

**Temporary traffic regulation order application form**

Use this form to apply to us for a Temporary Traffic Regulation Order (TTRO) to close a road or to apply for a restriction.

Return your completed form, along with a copy of each of the plans specified, by email or post to the addresses below. Please contact us if you have anything you’d like to discuss relating to your application. Please make sure ensure you have read and understood the conditions overleaf or your application may be rejected.

**email**: [streetworks@n-somerset.gov.uk](mailto:streetworks@n-somerset.gov.uk)

**post**: North Somerset Council Highway Network Management Team, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

**telephone**: 01934 888 802

**1. Closure/restriction information**

|  |
| --- |
| Location/road/footpath  Include the road name, route number (if applicable) and the precise limits of lengths affected in metres as shown on plan one. |
|  |
| Type of restriction required |
|  |
| Alternative route |
|  |
| Date and period of restriction/closure |
|  |
| Nature of works requiring the restriction/closure |
|  |
| Order number for cost of processing Order and advertisements  (see section 4 ‘fees and charges’) |
|  |
| Please make sure you include a copy of letter you have sent to parties affected by the closure/restriction with this application form, including residents, businesses and town/parish council clerks. |

**2. Applicant’s details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Applying on behalf of |  | | |
| Address |  | | |
|  |  | | |
|  |  | | |
|  |  | Postcode |  |
| Email |  | | |
| Telephone number |  | | |
| Please provide details of an emergency contact who may be contacted for all call out/maintenance purposes.  The call out details shall be displayed on an information board at every site and we must have this information before works start. | | | |
| Emergency contact |  | | |
| Emergency telephone number |  | | |

**3. Conditions of this application**

Applicants must

1. give appropriate notice for required TTRO (see section 4 - charges)
2. agree to meet North Somerset Council costs
3. maintain pedestrian and vehicular access to frontages
4. design and provide a signing schedule, to be reviewed & agreed by North Somerset Council, for the alternative route
5. provide, erect and maintain diversion signs. The type and siting of which must be approved by North Somerset Council
6. give eight weeks’ notice before Closure Order expires if extension of period is required
7. undertake to inform all interests known to be directly affected by the proposed prohibition including all frontages on the length of road(s) concerned. Consultation letter(s) required as part of the application.
8. carry out a site specific (dynamic) risk assessment in relation to the proposed closure & diversion route.

The provision, operation and maintenance of all signs, lighting and guarding of the works shall be in accordance with the requirement of the New Road and Street Works Act 1991 "Safety at Street Works and Road Works" Code of Practice and read in conjunction with the Traffic Signs Manual, Chapter 8.

The supervisor of the works to be qualified as required under Section 67 of the New Road and Street Works Act 1991.

Please include two scale plans with this application form, as follows:

* Plan 1 should show the section to be closed in red and the alternative route in green (A3 or A4)
* Plan 2 should show the diversion route signing along the entire alternative route (A3 or A4)

**4. Fees and charges**

Scale of charges relating to orders and notices made under the Road Traffic Regulations Act 1984 (as amended by the Road Traffic [Temporary Restriction] Act 1991 and the Road Traffic [Temporary Restrictions] Procedure Regulation 1992)

**Please see** [**www.n-somerset.gov.uk/fees**](http://www.n-somerset.gov.uk/fees) **for a list of our fees and charges.**

Please note:

1. For temporary Orders should it be necessary to extend the Order or if the closure is to remain in force for a period in excess of that requested a further charge will be made.

2. The applicant is also responsible for any additional costs that may be incurred by the Street Authority over what is indicated for advertising/processing the Order.

3. Cheques should be made payable to North Somerset Council and for the Temporary Orders the appropriate fee should accompany the application form unless an Order Number is given overleaf.