

## Application for a temporary traffic regulation order

Please return this form, together with 1 copy of the plan, to the address above.

The plan should show the section to be closed in **red** and the alternative route in **green**.

If you have any queries please contact the Public Rights of Way Team on 01225 477650.

**THIS FORM IS ONLY TO BE USED TO APPLY FOR TTROs WHICH AFFECT PUBLIC RIGHTS OF WAY.  
TO MAKE AN APPLICATION WHICH AFFECTS ANY OTHER TYPE OF HIGHWAY PLEASE CONTACT  
THE COUNCIL'S TRAFFIC MANAGEMENT TEAM**

**(1) TYPE OF RESTRICTION REQUIRED** (e.g. Footpath Closure / Waiting Restrictions / Weight Restriction / Banned or Compulsory Manoeuvre)

**(2) PRECISE EXTENTS OF RESTRICTION** Give the full postal address, the path number and OS grid references and define **accurately** the start and finish points of the restriction. One copy of an accurate plan showing the proposed restriction in red and the alternative route(s) in green must be supplied. **Note – applications will be returned unprocessed where plans / descriptions are inaccurate or ambiguous.**

**(3) ALTERNATIVE ROUTE** List the names and route numbers (if any) of **ALL** the routes used to avoid the restriction. The route should also be shown on the plan (see note 2 above). A temporary permissive alternative route may be required where the restriction would otherwise significantly inconvenience the public.

**(4) START DATE & PERIOD OF RESTRICTION** The Authority can only temporarily close a public right of way for up to six months; any extension will require a further application and Secretary of State consent.

### **(5) PURPOSE & NATURE OF WORKS NECESSITATING RESTRICTION**

Name of Applicant.....

Name of Company / Organisation.....

Address.....

Telephone No. : ..... E-mail Address : .....

Name, telephone number and email address of Applicant's representative who may be contacted for call out / maintenance purposes. **(These contact details will also be displayed on the associated public notices in case any member of the public has a query about the temporary closure).**

Name.....

Email.....

Emergency Telephone No.: ..... E-mail Address .....

## Notes for guidance

### Scale of Charges – the applicant agrees to meet the following costs:

Scale of Charges relating to Orders and Notices made under Section 14(1) of the Road Traffic Regulations Act 1984 to include advertising costs.

- (a) Temporary Orders (up to 6 months)
- |  |                                  |
|--|----------------------------------|
| More than 8 working weeks' notice                                    | <b>£1590</b> standard fee        |
| Less than 8 working weeks' notice, more than 6 working weeks' notice | <b>£1896</b> late submission fee |
- (b) In (a) above, the charge is based on an administrative standing charge which includes the provision of a signing schedule for the alternative route together with the specifications of the signing required. A copy of this will be sent to the applicant to arrange for the signing. Where a considerable amount of signing design is required an additional fee may be charged and the applicant will be advised of this at an early stage.
- (c) The costs shown in (a) above include the cost of advertising the application.
- (d) Further charges will be applicable if the Authority is required to erect and check site notices because the Applicant has failed to adequately comply with this requirement themselves in relation to a previous Application.
- (e) Where it is necessary to extend the period of the restriction, a further charge will be made both for administration and advertising.
- (f) Any amendment made after processing will incur an amendment fee of £122.

### How to pay:

- (a) Pay by credit/debit card at <https://www.civicaepay.co.uk/BathNESEstore/estore/default/Catalog/Index> (then search for PROW). Please enter 'TTRO' followed by your name or company name in the reference box.
- (b) **Or** provide a purchase order number for processing the application.....  
Please provide an email address for invoicing purposes:.....

#### For internal use only:

Please provide a cost code.....

### Conditions of acceptance of application:

- a) The application **MUST** be received by the Public Rights of Way Team a minimum of **8 WORKING WEEKS** before the start of the restriction to qualify for the standard fee. Where less than 8 working weeks but a minimum of 6 working weeks' notice is given, the late submission fee will apply. Applications will not be accepted if less than 6 working weeks' notice is given.
- b) **If an emergency closure is required please call the Public Rights of Way Team immediately on 01225 477532**
- c) Where the proposal involves complex works or works on a highly trafficked route, it is advisable to contact the Public Rights of Way Team well in advance of the actual application.
- d) Failure to meet to Applicant's Obligations listed below may result in the Authority revoking to TTRO.

### Applicant's Obligations

The applicant must:

- (a) Obtain a separate Streetworks Permit if they intend to carry out works in or below the surface of the highway
- (b) Place legal notices on site as soon as they are received from the Council.
- (c) Check these legal notices every 7-10 days and replace them as required
- (d) Maintain pedestrian and vehicular access to frontages.
- (e) Undertake to inform all interests known to be directly affected by the proposed restriction including all landowners and frontages on the length of public right of way concerned.
- (f) Provide, erect and maintain diversion signs, the type and siting of which must be clear, legible and unambiguous.
- (g) Provide a supervisor of the works qualified as required under section 67 of the New Roads and Street Works Act, 1991.
- (h) Give 6 weeks minimum notice before Temporary Closure Order expires if extension period is required.

**I HAVE READ AND UNDERSTOOD THE SCALE OF CHARGES, CONDITIONS AND OBLIGATIONS ABOVE**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Company / Organisation \_\_\_\_\_