Application for a Temporary

Traffic Regulation Order

Please return completed forms to: Transport and Countryside, Council Offices, Market Street, Newbury, RG14 5LD or email roadclosure@westberks.gov.uk

Please ensure that all comment & tick boxes are complete. Incomplete applications will not be processed.

Alongside this application you must provide

- **A Traffic Management Plan**
- **A copy of your public liability insurance (up to 10 million pounds)**
- **A means of payment (e.g. purchase order number)**

If you require any assistance, please phone 01635 551111 ask for Streetworks.

1. Your contact details

These are the contact details of the applicant

Name	
Company/organisation/client	
Address	
Phone number	
Emergency phone number	
Email address	

Your contact details will be published on our website and forwarded to the parties we inform about temporary Traffic Regulation Orders. This is so they can contact the engineer or organiser directly to enquire about the works.

2. Who is doing the works?

These are the contact details of whoever is undertaking the works

Name	
Company/organisation/client	
Address	
Phone number	
Emergency phone number	
Email address	

3. Details of the Traffic Order

Nature of Temporary Order (e.g. closure of road or footpath, speed limit, one way system)
Reason for Temporary Order (e.g. maintenance works, demolition etc.)

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Description of the works being undertaken

Works reference (if applicable)

Name and USRN of street/s or part of street to be closed or have restrictions imposed (road name must be exact, please use the WBC interactive map or findmystreet.co.uk/map for accurate road names and numbers. Please provide a postcode and grid references)

For road closures/one-way restrictions, please supply your proposed diversion route via CAD drawing as provided by your traffic management company. The diversion route must be of the same classification of road as the one with the restriction. Please use the WBC interactive map or findmystreet.co.uk/map to find suitable routes before applying.
Are there any additional conditions which need to be included in the Temporary Order? (e.g. parking suspensions, one way system)

Proposed start and finish date of closure/restrictions
Start date: Finish date:

Proposed start and finish time the road will be closed each day (if not 24 hours)
Start time: Finish time: 24hrs ☐

Provide reasoning below for why a TTRO/TTRN is required and work cannot be undertaken with any other form of traffic management

Has a site-specific risk assessment been undertaken to support the need for a TTRO/TTRN?
Yes ☐ Please attach this to your application No ☐ If no, we may request that you undertake a site-specific risk assessment to support your application

Blue Light/Emergency Vehicle/First Responder access must be provided. Please confirm that this will be possible.
Yes ☐ If you foresee any issue with access being maintained, you must provide us with your reasoning below -

Will residential access be available through the closure?
Yes ☐ No ☐ If no, please provide a reason why -

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

Fee for a planned TTRO (14.1) £3,334 (inclusive of advertising costs).

Fee for the re-use of an existing (planned) TTRO (to conduct the same works) £1,667 equal to 50% of application fee.

Fee for an emergency TTRN (14.2) £3,334

An extension of any of the above orders or Notices will be charged at £834 a fee of 25% of the application fee.

All queries should be sent to - roadclosure@westberks.gov.uk

☐ **P/O enclosed**

☐ **Payment to be made by other means** (provide details below)

★

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 by trained staff in accordance with Chapter 8 of the Traffic Signs Manual.

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.

☐ Certificate enclosed

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, it may not be possible to grant an extension, in which case the works will be suspended and the Highway opened to traffic until Notices can be published and a new Order made.

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Cancellation of works – **The applicant must notify WBC 6 weeks in advance** of the start date; notice must be emailed to - roadclosure@westberks.gov.uk.

Any cancellation between 2 and 6 weeks in advance of the TTRO start date will attract an abortive work/admin fee equal to 50% of the application fee plus any advert costs that may have been incurred.

Any cancellation within the final 2 weeks of the TTRO start date will not receive any refund as all administrative, legal and advertisement costs have been incurred by the council.

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).

Print name:

Signature: Date: