival train and must be within easy access.

An ideal location for extinguishers is at the rear of each unit and mounted on both sides, this will give ground crews easy access in the event of a fire.

Simply carrying a fire extinguisher in the back of a generator is not acceptable.

It is essential that the ground crew is trained and familiar with the position and use of the extinguishers.

Always ensure that adequate fire fighting equipment is available in the construction shed. Extinguishers should be checked to be in working order and serviced periodically.

### **In the event of a Fire:-**

The fire procedure should be known by all members of your club, especially the members of the ground crew and personnel when on a cart. Remember the safe evacuation of your personnel and other persons who may be in danger is of paramount importance along with the safety of the spectators in the area.

### **Fire Procedure.**

It is recommended the Fire Procedure should cover the following:-

- Ground Crew briefed on what to do in case of fire.
- There is a safe evacuation procedure from the cart in the case of fire.
- Personnel on the cart held on with harness or protected by guard rails are briefed on a safe and quick method of evacuation off the cart in the case of fire.
- A common assembly point is known by all club members whether fire is on a cart or in the construction shed.
- A nominated member of the ground crew should be responsible for co-ordinating the fire fighting in the event of a fire on a cart.
- A nominated person should be responsible for taking a role call in the event of a fire, be it in the construction shed or whether the cart is on the road, to ensure all persons are safe and accounted for.

### **FIRST AID.**

Clubs need to ensure that a First Aid Box is provided both on site of the cart construction and on the cart during travelling and in procession.

The contents should be checked and replenished regularly to ensure the contents are suitable and sufficient.

Clubs need to assess what level of First Aid cover they require. It would be useful to find out what First Aid training club members or helpers may have as part of their employment. The training they have received may give the cover you require.

Information on First Aid and Courses can be obtained from St Johns Ambulance Service. For further information visit: [www.sja.org.uk](http://www.sja.org.uk)

### **Courses on General Safety practises.**

Bridgwater college now have available courses on the following:-

“Safety Practices for Road Crews”

## **INSURANCE.**

In this day and age it is essential that clubs have adequate insurance. It is a compulsory requirement by carnival committees that clubs have the necessary Public Liability Insurance.

Listed below are the compulsory Insurances that you must have in place and a brief description of other cover you may wish to obtain for your members.

**REMEMBER: Failure to comply with your VSO will invalidate any Insurance.**

**NOTE: We recommend that you consult a professional insurance company or broker to clarify your insurance needs.**

## **COMPULSORY INSURANCE**

### **1. Public Liability Insurance:-**

This is compulsory for all participants either walking or mounted. Always use a reputable company or broker.

When obtaining Public Liability ensure the following:-

1. Minimum cover should be £2 million, most new policies are now being set at £5 million
2. Check your policy excess figure is realistic, some Insurance companies will quote a very low premium and you will find you have a £10,000 excess.
3. Check you have a member to member cover within the policy, this ensures that your members are covered by the policy, otherwise your members may not be covered.

### **2. Towing Vehicle Insurance:-**

This is compulsory for all entries, again always use a reputable company or broker, listed below are examples of items you may wish to check as they could be considered essential points included in this policy:-

1. Check that your insurance company is aware the vehicle is being used to take part in a Carnival ( a standard agricultural tractor policy does not cover use in a carnival).
2. Check that your insurance company are aware of any modifications you have made to the towing vehicle, eg. Moving the driver on a Tractor.
3. Check your vehicle is insured for towing Trailers
4. Check the Trailers are in turn covered for third party claims.
5. Inform your Insurer the maximum number of persons being conveyed on the vehicle.

## **OPTIONAL INSURANCE.**

### **Officers/ Employees Indemnity Insurance:-**

This is an optional insurance which covers officers of the club if your Public Liability Insurance fails, this cover will then become active if a member is found to be criminally negligent.

### **Personnel Insurance (highly recommended):-**

This is an optional insurance which some clubs take which will cover their members if they became injured during carnival activities (fundraising or participation) and were off work for a period of time, a claim can be made to help cover their loss of earnings. The cover can also provide a capital sum benefit in the event of accidental death or permanent disablement.

### **Hired Equipment Insurance:-**

Many clubs hire equipment from generators to sound and lighting equipment. Always check with your hirer that you have some form of insurance in place in the event of fire, theft or other accidental damage and whether there are any specific security requirements when the property is left unattended. Always check the terms and condition of the hire.

## **HELPLINE NUMBERS.**

**County Secretary:** John Owens- [john@owens61.freeseve.co.uk](mailto:john@owens61.freeseve.co.uk)

**Carnival VSO Helpline:** Rai Turk- [cturk@haynes.co.uk](mailto:cturk@haynes.co.uk)

**DFT Website:** <http://www.dft.gov.uk/>

**Health & Safety Information:** <http://www.hse.gov.uk/>

**Fire Information:** <http://www.communities.gov.uk/index.asp?id=1162101>

**Risk Assessment:** [www.hse.gov.uk/pubns/ind163.pdf](http://www.hse.gov.uk/pubns/ind163.pdf)

**Bridgwater College:** Contact Chris Hocking 01278.455464 ext: 5014  
E-mail: [hocking@bridgwater.ac.uk](mailto:hocking@bridgwater.ac.uk)

NVQ course: Safety Practices for Road Crews

NVQ course: Working for Voluntary Organisations and Community Groups

NVQ course: Certificate in carnival Skills

NVQ course: Fundraising for Charities

NVQ course: Carnival Craft Skills Foundation & Intermediate Levels

NVQ course: Safe & Sound

NVQ course: Event Marshalling

**Insurance:** Contact: Grahame Bodman-  
Lampier Commercial,  
Haverstock House  
172 Wells Road  
Knowle  
Bristol  
BS4 2AL Tel: 0117.977.4047

# THIS SECTION CONTAINS

## Appendix

1. page 1-2 Club Safety Check list
2. page 1-8 VSO Application Form
3. page 1-3 Construction and Use Regulations  
for a vehicle being used in carnival
4. page 1-3 Draft of VSO Order (certification)

Please photocopy the forms when required.

**SAFETY CHECK FORM (CLUBS USE ONLY)**

**Listed below is simple check list**

**Road wheels, Hubs & Tyres**

Inspection of Linings	
Inspected Wheel Expanders for correct operation	
Inspected Wheel Cylinders for correct operation	
Inspected Wheel Linkages for correct operation	
Tyres free from cracks, tread depth and separation correct	
All tyres correctly inflated	
Wheel nuts tight and regularly checked	

**Drawbars and Safety Chains**

Are the Tow bar arrangements (i.e. size, materials, alignment, fixing points adequate for their intended use?	
Safety devices fitted for safety chains/strops	
Safety Pins for trailer pins fitted	
No Crossing signs fitted between trailers	

**Turntables**

Have you physically removed the 5 <sup>th</sup> Wheel and checked for signs of damage?	
Ensure the 5 <sup>th</sup> Wheel is well greased	
Ensure the pin and release system is working correctly	
Ensure all metal housings are in good order and free from rust	
Ensure security clips are fastened	

**VSO Documentation**

Taxation Disc	
Vehicle Insurance	
MOT if applicable	
Engineer's reports (if applicable)	
Testimonials	
VSO (current_	
Mechanical Inspection/Check Sheets (if applicable)	
Driver's Licenses	
Movement Orders	

Signed:

Date:

Appendix 1. Page 1.

**Carnival Procession Pack**

Secretary Procession Convenor phone numbers	
Entry Forms (copy)	
Entry Numbers (Towns & Gangs)	
Emergency names and phone numbers a) club contact b) tyre company	

**General Equipment**

First aid kit	
Fire extinguisher	
Road Capt jacket	
Spare wheels	
Wheel brace	
Jack	
Skotches and Blocks	
Water, oil etc	
Ladders	
Spare towing pins	
Comms radio	
Spare running light bulbs	
Hazard triangle	
Torches	
Reflective jackets	
Tools and fixings	

**Lighting**

Beacons for tractor/generator	
Side markers, correctly spaced	
Running lights, correctly spaced	
Headlights, corrected fitted	

**Exhibit**

Fixtures & fittings, secured or restrained	
Moving parts, restrained when traveling	
Cables, secured at all times	
Generator, adequately secured	
Spares (various), securely stowed	

Signed:

Date:

Name:

This is for club use and should be kept in the wallet provided in the guidebook.

# VSO APPLICATION FORM

**VSO APPLICATION FORM.**  
**Annex A**  
**DEPARTMENT FOR TRANSPORT**

**VEHICLE SPECIAL ORDER**

**Application Form and Vehicle Inspection Checklist.**

(It is recommended that the person responsible for inspecting the vehicles uses this form to ensure that the essential items are checked).

**Please complete this application form in ink and in block letters.**

Name and address of club making the application:-

NAME OF CLUB:-	
ADDRESS OF CLUB:-	

Contact person:- ( Mr, Mrs, Other )	Daytime Tel No:- Fax No:-
-------------------------------------	------------------------------

Category of vehicle or Combination (When in Carnival procession) to which the Vehicle Special Order is to apply :- .....

Category	
1	Single vehicle
2	Combination of Motor Vehicle and one Trailer with a gross train weight up to 24,390 kg.
3	Combination of Motor Vehicle and two Trailers with a gross train weight up to 24,390 kg
4	Combination of Motor Vehicle and one Trailer with a gross train weight more than 24,390 kg but not exceeding 38,000 kg
5	Combination of Motor Vehicle and two Trailers with a gross train weight more than 24,390 kg but not exceeding 38,000 kg
6	Combination of Motor Vehicle and one Trailer with a gross train weight more than 38,000 kg but not exceeding 50,000 kg
7	Combination of Motor Vehicle and two Trailers with a gross train weight more than 38,000 kg but not exceeding 50,000 kg
8	Any other vehicle or combination of vehicles

**Vehicle Special Order continued:-**

Signed\* .....Date.....

\* the person signing must have authority to sign for and on behalf of the club. Please check and make sure that the information contained herein is correct and that all relevant sections are completed before signing. Delays may occur if the application is incomplete.

Position in Club.....

Previous Vehicle Special Order Number(s) ( if any ) :- **VS**.....

( if you have a current Order the VS number will be on the top right-hand corner )

**Statement by Carnival Club's appointed competent person to examine the vehicle**

Name:- Address:-	Daytime Tel No:-
---------------------	------------------

As designated by the Avon and Somerset Police Constabulary and working to the  
"MANAGEMENT OF CARNIVAL VEHICLES COMPLIED BY THE AVON  
& SOMERSET CONSTABULARY IN CONJUNCTION WITH THE  
DEPARTMENT FOR TRANSPORT"

**as issued by the A & S Constabulary in June 1998 and as amended since. I have examined the vehicles:-**

AT ..... (TIME) ON ..... (DATE)

and have verified them as specified on this document, with the following exceptions<sup>1</sup>:-

<sup>1</sup> Where items are marked as "available" (i.e. not "installed") a club official should sign this form to confirm the items will be installed prior to travelling to carnival processions.

**Vehicle Special Order continued:-**

My responsibilities are disclaimed from the above date and time.

I believe my credentials as listed below enable me to perform this examination:-

A copy of my qualifications are attached to this application form:-

My experience in years:- .....

Signed.....

Date.....

## Vehicle Checklist

### Weights and Dimensions

#### 1. Motor vehicle to be used in carnival procession:-

Make:-				
Model:-				
Registration Or Chassis No:-				
Gross Vehicle Weight (kg)				
Number Of Axles				
Maximum Axle Weight (kg)	Axle 1	Axle 2	*Axle 3	*Axle 4
Brakes Fitted	Axle 1	Axle 2	*Axle 3	*Axle 4
	*Yes / No	*Yes / No	*Yes / No	*Yes / No
Length (m)				
Width (m)				
Height (m)				

#### 2. <sup>2</sup>Any other motor vehicle used to transport trailers to carnival designated assembly point and / or designated dispersal point:-

Make:-				
Model:-				
Registration Or Chassis No:-				
Gross Vehicle Weight (kg)				
Number Of Axles				
Maximum Axle Weight (kg)	Axle 1	Axle 2	*Axle 3	*Axle 4
Brakes Fitted	Axle 1	Axle 2	*Axle 3	*Axle 4
	*Yes / No	*Yes / No	*Yes / No	*Yes / No
Length (m)				
Width (m)				
Height (m)				

<sup>2</sup> If any other vehicles are used or to be kept as "reserves" this information to be provided on duplicates of this page.

### 3 Trailers:-

#### 1<sup>st</sup> Trailer

Serial Or Chassis No:-				
Gross Vehicle Weight (kg)				
Number Of Axles				
Maximum Axle Weight (kg)	Axle 1	Axle 2	*Axle 3	*Axle 4
Brakes Fitted	Axle 1	Axle 2	*Axle 3	*Axle 4
	*Yes / No	*Yes / No	*Yes / No	*Yes / No
Length (m)				
Width (m)				
Height (m)				

#### 2<sup>nd</sup> (Generator) Trailer

Serial Or Chassis No:-				
Gross Vehicle Weight (kg)				
Number Of Axles				
Maximum Axle Weight (kg)	Axle 1	Axle 2	*Axle 3	*Axle 4
Brakes Fitted	Axle 1	Axle 2	*Axle 3	*Axle 4
	*Yes / No	*Yes / No	*Yes / No	*Yes / No
Length (m)				
Width (m)				
Height (m)				

### 4 Combination used in carnival procession:-

#### Class

Overall Length (m)	
Maximum Width (m)	
Maximum Height (m)	
<b>Maximum Weight</b> (Including Passengers <sup>3</sup> ) (kg)	
Total Number Of Axles	

<sup>3</sup> For guideline only – In UK Construction and Use regulations a figure of 65kg is used for the weight of an average passenger

Equipment

**5 Braking systems:-**

Requirements<sup>4</sup>

**Vehicles in Category 1**

Brakes required	Minimum Braking efficiency
Agricultural tractor not capable of exceeding 20mph	
brakes required on at least half the number of axles	25%

Brakes required	Minimum Braking efficiency
Agricultural tractor capable of exceeding 20mph and any other motor vehicle	
brakes required on all axles	50%

**Vehicle combinations in Categories 2 and 3**

Brakes required	Minimum Braking efficiency
brakes required on at least half the number of axles	25%

**Vehicle combinations in Categories 4 and 5**

Brakes required	Minimum Braking efficiency
brakes required on all axles	25%

**Vehicle combinations in Categories 6 and 7**

Brakes required	Minimum Braking efficiency
brakes required on all axles	50%

**Vehicle in category 8**

Brakes required	Minimum Braking efficiency
Gross Train Weight not exceeding 24,390 kg:- Brakes required on at least half the number of axles	25%
Gross Train Weight exceeding 24,390 kg but not exceeding 38,000 kg:- Brakes required on all axles	25%
Gross Train Weight exceeding 38,000 kg but not exceeding 50,000 kg:- Brakes required on all axles	50%

<sup>4</sup> Axles which are braked through the transmission system are considered to be “braked axles” for the purpose of the Vehicle Special Order.

Parking brakes

The parking brake (which is the reserve braking system) must be independent of the main braking system. Therefore the only components that can be common to both systems are those which are inside the back-plate of the brake drum / system. Other than these components the parking brake system must be designed so that any failure of a component (e.g. link, cable) in the main braking system will NOT affect its performance.

Checks

Category of Motor vehicle and trailer(s):- .....

**6 Service Braking equipment fitted:-**

Number of Axles			Minimum number of braked axles required	Braking Efficiency %	
				Minimum Required	Achieved
Number of Axles on Motor vehicle				%	%
Braked	Unbraked	Total			
*Number of Axles on Trailer 1				%	%
Braked	Unbraked	Total			
*Number of Axles on Trailer 2				%	%
Braked	Unbraked	Total			

**7 Parking brake:-**

	Parking Brake#		
	Fitted	Efficient	Accessible
Motor Vehicle			
*Trailer 1			
*Trailer 2			
Scotches or Chocks available	*Yes / No		

# Each trailer shall be fitted with a parking brake that can be easily applied by a person or persons on the ground or on the trailer and must be clearly identifiable and the instructions on the use of which must be positioned close by and clearly marked.

**8 Wheels and Tyres:-**

	Tread Depth legal, Free of damage	Full set of Wheel Nuts
Motor Vehicle		
*Trailer 1		
*Trailer 2		

**9 Lighting:-**

<b>NOTE:- ALL LIGHTS MUST BE IN GOOD, EFFICIENT, WORKING ORDER.</b>				
		Motor Vehicle	*Trailers	
			*1	*2
Rear Lights (Stop, Tail & Indicators)	Installed	Yes/No	Yes/No	Yes/No
	Available	Yes/No	Yes/No	Yes/No
Amber Side Marker Lights (3.05m apart)	Installed	N/A	Yes/No	Yes/No
	Available	N/A	Yes/No	Yes/No
Orange Beacons Providing 360° Coverage	Installed	N/A	Yes/No	Yes/No

**10 Towbars:-**

	Installed	Available
Safety chains (suitable for 'snatch action' and straight pull) consistent with gross weight of the train	Yes/No	Yes/No
Safety chain/strap anchorage points	Yes/No	Yes/No
Towbars, hitches and towpins (suitable and of sufficient size and construction)	Yes/No	Yes/No
Safety clips for all towpins	Yes/No	Yes/No
Cords And Signs For Use To Maintain A "No-Go" Area Between Units Of The Train, i.e. Towbar Areas	Yes/No	Yes/No

**11 Fire Extinguishers:-**

Type	Quantity	Installed	Available
		Yes/No	Yes/No
		Yes/No	Yes/No
		Yes/No	Yes/No
		Yes/No	Yes/No

**Comments:-**

# CONSTRUCTION AND USE REGULATIONS

For vehicles being used in  
carnival not requiring a  
VSO.

## 1.

### **GUIDANCE NOTE FOR VEHICLES BEING USED FOR CARNIVAL:**

#### **If your vehicle complies with the items listed below then you do not require a VSO**

#### **Complying with the Construction and Use Regulations**

All motor vehicles and trailers used on our roads must comply with the Road Vehicles (Construction and Use) Regulations 1986 (SI 1986/1078) (C&U): as amended and the Road Vehicles Lighting Regulations 1989 (SI 1989/1796): also as amended. These regulations set the overall technical specifications such as weights, dimensions, braking systems, tyres, lights etc, for all vehicles.

#### **Maximum Length of motor vehicle and trailer; REGULATION 7**

##### Motor Vehicle

a wheeled motor vehicle, **12 metres**

##### Trailers

a trailer with at least 4 wheels which is drawn by a motor vehicle having a maximum gross weight<sup>5</sup> exceeding 3,500 kgs, **12 metres**

a trailer drawn by a motor vehicle having a maximum gross weight under 3,500 kg, **7 metres**

##### Vehicle Combinations

a motor vehicle towing one trailer **18 metres**

#### **Maximum Width of a motor vehicle and trailer; REGULATION 8**

##### Motor Vehicle

a motor vehicle **2.55 metres**

##### Trailers

a trailer drawn by a motor vehicle having a maximum gross weight exceeding 3,500 kg, **2.55 metres**

a trailer drawn by a motor vehicle having a maximum gross weight under 3,500 kg, **2.30 metres**

---

<sup>5</sup> Maximum Gross Weight is the lower of the maximum weight permitted by C&U or that declared by the manufacturer of the vehicle. In the case of smaller vehicles, such as vans or 4 wheel drives, it will usually be displayed on the manufacturer's plate, the vehicle's handbook or be available from the manufacturer of the vehicle.

## 2.

### **Braking requirements for trailers; REGULATION 15**

- gross weight less than or equal to **750 kg** no requirement
- greater than **750 kg** but less than or equal to **3,500 kg** at least overrun brakes required
- greater than **3,500 kg** continuous or semi-continuous brakes, ie brakes that are operated with those of the towing vehicle

### **Springs and resilient material; REGULATION 22**

Suspension of springs or resilient material is required to be fitted to both the towing vehicle and trailers if the combination is to exceed a travelling speed of more than 20 m.p.h.

### **Maximum permitted axle weight on a trailer; REGULATION 78**

- Where the axle is fitted with tyres with a width not less than 300 mm or with twin tyres with centres of contact with the road no less than 300 mm **10,170 kg**
- In any other case **9,200 kg**

### **Maximum permitted laden weight of a motor vehicle; REGULATION 75**

- A four wheel drive, car or transit van, the gross weight of these vehicles are governed by the manufacturer - see footnote to Maximum Gross Weight.
- A 2 axle Lorry **17,000 kg** -provided the distance between the two axles is at least 3.0 metres. If the distance between the axles is less than 3.0 m, lower limits apply.
- A 2 axle, wheeled agricultural motor vehicle
  - Where the distance between the axles is less than 2.65 m, **14 230 kg**
  - Where the distance between the axles is at least 2.65 m, **16 260 kg**

(Vehicles with more than 2 axles are subject to higher limits)

### **Maximum permitted laden weight of a trailer; REGULATION 75**

The maximum permitted weight of the trailer can be limited by one of two requirements.

- The maximum permitted on the trailer itself, which, in the case of a conventional 2 axle trailer, is **14,230 kg** or any lower weight specified by the trailer manufacturer.

### 3.

- The maximum permitted for the combination (the maximum train weight specified in **REGULATION 76**) which, in the case of a two axle tractor and two axle trailer, is **24,390 kg** or any lower towing weight specified by the towing vehicle manufacturer.

Where necessary the maximum trailer weight can be calculated by subtracting the weight of the towing vehicle from the maximum train weight given for the vehicle.

*Note that the lower figure from either the C&U regulations or the vehicle manufacturer is always the one that applies.*

#### **Number of trailers drawn by towing vehicle; REGULATION 83**

a wheeled motor vehicle      **1 trailer**

*This is the normal requirement. In order to tow two trailers in carnival, a special order will be required, even if, individually, the vehicles and trailers meet the above conditions.*

**If your vehicle combination complies fully with the regulations outlined above, you do not need to apply for a Vehicle Special Order. However, if your vehicle combination does not comply with any one of the above regulations, you will need to apply for a**  
**Vehicle Special Order. The information required is outlined in the information pack issued by Avon & Somerset Police.**

**DRAFT VSO ORDER**

**(Certification)**

## **DRAFT COPY OF VSO ORDER**

*Once you have forwarded your VSO application form to the DFT and your application is accepted you will be sent an Order. Listed below is an example of an order showing all the conditions which relate to the VSO and use to and from and during a Carnival.*

## **ROAD TRAFFIC ACT 1988**

### **ORDER OF THE SECRETARY OF STATE UNDER SECTION 44**

The Secretary of State, in exercise of its powers under Section 44 of the Road Traffic Act 1988, hereby authorises the use on roads of the vehicle combination described in the Schedule hereto, and hereinafter referred to as “the vehicles”, notwithstanding that the said vehicles do not comply in all respects with the requirements of the Road Vehicles (Construction and Use) Regulations 1986 S.I. 1986 No. 1078, as amended, subject to the following conditions:

For the purpose of this Order “carnival procession route” means:- A route agreed by the Police and procession organisers between two points defined as the “designated assembly point” and the “designated dispersal point”.

### **Condition applying to use at all times:-**

1. The vehicle shall be operated only by...(name of Club)
2. The vehicle shall be operated only when they are proceeding to and from a carnival and on the carnival procession route.
3. The vehicle shall tow no more than **one** trailer
4. The overall length of the vehicle combination shall not exceed **24.5** metres.
5. The overall width of the vehicle combination shall not exceed **3.5** metres at any time.
6. Each vehicle combination shall be equipped with working brakes on all of its axles.
7. One passenger only may be carried on the trailer to and from each carnival to alert the driver of any congestion caused by its presence on the public highway.
8. Each trailer shall be fitted with a parking brake that can be easily applied by a person or persons on the ground or on the trailer.

Conditions of use Continued:-.

9. The driver of the vehicles must have a clear all round field of vision at all times.
10. The vehicle shall at all times be fitted with brake lights, indicator lights, position lights and side marker lights as required by the Road Vehicles Lighting Regulations 1989 S.I. 1989 No 1796 as amended. Side marker lights shall be fitted at intervals of at least 3.05 metres.
11. Amber beacons to be fitted to the front and rear of the combinations and capable together of being visible through 360 degrees around the combination.
12. When the vehicles are proceeding to and from each carnival, no lights must be showing other than those mentioned in Conditions 10 and 11 above.
13. Before the vehicles are used on a journey at least two clear days' prior notification of the movement shall be given to the Chief Officers of Police in whose police area it is proposed that the vehicles shall be used and no journey shall be undertaken without the prior approval of the appropriate police authority. The notice to be given shall, subject to any necessary modification, be in the form and contain the particulars specified in the schedule 5 (4)(1) of the Road Vehicles (Authorisation of Special Types) General Order 2003 S.I. 2003 No. 1998 and herein after referred to as the STGO.
14. Before the vehicles are used on a journey at least five clear days' prior notification of the movement shall be given to the road and bridge authority for any road and for any bridge on which it is proposed that the vehicles shall be used; the notice to be given shall be in the form and shall contain the particulars specified in Part 1 of Schedule 9 of the STGO and the provisions of Article 17 and 18 of the said STGO shall apply as respects any such notice.
15. Before the vehicles are used on a journey the highway authority for any road and bridge authority for any bridge on the said route shall be indemnified; the indemnity shall be in the form specified in Part 2 of Schedule 9 of the said STGO and the provisions of Article 17 and 18 thereof shall apply as respects any such indemnity.
16. The restrictions of Article 18 (1) (restriction on the passage over bridges) of the STGO shall apply to the road use of the vehicles, albeit that they are moved unladen; Article 18 (3) of the STGO shall also be applicable.
17. Each trailer to be equipped with blocks, scotches or other similar device capable of holding the trailer stationary when disconnected from the drawing vehicle.

Conditions of use continued:-

**18.** Every trailer to be equipped with a safety chain capable of withstanding the load of all trailers coupled to the towing vehicle in the event of failure of the towing hitch and the flexible brake connections must be such that they will not break through over extension when the chain is in use **or** the braking system must be such that the brakes will be applied automatically in the event of separation of the trailer from the drawing vehicle.

**19.** No combination of vehicles to be used at a speed exceeding 20 mph

**Conditions applying to use on carnival procession routes:-**

Additional conditions applying when on carnival procession route:-

**20.** At least one person, not in or on the cab, in addition to the driver of the motor vehicle shall be employed in attending to the vehicles to give warning to the driver of any danger likely to be caused to any persons by reason of the presence of the vehicles, whilst in the carnival procession.

**21.** Condition 7 shall not apply.

**22.** At least one person on any trailer carrying passengers must have the knowledge to and be able to operate the parking brake.

**23.** Each drawing vehicle and trailer shall carry an easily accessible and suitable fire extinguisher.

**24.** The gap between the drawing vehicle and each trailer within the combination shall be fitted with expandable links either in the centre OR on each side depending on which is the most suitable for any particular combination to which shall be attached signs stating “Do not cross between the vehicles” to prevent pedestrians easily crossing between the vehicles whilst in the carnival procession.

**25.** Condition 3 above shall be amended to read “the vehicles shall tow no more than **two** trailers”.

**26.** Condition 4 above shall be amended to read “the overall length of the vehicle combination shall not exceed 30.5metres”.

**27.** Condition 9 above shall be amended to read “whilst in procession the driver must be able to see directly ahead”.

This Order shall expire on: .... (date will be given)

Signed by the authority of the Secretary of State  
Commercial Vehicles and Regulation Branch.