

Road Closure Temporary Traffic Regulation Order Application Form

Application for temporary traffic regulation order (TTRO) or temporary traffic regulation notice (TTRN) for road closures, weight/ height/ width/ speed/waiting and parking restrictions.

Please note that due to GDPR by submitting contact details that you are agreeing that they can be used in the public domain.

1. Applicant Details

- a) Name of applicant: _____
- b) On behalf of: _____
- c) Address: _____
- d) Email address: _____
- e) Telephone number: _____

2. Emergency contact details

Name and emergency telephone number of undertaker's representative who may be contacted for call out/maintenance purposes. **The call out details shall be displayed on an information board at every site and the Highway Authority should be informed of these particulars before works commence on site.**

- a) Name: _____
- b) Telephone number: _____

3. LOCATION/ROAD/FOOTPATH

Road name and route number (if any) and precise limits of lengths affected as shown on the plan.

4. TYPE OF RESTRICTION REQUIRED

Road closure / weight / height / width / speed / waiting and parking restrictions.

5. ALTERNATIVE ROUTE (for road closures)

The application must be submitted with a suitable plan (i.e OS, Google or similar) showing the extent of the road closure and proposed alternative route.

6. PERIOD OF RESTRICTION / CLOSURE

- a) Start date: _____
- b) End date: _____
- c) Closure pattern _____
(e.g. 24/7, night/daytime only or restricted days/nights)
- d) Proposed on site actual working hours: _____
(for evidence of due diligence)

7. WORKS DESCRIPTION

Please note that any works over 7 calendar days must have a works programme and evidence other TM solutions/working methods having been considered attached to this application.

REFERENCE NUMBER PROVIDED BY NETWORK MANAGEMENT TEAM (office use only) _____

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Please note that applications will not be processed without payment in advance

8. Application/applicant must:

- a) Be received with a minimum of twelve weeks prior to the required restriction start date.
- b) Cover the Wiltshire Council published costs.
- c) Maintain pedestrian access and vehicular access to frontages wherever possible but must state otherwise and explain access arrangements.
- d) Provide, erect and maintain diversion signs. The type and siting of which must be compliant with TSRGD
- e) Give advanced notice of possible extensions to the restriction before its expiry (minimum 2 working days)
- f) Undertake to inform all stakeholders known to be directly affected by the proposed prohibition including all frontages on the length of road concerned at least two weeks before works commence.
- g) Undertake a risk assessment on the suitability of any diversion route in accordance with the Safety at Street Works and Road Works Code of Practice.
- h) Any works over 7 calendar days will require a works programme. With evidence of other TM solutions having been considered.

The provision, operation and maintenance of all signs, lighting and guarding of the works shall be in accordance with the requirement of The New Roads 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.

THIS FORM MUST BE SUBMITTED ATTACHED TO THE PERMIT IF YOU HAVE ACCESS TO STREET MANAGER, ANY PRIVATE APPLICANT (IE NON-STATUTORY UNDERTAKER PLEASE SEND COMPLETED FORM TO:

Network Management Team, County Hall, Trowbridge, Wiltshire, BA14 8JN
or email to TTRApplication@wiltshire.gov.uk.

Prior to processing we will contact you to request an electronic payment of the following fees which apply to all applications received after 1st February 2023:

Current costs

- Temporary Traffic Order £1,850
- Emergency/Urgent Closure Notices £1,350
- Recommencement of Temporary Traffic Order within 18 months of original order £534
- Extension to the closure period extra fee of £875

APPLICANTS CHECKLIST

Please ensure you enclose the following:

- Copies of any correspondence/agreements with affected parties
- Programme of work/method statement
- Map indicating road closure and proposed diversion route and Public Rights of Way or Bridleways affected.
The plan should show the section to be closed in red and the alternative route in green (A3 or A4)