

Application for a Temporary Road Closure or Traffic Restriction

(Temporary Traffic Regulation Order)

**2018/2019 PRICES
THIS FORM IS ONLY VALID UNTIL 31 MARCH 2019**

Guidance notes and conditions

This form applies for permission to close a highway, or impose traffic restrictions upon a highway, for the purposes of roadworks or for staging a special event (e.g. a parade or race).

For roadworks or construction – you must ensure that a road closure is absolutely necessary. Can temporary traffic signals or an alternative construction method be used? Applications for Temporary Traffic Regulation Orders (TTRO's) will only be approved if there is no other feasible way of undertaking the work. Temporary road closures will not be approved solely so that site accommodation can be located, or materials stored, on the highway.

ONLY THE POLICE OR THE COUNCIL HAVE THE AUTHORITY TO CLOSE A ROAD

Notice Periods

Closing a road takes time. We need to consult and inform people and advertise the closure following a timescale set out by law. For this reason we must insist on minimum notice periods.

For planned works affecting the highway

The start date must be **at least SIX WEEKS** from the date that the application form is submitted to the Council. You must have agreed the proposed dates with Bolton Council's Streetworks team and in most cases obtained a permit number, **before** applying for the Temporary Closure order.

For special events

The start date must be **at least TEN WEEKS** from the date that the application form is submitted to the Council.

Emergency closures

If something has happened that is likely to cause a danger to persons or property on or adjacent to the public highway and the road needs to be closed please contact us immediately at highways@bolton.gov.uk or telephone 01204 336677.

Filling in the Application Form

The location and extent of the proposed temporary road closure or restriction needs to be described as clearly as possible. An understandable plan showing the area of the closure should be included with the application form, especially if the exact extent of the Temporary Order cannot be accurately described in words.

You will need to specify if the Temporary Order will affect vehicles only; vehicles and pedestrians or pedestrians only. Quite often pedestrian access can be maintained when undertaking works on the highway, but for works such as demolition, it is normally necessary to prevent access to both vehicles and pedestrians to ensure safety.

A brief description of the works or event needs to be given as the reason for the temporary traffic order.

The duration should be given in days (for special events - maximum three days) and any specific hours should also be identified (example, if work is only overnight). The Streetworks Co-ordinator will be able to give advice about restrictions on events in the town centre and affecting main routes (01204 336624).

You must complete the application form in full, print and sign it, then either email a scanned copy (pdf) to highways@bolton.gov.uk or post to the address shown.

Traffic Management

You should provide as much information as possible on how traffic will be managed. Examples of what this might include are:

- Type of traffic control
- Scale Maps showing site extents
- Diversion routes for vehicles and/ or pedestrians showing locations of signs (e.g. Diversion Signs or Road Closed Signs)

For Special Events please provide additional information, where applicable, on:

- Anticipated visitor numbers
- Car parking proposals (Including provisions for disabled drivers)

Applications with no (or with an inadequate) traffic management plan will be rejected.

Consulting affected people

It is your responsibility to undertake sufficient consultation with affected properties/businesses and notify them a week in advance of any road closure. Alternate access arrangements with any affected parties should be arranged.

Town centre applications

If the temporary closure affects the use of any Pay & Display parking bays you must also reimburse Bolton Council for costs associated with suspending the bays. You must contact Parking Services on 01204 336352 as soon as you know that any bays will be affected. The cost

of suspending any other parking or loading facilities (permit parking, loading bays, etc) will also need reimbursing.

Costs

The cost for arranging a temporary traffic order differ depending on whether it is for works affecting the highway, or a special event. This is due to the different acts of parliament covering the two types of closures, each requiring different amounts of administration and advertising.

For planned works affecting the highway - the cost is **£ 1,523.00 (plus VAT)**

For a special event on the highway - the cost is **£ 1,012.00 (plus VAT)**

For an emergency closure notice - the cost is **£ 482.00 (plus VAT)**

These prices are valid until 31 March 2019

It is your responsibility to supply a Traffic Management Plan, (showing the schedule, drawings, details of all traffic signs needed to indicate the temporary road closure and alternative/diversion routes) as well as supply any traffic cones, barriers etc and arrange for the design, manufacture and installation of all required signs.

How to pay

By Credit or Debit Card or BACS

Tick the box on the application form indicating you wish to be invoiced. We will send you an invoice containing payment instructions.

By Purchase Order

Enter your PO number on the application form and email your purchase order & the form to **highways@bolton.gov.uk**

By Cheque

Send a cheque (remember to add VAT where applicable), made payable to **Bolton Council** to:

Traffic Order Applications
Highways & Engineering Division
Bolton Council
3rd Floor, Paderborn House
Bolton BL1 1UA

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED

Changes after application

Our charges are not refundable. If you decide to cancel the road closure or special event you will still be required to pay some or all of the costs of the order, depending on the notice you give.

You *may* be able to postpone the closure or event to a later date, although if we have already advertised the closure you may have to re-apply. Please contact us for advice.

Useful contacts

Traffic Management Section, Bolton Council
01204 336677 highways@bolton.gov.uk

Streetworks Team, Bolton Council
01204 336640 streetworks@bolton.gov.uk

Parking Services, Bolton Council
01204 336352 parkingservices@bolton.gov.uk

Further reading and reference

The Road Traffic Regulation Act 1984
<http://www.legislation.gov.uk/ukpga/1984/27/contents>

Road Traffic Regulation (Special Events) Act 1994
<http://www.legislation.gov.uk/ukpga/1994/11/contents>

New Roads and Street Works Act 1991
<http://www.legislation.gov.uk/ukpga/1991/22/contents>

Safety at Street Works and Road Works: A Code of Practice 2013
<https://www.gov.uk/government/publications/safety-at-street-works-and-road-works>

Traffic Signs Manual Chapter 8 – Road works
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203669/traffic-signs-manual-chapter-08-part-01.pdf
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203670/traffic-signs-manual-chapter-08-part-02.pdf

www.bolton.gov.uk/highways

Application for a Temporary Traffic Regulation Order



Name	<input type="text"/>		
Company / Organisation	<input type="text"/>		
Address	<input type="text"/>	Telephone	<input type="text"/>
		Mobile	<input type="text"/>
Post Code	<input type="text"/>	Email	<input type="text"/>

Order required for: (Please tick) Planned work affecting the highway* Emergency closure* A special event

*Streetworks Permit Number

Location and extent of temporary traffic regulation order (street name, from-to point, postcode of location if known)

Reason for the temporary traffic regulation order

You MUST include a traffic management plan

The temporary order will affect: (Please tick) Vehicles only Vehicles and pedestrians Pedestrians only

Start date End date Hours (if not 24hr) from to

The start date must be AT LEAST SIX WEEKS from the date that the completed application form is submitted to the Council (10 weeks for special events)

Fees		Payment method	
TTRO for works	£1,523.00	<input type="checkbox"/>	- Invoice required (for BACS or card payment)
TTRO for events	£1012.00	<input type="checkbox"/>	- Cheque enclosed made payable to 'Bolton Council'
Emergency closure	£482.00	<input type="checkbox"/>	- Purchase order attached

Amount Payable Purchase order number

£

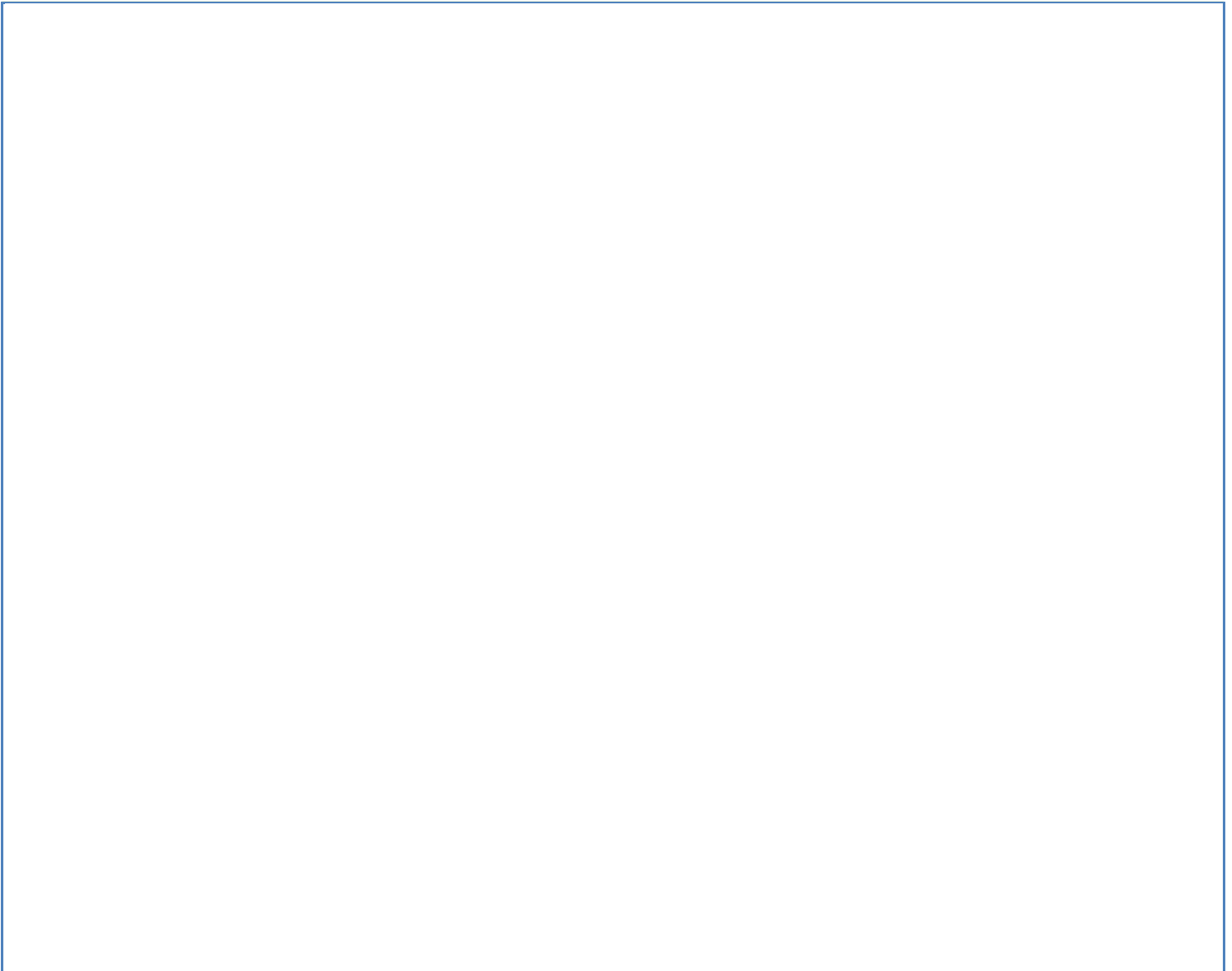
all costs exclude VAT these prices are only valid until 31 March 2019

Your application will be rejected if payment details and a traffic management plan showing diversion routes are not included

Declaration
I have read the attached Guidance and Conditions and wish to apply for a temporary traffic regulation order as outlined above

Signed Print name Date

Please draw or attach a clear plan of the affected area showing the extent of the proposed closure or restriction, diversion routes and signs.



Return this form (both sides) to Bolton Council

by email to: **highways@bolton.gov.uk**

or by post to:

**Traffic Order Applications
Highways & Engineering Division
Bolton Council
3rd Floor, Paderborn House
Bolton BL1 1UA**

Cheques should be made payable to **Bolton Council**

www.bolton.gov.uk/highways