

# The Royal Automobile Club Motor Sports Association Ltd Competition Authorisation Office

## MOTORCYCLE EVENTS TRAVERSING THE PUBLIC HIGHWAY

### PUBLIC RELATIONS WORK

Regulation 9(4) of the Motor Vehicles (Competitions and Trials) Regulations makes it conditional that a certain standard of Public Relations (PR) work must have been undertaken along the route of all events Authorised under the legislation.

This PR work helps reduce complaint and is conducive to trouble free events. The level of PR work is dependent on several factors including: the type of event, the time of day, the status of road and the habitation of the area.

There are several levels of PR:-

<b>Public Notice</b>	PR Notice on Public Notice board, or in shop window
<b>Letter Drop</b>	PR Notice to residents on the route.
<b>Personal PR</b>	Personal visit to residents on the route
<b>Written Consent</b>	Personal visit to resident to obtain written consent.

Most PR work is common sense. If you are organising an event in a remote area and the event is going to pass someone's house all day (or part of) it is likely that they will be disturbed by the additional traffic or noise. Pre-event PR work promotes good relations and reduces the risk of complaint. It is especially important in these environmentally sensitive times to preserve the future of events using the public highway. With prior notice of events residents can then hopefully arrange their movements for the day so as not to conflict with the event, which is a benefit to all.

A public notice is required when events may be passing or re-passing through areas that may cause traffic congestion or disturbance. You should always ask for permission to display public notices on public notice boards. It is sometimes easier to put them in local shop windows.

Letter drops should be carried out in remote areas on minor roads used at night between 22:00-07:00 hours, or when events are using minor roads twice for instance to reach a test location off the public highway.

Personal PR is only required when there is a history of complaint in the area where special restrictions may have to be observed, for instance near stables where horses may be ridden on the highway, however sometimes it is also beneficial to speak to people when delivering the PR letters, residents may welcome the attention.

Written consent is required by the legislation from residents within 500 yards of where you are requiring competitors to stop or slow down. For instance a check point or start/finish of a section. This consent must be obtained from an adult occupant of any dwelling. This is covered by Standard Condition 8 in the legislation. The point to remember here is that it only covers check points or start /finishes on the public highway, so try to make sure your start/finish of sections are off the public highway. It is however wise to try and arrange your event to minimise disturbance to residents so riders are not queuing up to start a section outside someone's house for instance.

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## Route Liaison Officers (RLO)

The Route Liaison Officers are MSA appointed officials and are appointed to each Police area. They are volunteer officials and have the details of local MSA events that are using the public highway. They are appointed to ensure events run as smoothly as possible by helping organisers avoid problem areas and minimising clashing of routes. They have details of areas of previous complaint and areas which require special attention. They can also assist when problems or conflict does occur. They may advise you where and what level of PR is required, or which land owners or residents need to be notified. If you have a problem in contacting an RLO, please e-mail [cao@msauk.org](mailto:cao@msauk.org)

## General Principles

1. You can use the [Sample PR Letter](#) found on our website it includes the correct legal terminology.
2. When you may have to contact residents try to be diplomatic, positive and clear about the legal aspects of Authorisation. Do not intimate that the event (if run in England and Wales) is authorised by the Police.
3. When undertaking PR work avoid asking for "Authorisation" or "permission" from householders - it invites unnecessary difficulties.
4. It is beneficial to plan your route after consultation with the respective RLO as they have details of other events and problem areas. This should be done as soon as possible and before you submit your application for Authorisation.
5. All PR work must be undertaken by responsible members of the Club.
6. The work should be completed to allow enough time to undertake a re-route should this prove necessary.
7. If you are notifying residents by letter drop please include the contact details of the organiser, the date of the event, the direction it is travelling, the approximate time of passing and number of riders.
8. Special consideration should be given to householders with pets or livestock. Advise riders before they start of these areas and consider putting up warning signs.
9. All events should contact local Police stations out of courtesy before all events. They may be able to advise you of other activities on the public highway and record the event of their systems which may avoid unnecessary confusion if a problem occurs. The CAO office notifies the Police HQ in accordance with the legislation; however this legal notification may not however filter down to every local bobby.
10. Please note permissions should be obtained from the owners of notice boards/telegraph poles/sign posts before notices are displayed as companies may charge for the removal.
11. If you do find you have a problem with a resident, or local council body that you cannot resolve, please advise the RLO and this office and we will endeavour to help.

Please address any correspondence to: -  
Competition Authorisation Office, Motor Sports House, Riverside Park, Colnbrook, Slough, SL3 0HG  
Tel: 01753 765 075 email: [cao@msauk.org](mailto:cao@msauk.org)