Highways & Engineering Division
Paderborn House,
Civic Centre, Bolton BL1 1UA
bolton.gov.uk/highways

TM1

Application for a Temporary Road Closure or Traffic Restriction

(Temporary Traffic Regulation Order)

Road Traffic Regulation Act 1984 S14 & 15 as amended by the Road Traffic (Temporary Restrictions) Act 1991 and the Road Traffic (Temporary Restrictions) Procedure Regulations 1992

2026/2027 PRICES
THIS FORM IS ONLY VALID UNTIL 31 MARCH 2027

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).

You must ensure that a road closure is absolutely necessary. If temporary traffic signals or an alternative method or route can be used, they should. 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 or materials can stored on the highway.

ONLY THE POLICE OR THE COUNCIL HAVE THE AUTHORITY TO CLOSE A ROAD. Permission must be applied for and granted. Unauthorised closure is an offence under the Highways Act 1980.

All road closures require a Section 50 Street Works permit.

You must have agreed the proposed dates with our Streetworks team when applying for this Temporary Closure order.

Contact **streetworks@bolton.gov.uk**

Any issued S50 permit number should be entered on the TTRO application form

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 the minimum notice periods stated within this form.

Types of application

4 types of applications can be submitted depending on the type of works or event:

TEMPORARY TRAFFIC REGULATION ORDER (TTRO)

For planned works on the highway. This permits a restriction to be in place for anything up to 18 months.

The start date must be **at least 6 WEEKS** from the date that the application form is submitted to the Council.

TEMPORARY TRAFFIC REGULATION NOTICE (TTRN)

This is to facilitate works of a minor nature on minor roads (e.g. manhole repairs, bridge inspections) or urgent non-planned works where the Council considers an early start would be beneficial and it would be inappropriate to complete a 18 month TTRO. This permits a restriction to be in place for up to 5 days.

The start date must be **at least 2 WEEKS** from the date that the application form is submitted to the Council.

SPECIAL EVENT TRAFFIC REGULATION ORDER (SEA)

This permits a restriction to be in place for the purposes of closing the highway for the purposes of staging a special event (e.g. a parade, race or location filming).

As we need to apply for additional permission from the Department for Transport, the start date must be **at least 10 WEEKS** from the date that the application form is submitted to the Council.

EMERGENCY CLOSURE ORDER (EC)

This is to facilitate emergency works only where there is a likelihood of danger to the public, or serious damage to the road not attributable to such works; e.g. to facilitate remedial works consequent on the collapse of a sewer that has caused serious damage to the road.

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 336600.

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. A plan showing the area of closure should be included, 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 and any specific hours should also be identified (example, if work is only overnight). The Streetworks team can give advice about restrictions on events in the town centre and affecting main routes.

Completed application forms should be emailed to **highways@bolton.gov.uk** or posted to the address shown.

Traffic Management Plan

It is your responsibility to supply a Traffic Management Plan. This should be map-based, showing the details of all traffic signs needed to indicate the temporary restriction and must show all necessary alternative/diversion routes. You are responsible for the supply of traffic cones & barriers etc and must arrange for the design, manufacture and installation of all required signs.

The TM plan you provide will be published on our website and distributed to interested parties (emergency services, postal service, bus companies etc). You should redact any information from the plans you do not wish to enter the public domain.

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.

Planned end dates

You should state on the application form, the date the work is planned to complete and the closure or restriction should end.
In the event that works over-run and the planned end date is missed, you must inform us by email so we can update the order. The planned end date is now essential information for public notification and the requirements of Digital Traffic Order regulations.

How to pay

Costs

TTRO – max 18 month duration ..... **£ 1946.00**

TTRN – max 5 day duration **£616.00**

SEA – for a special event on the highway **£1292.00**

EC - an emergency closure **£616.00**

These prices are valid until 31 March 2027

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**

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.

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

TM1
Application for a Temporary Traffic Regulation Order

Bolton Council

Name		Company / Organisation	
Address		Telephone	
		Mobile	
Post Code		Email	

Order type required:
(Please tick)

	Type	Fee	Max duration	Notice required
☐	TTRO	£1,946.00	18 months	> 6 weeks
☐	TTRN	£616.00	5 days	> 2 weeks
☐	Special event (SEA)	£1,292.00		> 10 weeks
☐	Emergency closure (EC)	£616.00		

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
(Please tick) Electricity ☐ Gas ☐ Telecoms ☐ Water ☐ Other ☐

Describe the works/event

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

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

Ensure the requested start date meets the NOTICE REQUIRED timeframes above

Payment method

☐ - Invoice required (for BACS or card payment)
☐ - Cheque enclosed made payable to 'Bolton Council'
☐ - Purchase order attached PO Number:

these prices are only valid until 31 March 2027

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