

CARNIVAL INFORMATION PACK (2013)

The following information is produced in the hope that it will provide all the relevant information to make applying for a Vehicle Special order (VSO) a straightforward process. It covers the braking requirements, what we mean by a competent person, the use of a locomotive instead of a tractor and also the application form.

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

If having read the regulations below you have any questions on the need for a Vehicle Special Order then please contact;

Email: michael.hepworth@ vca.gov.uk

Telephone: 07776 171233

GUIDANCE NOTES FOR CARNIVAL VEHICLES :

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 four wheels which is drawn by a motor vehicle having a gross weight¹ exceeding 3,500 kg **12 Metres**

A trailer drawn by a motor vehicle having a maximum gross weight under 3,500 kgs, **7 Metres**

Vehicle Combinations

A motor vehicle towing one trailer **18 Metres**

¹ **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.**

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**

Braking requirements for trailers; REGULATION 15

Gross weight less than or equal to **750 kg** no requirement

Gross weight greater than **750 kg** but less than or equal to **3,500 kg** at least overrun brakes required

Gross weight greater than **3,500 kg** continuous or semi continuous brakes, i.e 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 mph

Maximum permitted axle weight on trailer; REGULATION 78

Where the axle is fitted with tyres with a width not less than 300mm or with twin tyres with centres of contact with the road no less than 300mm **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 type van, the gross weight of these vehicles are governed by the manufacturer – see footnote to Maximum Gross Weight

A two 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 metres, lower limits apply

A two axle wheeled agricultural motor vehicle:-

Where the distance between the axles is less than 2.65 metres **14,230 kg**

Where the distance between the axles is at least 2.65 metres **16,260 kg**

(Vehicles with more than two 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 the two requirements.

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

The maximum permitted for the combination (the maximum train weight specified in **REGULATION 76**) which, in the case of a two axle tractor and a 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 manufacturer is always the one that applies.

Number of trailers drawn by a 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.

1. THE BRAKING REQUIRMENTS AND BRAKING PERFORMANCES FOR THIS SEASON ARE AS FOLLOWS :

Vehicle combinations with a gross weight up to **24,390 kg** : That means that both the tractor and each trailer (when more than one trailer is being towed in procession) only require brakes on **half** the number of wheels. In situations where one of your trailers has three axles, two should be braked.

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

Vehicle combinations with a gross weight **over 24,390 kg and up to 38,000 kg**: 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 service braking performance of the combination shall be a **minimum** of **25%**

Vehicle combinations **over 38,000 kg and up to 50,000 kg** : all wheeled braking is required on both tractor and each trailer. Four wheel drive tractor means a tractor, which brakes through its transmission, or through each wheel.

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

ALL BRAKING EFFICIENCIES WILL APPLY FOR THE 2013 SEASON

The braking efficiencies and the above percentages should have been achievable and recorded last season for inclusion on the application form this year

2. VEHICLE SPECIAL ORDER APPLICATION FORM (see Annex A)

On occasions in the past there have been last minute problems when Orders have been issued for specific tractors and, the day before the carnival the agricultural hire company or farmer has given that particular tractor to another club. To ensure that both parties do not have these last minute panics, when completing your application please bear the following suggestion in mind; **if your club is hiring or borrowing a tractor(s) please give the details of the MAKE & MODEL of the tractor(s). Then, if you are given a different tractor than the one promised, providing it is the same MAKE & MODEL you will not need to change your Order.**

If the MAKE & MODEL is different giving different axle weights then this will need to be notified to VCA to decide if changes to the Vehicle Special Order are required.

3. USE OF A LOCOMOTIVE INSTEAD OF AN AGRICULTURAL TRACTOR:

There has been increased interest in using a locomotive instead of an agricultural tractor to tow the combination in procession.

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 purpose of the Roads Vehicles (Construction and Use) Regulations 1986 (SI 1986 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 which the unladen weight exceeds 7370kg”*

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

(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 regulations state that the maximum total weight of all trailers, whether laden or unladen, drawn at any time by a locomotive shall **not exceed** 44,000kg

However, for the purposes of carnival, the heaviest combination will still be restricted to 50,000kg, irrespective of whether or not the towing vehicle is a locomotive.

A locomotive does not require plating and testing.

The driver will require a C+E light goods vehicle driving licence. We understand that previously, light goods vehicle driving test centres within the Taunton area (and possibly) further afield) have offered reduced prices for carnival clubs, who wish to operate locomotives, so there drivers can obtain the C+E. I would recommend that each carnival club / committee should investigate this possibility on behalf of their members.

The locomotive will also have to be taxed accordingly, dependent on its gross weight. The local Vehicle Registration Offices will tax the locomotive for a period of either six or twelve months – the unexpired portion being refunded.

4. QUALIFICATIONS REQUIRED BY THE COMPETENT PERSON

The competent person's role within the club is to ensure that, before building commences, an inspection is carried out on the existing chassis and axles to establish if there are any fractures or corrosion. This season axles may have to be fitted with new brakes, the competent person should ensure this task is completed and that the brakes fully comply with the braking requirements outlined within the VSO Application Form.

Once the club secretary is ready to complete the VSO application form, the competent person should ensure that that the towing vehicle and each trailer fully comply with all the requirements and that a full inspection of the vehicle combination is carried out. The form can then be submitted to VCA.

We will expect the competent person to hold one of the following qualifications in a relevant subject **or** to have undertaken the **Competent Persons Awareness Course**:

- **MOT Tester**
- **National Craft Certificate**
- **City and Guilds**
- **NVQ**
- **University Degree**
- **Appropriate membership of a Professional Body**

Please supply a copy of the relevant qualification with the application for a Vehicle Special Order

5. GENERAL CONDITION OF THE VEHICLE THROUGHOUT THE CARNIVAL SEASON

Throughout the carnival season it must be ensured that the vehicle combination stays roadworthy and safe. If these basic requirements are **NOT** carried out, the Special Order would become **invalid and will be revoked**. The police may then decide to exclude the offending club from taking part in that particular carnival.

VEHICLE CERTIFICATION AGENCY

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)	Contact Telephone No:- Landline:- Mobile:- Fax No:- Email (Preferred method for the sending and receiving of documents):-
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Category of vehicle or Combination (When in Carnival Procession) to which the Vehicle Special Order is to apply:-

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

Club Signature

- The person signing must have the 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.

Signed Print Date

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 Competent Person’s appointed to examine the vehicles

NOTE

To comply with legal requirements with regards to the issue of a Vehicle Special Order there is a need for only ONE Competent Person to be included on this form.

However it is the suggestion of the VSO Sub Committee and the Avon & Somerset Police that two Competent Persons be appointed to inspect and verify the condition of the vehicles. This course of action provides for a double check of the vehicles and is to be recommended as good practice.

Working to the “MANAGEMENT OF CARNIVAL VEHICLES COMPILED BY THE AVON AND SOMERSET CONSTABULARY.

Issued by the Avon and Somerset Constabulary in June 1988 and as amended since, We have examined the vehicles:-

<u>1</u>	Name & Address :-	Contact Telephone No :- Landline:- Mobile:- Email (Preferred method of communication)
<u>2</u>	Name & Address :-	Contact Telephone No :- Landline:- Mobile:- Email (Preferred method of communication)

AT (Time) ON (Date)

And have verified them as specified on this document with the following exceptions²

If for any reason there is suspicion or evidence that changes have been made to the application, post the CP's inspection, the VSO may be revoked and the club render themselves liable to prosecution.

² Where items are marked as "available" (i.e not "installed") a club driver should sign this form to confirm the items will be installed prior to travelling to carnival processions

Competent Persons Signatures:-

1

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:-

CP Number

My Experience in years:-yrs

Qualifications:

Signed

Date

2

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:-

CP Number

My Experience in years:-yrs

Qualifications:

Signed

Date

Vehicle Checklist

Weights and Dimensions

1 Motor vehicle to be used in carnival procession;-

Make				
Model				
Registration No 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 ³ Any other motor vehicle used to transport trailers to carnival designated assembly point and / or designated dispersal point.-

Make				
Model				
Registration No or Chassis No				
Gross Vehicle Weight (kgs)				
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)				

³If any other vehicles are used or to be kept as reserves this information is to be provided on duplicates of this page.

3 Trailers

1st Trailer

Serial Number 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)				

2nd (Generator) Trailer

Serial Number 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;-

Overall Length (m)	
Maximum Width (m)	
Maximum Height (m)	
Total number of passengers	
Maximum Weight (including passengers⁴) (kgs)	
Total Number of Axles	

N.B Please explain if sum of overall length and individual unit lengths do not correspond e.g adjustable draw bars.

⁴ In UK Construction and use Regulations a figure of 65kg is used for the weight of an average passenger.

Equipment

5 Braking Systems

Are all the braking components in a satisfactory and operational condition, and when the applicable axle is lifted in a stationary position does the relevant wheel lock up on the application of the braking system	Yes / No
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Requirments⁵

Vehicle Category 1

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

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

Vehicle combinations Category 2 and 3

Brakes Required	Minimum Braking Efficiency
Brakes required on at least half the number of axles	25%

Vehicle combinations Category 4 and 5

Brakes Required	Minimum Braking Efficiency
Brakes required on all axles	25%

Vehicle combinations Category 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 24,390kg	
Brakes required on at least half the number of axles	25%
Gross Train Weight exceeding 24,390kg but not exceeding 38,000kg;-	
Brakes required on all axles	25%
Gross Train Weight exceeding 38,000kg but not exceeding 50,000kg;-	
Brakes required on all axles	50%

⁵Axles 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 must be designed so that any failure of a component (e.g link, cable) in the main braking system will NOT affect its performance.

Category of Motor Vehicle and Trailer (s) :-

6 Service Braking Equipment Fitted;-

Number of Axles			Minimum Number of Braked Axles Required	Braking Efficiency %	
				Minimum	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			

When were these brake efficiencies obtained

7 Parking Brake;-

	Parking Brake #		
	Fitted	Efficient	Accessible
Motor Vehicle			
*Trailer 1			
*Trailer 2			

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		

Note, Braking Testing will consist of the following combinations;-

- 1) Towing vehicle and trailer 1
- 2) Towing vehicle and trailer 2
- 3) Procession towing vehicle if utilised as a towing vehicle between towns

9 Lighting;

NOTE:- ALL LIGHTS MUST BE IN GOOD, EFFICIENT, WORKING ORDER				
		Motor Vehicle	*Trailers	
			*1	*2
Front Headlamps Side & Indicator Lamps	Installed	Yes / No	N/A	N/A
	Available	Yes / No	N/A	N/A
Rear Lamps, Stop Tail & Indicator	Installed	Yes / No	Yes/ No	Yes / No
	Available	Yes / No	Yes / No	Yes / No
Amber Side Marker Lamps (3.05m apart)	Installed	N/A	Yes / No	Yes / No
	Available	N/A	Yes / No	Yes / No
Orange Beacons Providing 360° Coverage	Installed	Yes / No	Yes / No	Yes / No
	Available	Yes / No	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 all units of train. i.e towbar areas	Yes / No	Yes / No
Scotches and Chocks	Yes / No	Yes / No

11 Fire Extinguishers;

Type	Test Date	Quantity	Installed	Available
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No

*Items 9 – 10 – 11, are generally considered to be travelling items and as such are usually installed prior to moving the vehicles. The responsibility to ensure they have been fitted correctly is that of the drivers.

Please provide below details of driver who will check these items are installed prior to the entry taking part in the first carnival.

Driver Name

Driver Accreditation No.....

Driver Signature.....Date.....

12 Club Drivers Information;

Principle Drivers Name	
Date of Birth	
*Accreditation Number	
Daytime Tel Number Mobile Tel Number E-mail Address	

Other Club Drivers

Drivers Name	Date of Birth	*Accreditation Number

*** The Accreditation Number will be attained subject to competency training course completion**