

Application for Temporary Traffic Regulation Orders



Transport and Countryside, Council Offices, Market Street, Newbury, RG14 5LD.
Switchboard 01635 551111 ask for traffic management. E mail. trafficandroadsafety@westberks.gov.uk

1. Nature of Traffic Order i.e. Closure of Road or Footpath, Speed Limit, One Way System, etc.
.....
2. Reason for Traffic Order e.g. Street Fayre, Maintenance Works etc
.....
3. Describe the Works or Event
.....
4. Works reference, if applicable.
.....
5. Name of street/s or part of street to be closed or have restrictions imposed (Post code or grid refs may help to identify the location).
.....

Please attach a plan showing the location and the extent of the site.

6. Please indicate your suggested alternative route for a closure (or indicate this on your plan)
.....
7. Are you aware of any additional conditions which need to be included in the temporary Order, e.g. parking restrictions, one way system, etc?
.....
8. Start Date of Works/Event _____ Finish Date of Works/Event _____
Hours of closure/ restriction, if not 24 hours
9. Start time _____ Finish time _____
10. Contact Name _____
Name of Company/Organisation _____
Address & Postcode _____
.....
Tel No _____ Mobile Tel No _____
Fax number. _____ E-mail address _____

Please note that your contact details will be published on our web-site and forwarded to the parties we inform about planned Temporary Traffic Regulation Orders. This is for their information so that if necessary they can contact the Engineer or Organiser directly and enquire about the works or event. **Telephone number and reference for public enquiries** _____

Who is doing the works? If this is not yourselves, please provide the Engineer's contact details also.

Continued...

11. Contact Name _____

Name of Company/Organisation/Client _____

Address & Postcode _____

Tel No _____ Emergency Tel No _____

Fax No _____ E-mail address _____

- Have you considered alternative working methods which would **not** require a temporary Traffic Regulation Order? Yes No
- Can the works or event be carried out under temporary traffic signals? Yes No
- Have you considered alternatives to holding an event on the Public Highway? Yes No

12. If it is considered that there is **no alternative** to a closure, please provide a brief method statement outlining the reasons for the closure.

Have you consulted Thames Valley Police? - **tick...** YES NO
(if **yes**, please supply the Officer's name & contact details)

Please provide details of your purchase order or how payment will be made, failure to do this may result in delay in finalising the order.

It is the **Applicant's** responsibility to identify and bring to the attention of this Authority, any relevant information or site conditions which might need to be accommodated by the proposed Order.

Applicants **must** make themselves aware of their responsibility to ensure that anyone erecting signs and Notices on the Public Highway, or carrying out works of any description on their behalf is properly insured. Temporary signs must be designed and erected in accordance with Chapter 8 of the Traffic Signs Manual. Assistance and information will be provided on this matter if necessary.

A copy of your **Certificate of Public Liability Insurance**, to a minimum of £10Million, is required for our records **as a condition of granting this Order**. *Please ensure that this is included. with your application or forward it as soon as it is available.* - **tick...**

enclosed
 follows

Please note that a **Risk Assessment** for the works or event may be required.

If it transpires that the works will over-run the planned termination date of the Order, the applicant must appraise the Highway Authority to request additional time. If sufficient prior notice is not given to allow time to arrange the application to the Secretary of State, it will not be possible to grant an extension of time. In which case the works will be suspended and the Highway opened to traffic until Notices can be published and a new Order made.

I hereby apply for the **Temporary Traffic Regulation Order** described above and agree to reimburse West Berkshire District Council for the cost of the Order: (except when waived by prior arrangement only).

Print name _____

Signature _____ Date _____