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TEMPORARY TRAFFIC REGULATION ORDER APPLICATION

Please ensure you read the notes for guidance on pages 3-7 before completing this application.

www.leicestershire.gov.uk

PART A. Contact details

Applicants Name	
Company / Organisation	
Address and Post Code	
Phone Number	
Email	
Out of hours contact	

PART B. What type of traffic restriction would you like to put in place? Tick as appropriate.

Road / Footway closure - Planned	
Road / Footway closure - Emergency	
Public Right Of Way Closure - Planned	
Public Right Of Way Closure - Emergency	
Parking Restriction e.g. double yellow lines	
Speed Restrictions	
Moving restrictions e.g. one way, no right turn	
Other (please state)	

PART C. What works / event will you be carrying out?

Please describe the work/event being requiring the traffic to be temporary restricted.

Reason for restriction e.g. new gas supply	
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PART D. Where will you be working and what roads will be affected?

Parish / Village	
Road name/s	
PROW Number (if applicable)	
Location of road i.e. house number	
Unique Street Reference Number	
Streetworks Permit Ref (if applicable)	

PART E. When would you like the restriction to start / for how long?

Date restriction required from	
Date restriction required to	
Duration of restriction (days)	
Times restriction required to / from	

PART F. Access arrangements.

Will the following :	yes / no
Emergency services access be maintained throughout the duration of closure?	
Pedestrian access be maintained throughout the duration of closure?	
Winter service access i.e. gritting, be maintained throughout the duration of closure?	

PART G. Communications

Please tick to confirm the following organisations have been contacted prior to your activity. You may be requested to provide copies of these by our Network Management Team.

Police	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Ambulance	<input type="checkbox"/>	Public transport companies	<input type="checkbox"/>
Local businesses affected	<input type="checkbox"/>	Local residents affected	<input type="checkbox"/>
Relevant District Council	<input type="checkbox"/>	Relevant Parish Council	<input type="checkbox"/>

PART H. Invoice Details

An invoice will be issued for all associated costs. Payment terms are 28 days and these are quoted on the invoice.

Please ensure your purchase order is submitted with your application, failure to do so will may result in your application being returned.

Purchase Order Number (for external applicants)

Please enclose copy of purchase order with application

Address to which invoice to be sent

If LCC works (cost code to be used)

PART I. Documents to be included in the application. Please tick to confirm.

Full Traffic Management CAD Plan, including Schedule of signs to be used	<input type="checkbox"/>
Risk Assessments / site observations	<input type="checkbox"/>
Local resident / business consultation material	<input type="checkbox"/>
Copy of public liability insurance (minimum £5 million)	<input type="checkbox"/>
Copy of purchase order	<input type="checkbox"/>
Copy of communication	<input type="checkbox"/>
Contingency plan	<input type="checkbox"/>

PART J. Declaration

I have read and understand fully the guidance and conditions below and will adhere to all responsibilities and duties enforced by the document. I agree to pay any associated costs including any cancellation fees.

Signed	<input type="text"/>
Name	<input type="text"/>
Organisation/Company	<input type="text"/>
Date	<input type="text"/>

PART K. Correspondence

Please complete this application and email: networkmanagement@leics.gov.uk

For events applications please email: eventsnetworkmanagement@leics.gov.uk

For any reason you are unable to email this application please contact the Network Management Team on 0116 3052163.

NOTES FOR GUIDANCE

A. Guidance Notes and Introduction

A Temporary Traffic Regulation Order (TTRO) is the legal process used to implement temporary restrictions e.g. closure to a road or public right of way, change to a one way system, parking, speed or weight restrictions and changes to a right or left turn only. It is also used to suspend permanent Traffic Regulation Orders (TRO) e.g. one way street, parking (including parking bays), to ensure safety whilst works or events take place. Leicestershire County Council (LCC), as the Highway Authority, can authorise a TTRO. The closure or restriction is made by an Order under the Road Traffic Regulation Act 1984. An Order can be made to cover planned situations, or an urgent notice can be issued if the regulation is needed without delay for emergency situations.

TTRO's are normally used to allow essential or emergency works to be safely carried out on the highway, typically installation of, or maintenance works to services such as gas, electricity and water. They are also used for various events, i.e. running / social events etc.

The process of arranging a TTRO requires an application be made to LCC's Network Management Team for approval. Once the Order has been approved and made enforceable, it is the responsibility of the applicant to ensure all the correct traffic management systems are in place.

All applications require a minimum 12 week lead in time to enable the TTRO to be processed. This period is required to enable consultation with the appropriate organisations and make any legal arrangements for the Notice to be advertised in the local press. Any application submitted later than this period are likely to be refused.

If an emergency closure is required due to an incident that is likely to cause danger to persons or property on or adjacent to the public highway please contact our Network Management Team immediately on 0116 3052163.

B. What to check before your apply

1. Is a Road Closure really necessary?

A road will only be closed if there is no other feasible alternative solution. Should a road closure be deemed necessary, please enclose all the relevant documents requested in Part K within this guidance document before any consideration can be given.

2. Do you need a Temporary Speed Limit?

On occasions a temporary mandatory speed limit may be preferred. If you wish to apply for a temporary speed limit please complete the application form with a justification for the temporary speed limit and a plan indicating the extents of the proposed temporary speed restriction.

3. Co-ordination check.

Pre-application checks can be made by yourselves to ensure the proposed TTRO will not affect, or be affected by any other works or events in the locality. This can be done by visiting the one.network web site. All applications will be subject to road space availability.

4. Planning a Diversion Route.

The application should propose the diversion to be used which must be agreed by LCC. A similar or where possible a higher class of road should be used as the diversion route, taking into consideration heavy goods vehicles, buses, one way streets, no right / left turns, parked vehicles, pedestrians, pedestrian crossings, schools, medical centres, hospitals, places of worship and cross boundaries with other adjoining Highway Authorities. Consideration should also be given to other planned road works such as temporary traffic lights on the proposed diversion route.

Diversion routes on roads maintained by National Highways and adjoining authorities will require proof of road space booking with the relevant Highway Authority. On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction.

It may also be necessary to have a separate diversion for Heavy Goods Vehicles (HGV's) and motor vehicles, due to the nature of the roads in the area.

The applicant **must** submit a plan with the application form, showing the length of road to be closed (indicated in red) and the proposed diversion route (indicated in green).

C. Temporary Traffic Regulation Order requested

Please provide as many details on the nature of the restriction that you require. It is helpful to include some or all of the following:

- Detailed description of the site, including road names, dimensions, house numbers, etc.
- Type of restriction that you require (e.g. road closure, footway closure / diversion, temporary parking restrictions, one way, no left turn, public right of way closure etc.).
- When you would like the TTRO to come into force and cease (preferred dates).
- If the TTRO is only required for a short period of time e.g. 0930-1230 and not for the full 24 hour day please include the timings of when it comes into force and when it ceases.

Wherever possible, TTRO's will be granted on the dates and time requested. However, this is not always possible due to other factors and we will always endeavour to liaise with the applicant where preferred dates are not available.

On occasions the nature of the work may result in a road being closed intermittently over a period of time i.e. closure may be requested for 4 weeks, but the road may only be physically closed for 10 working days during that period. This must be stated on your application.

D. Traffic Management Plan

Please provide as much information as possible on how traffic will be managed. Examples of what this might include are:

- Type of traffic control.
- Risk assessments / site observations.
- Anticipated traffic flows.
- Scale maps showing site extents.
- Diversion routes for vehicles and/or pedestrians.
- Draft consultation material (e.g. draft letters to affected local residents and businesses).

Please identify and provide details of any of the following items or activities that will be on or adjacent to the highway:

- Signs (e.g. Diversion signs or temporary No Entry signs).
- Line / road markings.
- Barriers.
- Hoardings.
- Cranes or lifting equipment.
- Lighting (e.g. temporary floodlighting or hazard warning lamps).
- Gatemen, Marshals or Banksmen.

For events please provide additional information, where applicable on the following :

- Traffic Management Plan.
- Anticipated visitor numbers.
- Provision of dedicated public transport facilities (e.g. park and ride).
- Requirements for additional Parking Attendant.
- Car parking proposals (Including provisions for disabled drivers).
- Signing schedule (required whether a closure or not, for example signage to event car park).

A Contingency Plan must be made for any unsuspected issues that may occur, i.e. adverse weather, an accident on a diversion route or event route etc.

A Communications Plan is required detailing how your event will be locally notified.

E. Applicants Responsibilities

1. Disruption to the highway network is kept to an absolute minimum.
 - a. Where roads are classified traffic sensitive, occupation of the highway must be carried out at times specified by LCC.
2. All works to be carried out in strict accordance with Chapter 8 (Safety at Street Works and Road Works - A Code of Practice ISBN 978-0-011-553145-3).
 - a. Advanced information boards must be placed on site (a minimum of two weeks in advance of order coming into force) and be in accordance to TSRGD 2016 and follow standard guidance.
 - b. Signing / lining the TTRO (Including alternative routes, lane closures, parking restriction, etc.).
 - c. Information boards must be displayed at every site.
 - d. Removing all signs/lines on completion of work.
3. All signs must comply with Traffic Signs Regulation and General Direction Statutory Instrument.
4. Access to individual properties adjacent to site should be maintained.
5. Residents and businesses likely to be affected by a TTRO should be notified in writing no less than two weeks before it comes into force.
6. The Applicant must be covered by Public Liability Insurance which should be available for inspection. The minimum cover is **£5 million**. Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, however caused, arising out of or in any way attributable to the activity. A copy of the insurance certificate must be submitted with the application.

F. Our Network Management Team will

1. Ensure minimal congestion on the highways network by :
 - a. Ensuring applications comply with the relevant legislation.
 - b. Ensuring co-ordination between all applications for works / events on the highway.
2. Issue relevant press release to stakeholders.
3. Advertise public notices (if applicable).
4. Details will be published on the one.network web site.

The fees associated with implementing temporary traffic restrictions are dependent on the type of restriction put in place and the section of the Road Traffic Act used to implement the restriction. Leicestershire County Council will decide appropriately and invoice for these costs accordingly.

G. Fees

Section of RTA	Processing Fee	Description of use	Processing Timescales
14(1)	Minimum fee £1950. This fee may be more dependent on advertisement costs.	Standard traffic Order to use on all planned works on the highway and events held off highway. This has a maximum duration of 18 months for restrictions affecting the road/ carriageway. This period includes any emergency TTROs processed for the same works/locations. A maximum initial period of 6 months is allowed for public right of ways. Again this period includes any emergency TTROs processed for the same work/locations. The maximum time period will only be allowed if the County Council is satisfied that it is absolutely necessary to facilitate the works.	12 weeks from the time of application received and all supporting documentation fully completed.

Section of RTA	Processing Fee	Description of use	Processing Timescales
14(2)	£1,200	This is to facilitate immediate emergency/urgent works. The notice has to be in place for less than 21 days. The County Council must be satisfied that the nature of the works being carried out do facilitate the removal of an emergency situation. It is at the County Councils discretion as to how long the restriction will be place.	Application are progressed immediately.
14(2)	£1,000	This is to facilitate short duration works which cannot be processed under a 14(1). The notice will be in place for no more that 5 days. The County Council must be satisfied that the nature of the works being carried out is short duration works. This notice cannot be extended beyond 5 days and no extension of works can be granted for works processed under this notice.	Application are progressed immediately.
16(A)	£400	This Order is used to restrict or prohibit traffic on the road due to an event organised by a registered charity where all the proceeds from the event go to that charity.	12 weeks from the time of application and supporting documentation.
16(A)	£650	This Order is used to restrict or prohibit traffic on the road due to an event organised by a non-charity organisation.	

Note all these costs are VAT exempt.

H. Traffic Management

It is the applicants responsibility to ensure that the temporary restriction is signed in accordance with all the relevant and current legislation.

Proposed signing arrangements will need to be approved. Submission of your proposals must be made at the time of applying for the TTRO. (i.e. at least 12 weeks in advance of the dates the TTRO required).

For an additional charge Leicestershire Highways are able to undertake the design, provision and maintenance of any signage scheme. For more information please contact the Leicestershire Highways Signing team on 0116 3050001.

I. Extensions

If you require extension to a TTRO a minimum of 12 weeks notice has to be made in advance from the agreed expiry date of the initial TTRO. Extensions are not guaranteed and will incur additional administration costs and any advertising costs if required. A full explanation has to be provided to Network Management for the reason of the extension request in order to obtain any necessary approval from the Department of Transport.

J. Cancelled Applications

Your application will not be classed as cancelled until an email confirming cancellation is received by our Network Management team.

If you cancel your application after the council has begun the process, a cancellation fee will apply, as detailed below.

S14(1) Cancellation will incur a £1000 fee up to 42 days prior to the commencement of the legal order. The full application fee will apply in instances where application are cancelled within 42 days.

S14(2) Emergency works - Due to the nature of the emergency works this cancellation will not apply.

S14(2) Short Duration. Cancellation will incur the full non-refundable fee.

K. Documents to be included in the application.

Scale drawing of site including any diversion

Schedule of all signs to be used

Risk Assessments / site observations

Local resident / business consultation material

Copy of public liability insurance (minimum £5 million)

Copy of purchase order

Copy of Communication

Contingency Plan

Leicestershire County Council, Highways Delivery, Network Management, Arbor Road, Croft, Leicestershire LE9 3GE. Telephone 0116 3052163

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