

TM1

# Application for a Temporary Road Closure or Traffic Restriction

(Temporary Traffic Regulation Order)

2023/2024 PRICES  
THIS FORM IS ONLY VALID UNTIL 31 MARCH 2024

## 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).

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

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

### All road closures now require a Section 50 Street Works permit.

You must have agreed the proposed dates with our Streetworks team and, in most cases, obtained a permit number, BEFORE applying for this Temporary Closure order.

Contact [streetworks@bolton.gov.uk](mailto:streetworks@bolton.gov.uk)

You must enter the permit number 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 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.

### **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 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, (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.

### **PLEASE NOTE**

**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.

### Costs

Planned works affecting the highway	£ 1,834.00 (plus VAT)
A special event on the highway	£ 1,218.00 (plus VAT)
An emergency closure	£ 581.00 (plus VAT)

**These prices are valid until 31 March 2024**

## 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](mailto: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/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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/203670/traffic-signs-manual-chapter-08-part-02.pdf)

**[bolton.gov.uk/highways](http://bolton.gov.uk/highways)**

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Application for a Temporary Traffic Regulation Order



Name, Company / Organisation, Address, Telephone, Mobile, Post Code, Email

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

Streetworks Permit Number (REQUIRED)

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 and Streetworks permit number

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)

Table with 2 columns: Fees, Payment method. Rows include TTRO for works, TTRO for events, Emergency closure and their respective payment options.

Amount Payable, Purchase order number

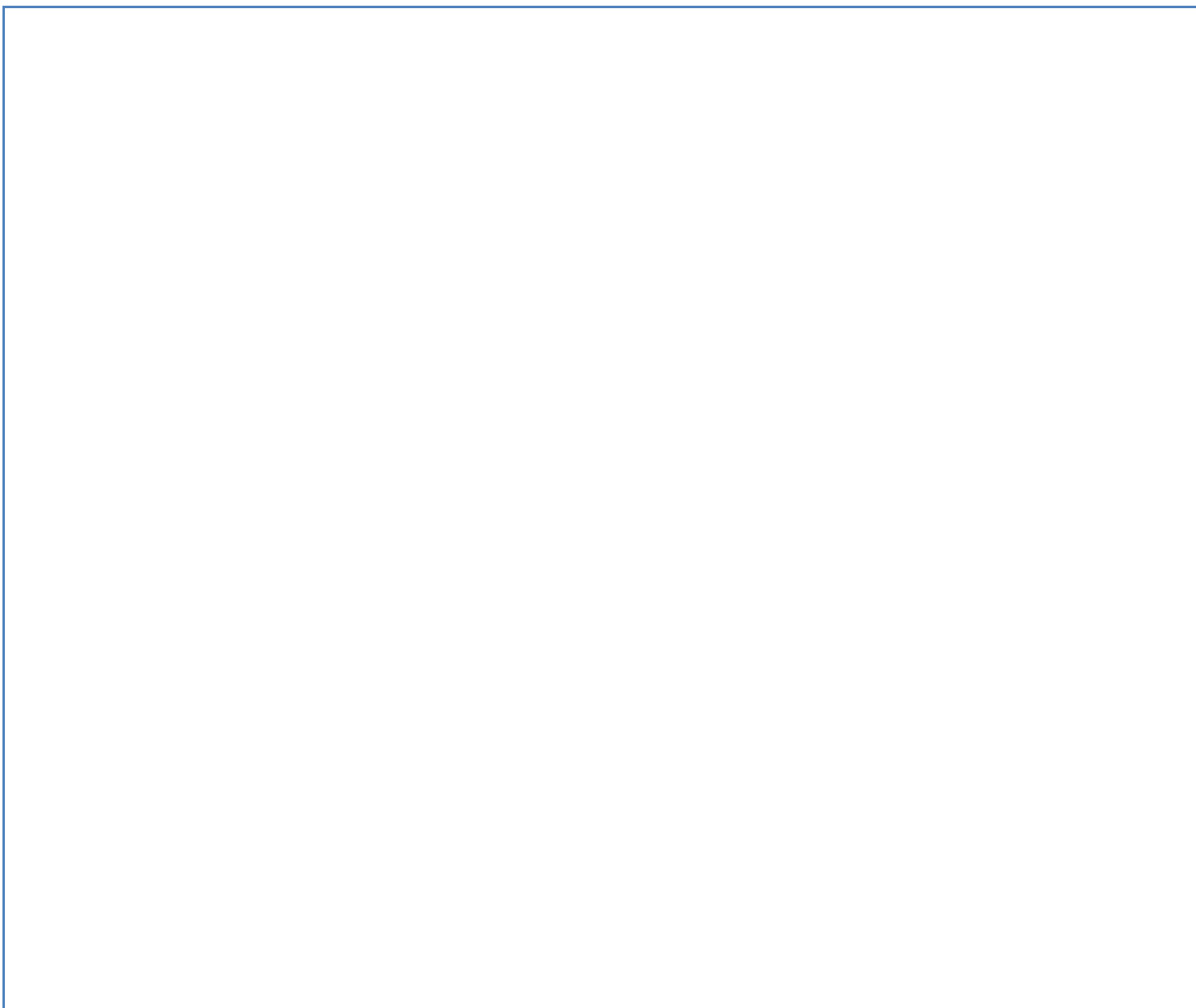
these prices are only valid until 31 March 2024

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 the completed form to us..

### by email

**highways@bolton.gov.uk**

### by post

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

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

**[bolton.gov.uk/highways](https://www.bolton.gov.uk/highways)**