

**Application for a Temporary Traffic Regulation Order or Notice**

**(TTRO or TTRN)**

The Traffic Signs Regulations and General Directions 2016

Road Traffic Act 1984 (as amended by the Road Traffic Act (Temporary Restrictions) Act 1991

Road Traffic (Temporary Restrictions) Procedure Regulations 1992 14(1) and 14(2)

Traffic Management Act 2004

**Guidance Notes**

A TTRO or TTRN can be applied for when an activity on the Highway will be of an extent that it is necessary to impose a temporary restriction. These can be for such restrictions as follows (*N.B this list is not exhaustive*):

* Road Closure
* Speed Restriction
* One Way Suspension/ No Left/Right turn suspension
* No Waiting Restriction
* Height/Width Restriction

Under Section 14 of the Road Traffic Regulation Act 1984, Cornwall Council acting as the Highway Authority must be satisfied that the work cannot be reasonably carried out without the closure or restriction being implemented and that it meets one of the following criteria:

1. works that are being or are proposed to be executed on or near the road; or
2. because of the likelihood of danger to the public, or of serious damage to the road not attributable to such works
3. for the purpose of enabling the duty imposed by section 89(1)(a) or (2) of the Environmental Protection Act 1990 (litter clearing and cleaning) to be discharged (d) certain local, civic, social and sporting events.

Prior to applying for a road closure, all other forms of traffic management should be investigated first using the Safety at Street Works and Road Works A Code of Practice and the Traffic Signs Manual Chapter 8 part one and two. A Road Closure should be considered as the last resort as it has the most impact on the network.

A TTRO can be in force for up to 18 months on the Carriageway or Urban Footway, however, Public Rights of Ways are limited to 6 months. Both can be extended with the permission of the Secretary of State.

**Lead in Time**

A minimum of 3 months lead in time is required for full orders issued under Section 14 (1) of the Road Traffic regulation Act 1984. The 3 months starts from when the Highway Authority receives the fully and correctly completed and application form and plan.

Early Entry requests are the exception and will be considered on a case by case basis, however, applications giving less than 3 months notice but more than 3 weeks notice for planned works will be charged at the higher fee. The only exemption to this is when the Highway Authority requests an earlier start date.

A list of fees can be found on the Cornwall Council website - Traffic management for events and roadworks

Planned Works where there may be a requirement to complete earlier than the 3 months lead in time and which have a duration of 5 consecutive days or less may at the discretion of the High Authority be completed as a TTRN under Section 14(2) of the Road Traffic Regulation Act 1984.

For Urgent or Emergency restrictions, an application should be received within 2 hours of the works starting.

**Completion of Application Form**

It is for the applicant to fully justify why a restriction is needed, therefore the more information provided on the application the quicker the process will be in approving the restriction.

The application MUST be completed in full including the purchase order number, failure to follow this process may result in a delay in approving your restriction and your works being put back.

A copy of the letter to be sent to the residents and businesses along the affected street(s) must be included within the application pack.

A plan MUST be provided showing the extent of your restriction and where applicable the proposed diversion route which will have been driven and had a risk assessment carried out as per the Safety at Street Works and Road Works Code of Practice.

As well as the proposed diversion route a suitable signing schedule will need to be supplied. Should the Authority deem the diversion route or signing schedule unsuitable it will be returned to the applicant to be amended.

Statutory Undertakers must ensure that an Permit is issued prior to us receiving the application.

If you do not have access to an internal mapping system, Cornwall Council’s Interactive map is available on the Cornwall Council website.

**Coordination**

Upon receipt of the fully and correctly completed application form and plan, the area coordinator will take into the following considerations:

* Is the activity necessary?
* Is the extent of the restriction appropriate for the works being carried out?
* Is the timing and duration of the works suitable for the time being proposed?

Once all things have been considered, one of three things will happen:

1. The Restriction will be approved and coordinated
2. The Restriction will be refused based on the information supplied on the application form or the works conflict
3. A site meeting may be requested to discuss the proposed works and restriction

**Implementation**

The application is passed to the Technical Assistant who will produce the final Legal Order. The process is as follows:

* An Intention email is sent to the Councillors, Parish/Town Council, Emergency Services, Bus companies and Stakeholders advising of the potential restriction
* After a two week period the first media notice will be published in the local paper
* Approximately, one week later after the notice has appeared in the paper the order will be signed and sealed
* The Second media notice will then be published in the local paper confirming that the order has been made.
* An Order email will be sent to the Councillors, Parish/Town Council, Emergency Services, Bus companies and Stakeholders advising of the restriction



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| **Type of TTRO** |
| Road Closure | Speed Restriction | Public Right of Way Closure |
| One-Way Order/Suspension | Parking Suspension/Restriction | Height/Width Restriction |
| Other: | | |

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| **Permit Number** (Statutory Undertakers Only) |
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| **Site Location Details** |
| Section Subject to Restriction (Description – e.g. between House Name/Number): | | |
| Street/Road Name(s): | | |
| Locality: | | Town: |
| USRNs: | | |

|  |  |
| --- | --- |
| **Works Details** | |
| Start Date | End Date | | Days/Nights in Use | Weekdays Only | Weekends Included |

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| --- | --- |
| **Road Closure Timings** | |
| 24 Hours | Normal Working  0730 to 1800 hrs | | Restricted Working  0930 to 1600 hrs | Overnight  1900 to 0700 hrs | Other: |

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| **Works Description** |
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| **Will any permanent TRO’s be affected by this TTRO?** (i.e. One-Way Suspensions/Reversals, Parking Bay Suspension)  If yes, please state: |

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| **Access** |
| Will access for Emergency Vehicles be maintained through the closure? | | Yes | No |
| Will access for Cyclists be maintained through the closure? | | Yes | No |
| Will access for School Buses be maintained through the closure? | | Yes | No |
| Will access for Buses be maintained through the closure?  Please use <http://www.travelinesw.com> to view bus routes that may be affected by these works | | Yes | No |
| Will Vehicular Access be maintained through a road closure for Residents?  **N.B - Pedestrian Access MUST be maintained at all times** | | Yes | No |

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| **Additional Information for Public Rights of Way Closures Only** |
| Will the closure restrict access to all Traffic?  E.g. Motor Vehicles, Cyclists, Pedestrians, Horses | | Yes | No |
| If No, please state what access will be maintained: | | | |

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| --- | --- | --- | --- |
| **Payment Method** | | | |
| An invoice will be raised for this TTRO application | | | |
| **Is a Purchase Order Number required on your Invoice?** | Yes  No | **If yes, please**  **provide the PO Number:** |  |
| **For CC Applicants Only** | ERP Ref or PO No. | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant Details** | | | | **24 Hour Emergency Contact Details** | | | |
| Name |  | | | Name | |  | |
| Company |  | | | Company | |  | |
| Address |  | | | Telephone | |  | |
|  | | | **Contact Details to appear in Public/Site Notices** | | | |
|  | | | Name | |  | |
| Telephone |  | | | Company | |  | |
| Email |  | | | Telephone | |  | |
|  |  | | | Email | |  | |
| **Declaration** | | |
| The call out details shall be displayed on an information board at every site and The Street Authority should be informed of these particulars before works commence on site. The provision, operation and maintenance of all signs, lighting and guarding of the works shall be in accordance with the requirements 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. The Supervisor of the works and an operative on site shall be qualified as required under Section 67 of the New Roads and Street Works Act 1991. | | | | | | | |
| **Name of Applicant** | |  | | | **Date Applied on** | |  |

**Conditions**

1. The applicant will a minimum of one week prior to the start of the restriction, place advanced warning signs on the affected street. The wording will include:

* Type of Restriction – e.g. Road Closure, Speed Restriction etc
* Reason for the Restriction
* Dates and Times
* Name and contact number

1. Where the restriction is a Road Closure, Public Right of Way closure or Suspension of Residents parking the applicant will make written contact to the local residents and businesses whose frontages falls within the restriction not less than one weeks prior to the restriction coming into force. The format of the letter should be as follows:

* Who has requested the restriction
* The reason for the restriction
* State the dates and times of the restriction
* Advise of any access arrangements or alternative parking
* Customer contact number

1. The Supervisor of the works and an operative on site shall be qualified as required under Section 67 of the New Roads and Street Works Act 1991.
2. The provision, operation and maintenance of all signs, lighting and guarding of the works shall be in accordance with the requirements 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.
3. At any time before or during the restriction, Cornwall Council may ask to see additional documentation such as a pre-site survey, risk assessments or method statements. The applicant is required to provide any information requested by Cornwall Council acting as the Highway Authority.
4. The call out details shall be displayed on an information board at every site for the duration of the works
5. Pedestrian access to properties MUST be maintained throughout the restriction and where possible, vehicular access should be given from one end of the restriction or the other.
6. The applicant agrees to pay all costs involved in producing the Legal Order or Notice in accordance with the charges listed within this application.
7. Where a restriction has been processed and is subsequently postponed or cancelled by the applicant, full costs incurred will be charged.
8. The applicant agrees to pay all costs of any strengthening works or making good of any damage to the alternative route used by diverted traffic during the period of restriction.
9. The applicant will adhere to any conditions specified by Cornwall Council.
10. The applicant should be aware that failure to provide any of the required information or complete the application form in full will delay the process and may result in additional charges.
11. Completed application forms can be emailed to [Streetworks@cornwall.gov.uk](mailto:Streetworks@cornwall.gov.uk)