



DEPARTMENT OF DEVELOPMENT
Transportation Infrastructure and Engineering

TEMPORARY TRAFFIC REGULATION ORDER **GUIDANCE NOTES AND APPLICATION FORM**

NETWORK MANAGEMENT GROUP

Guidance Notes and Introduction:

The Council makes a Temporary Traffic Regulation Order when it is necessary to prohibit or control traffic and pedestrians along the highway. Temporary Traffic Regulation Orders can be applied to roads, footways or public rights of way. The Council can make a Temporary Traffic Regulation Order to cover planned situations, or issue an Urgent Notice if regulation is needed without delay and retrospectively for emergency situations.

Temporary Traffic Regulation Orders are normally used to allow essential or emergency works to be carried out on the highway, typically installation of, or maintenance works to, services such as gas, electricity, water, events etc.

The process of arranging a Temporary Traffic Regulation Order requires that an application be made to Plymouth City Council for approval. Once the Order has been approved and made enforceable it is the responsibility of the applicant to ensure all the correct traffic management systems are in place.

Application Made by:

Please provide details of the organisation taking responsibility for the Temporary Traffic Regulation Order (Please see CONDITIONS:)

Temporary Traffic Regulation Order requested:

Please provide as many details on the nature of the restriction that you require. It is helpful to include some or all of the following:

- Detailed description of the site, including road names, dimensions, side of road, house numbers, etc
- Type of restriction that you require (e.g. road closure, temporary parking restrictions, one way, no left turn etc)
- When you would like the temporary traffic regulation order to come into force and cease (Preferred dates)
- If the temporary traffic regulation order is not to have an effect around the clock or is only to be applied for a single day, at what time should it come into force and cease

Wherever possible, temporary traffic regulation orders will be granted on the dates and time requested. However, this is not always possible due to other factors and we will always endeavour to liaise with the applicant where preferred dates are not available.

Reason for temporary traffic regulation order:

The necessity of any temporary traffic regulation order will be judged on the rationale given. Therefore please provide as much information as possible on:

- All intended operations on, or adjacent to the highway affecting the normal operation of the highway

- Necessity for these operations

Traffic Management Plan:

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

- Type of traffic control
- Risk assessments
- Traffic modeling
- Scale Maps
- Diversion routes for vehicles and/ or pedestrians (To be agreed in advance with the Street Care Coordinator, see contact details below)
- Draft consultation material (e.g. draft letters to affected local residents and businesses)

Please identify and provide details of any of the following items or activities that will be on or adjacent to the highway:

- Signs (e.g. Diversion Signs or Temporary No Entry Signs)
- Lines
- Barriers
- Hoardings
- Skips
- Scaffolding
- Cranes or lifting equipment
- Signal controls e.g. temporary traffic lights
- Lighting (e.g. temporary floodlighting or hazard warning lamps)
- Marshals or Banksmen

For events please provide additional information, where applicable, on:

- Anticipated visitor numbers
- Provision of dedicated public transport facilities (e.g. park and ride)
- Requirements for additional Parking Attendant
- Car parking proposals (Including provisions for disabled drivers)

How to Contact Us:

For queries or advice please contact the Traffic Regulation Team by:

Phone: 01752 307748
Phone: 01752 307749
Fax: 01752 304922
E-mail: trafficregulations@plymouth.gov.uk
Web: www.plymouth.gov.uk/trafficregulations

For queries and approval of **Diversion Routes** please contact the Street Care Coordinator by:

Phone: 01752 304681
Fax: 01752 304638
E-mail: highways@plymouth.gov.uk

Applications should be sent to:

Plymouth City Council
Traffic Regulation Team
Floor 10
Civic Centre
Plymouth
PL1 2AA

Payment:

Please forward an official order number or a cheque made payable to 'Plymouth City Council' along with your application. (For some charitable or community events, the fee is waived).

The costs are:

	Maximum Duration	Cost
Emergency Road Closures	Up to 21 Days	£450.00
Temporary Traffic Regulation Orders	Up to 28 Days	£1,000.00
	Up to 18 Months	£2,500.00

CONDITIONS:

Applicant's Responsibilities:

1. Disruption to the highway network is kept to an absolute minimum
 - a. Where roads are classified Traffic Sensitive, occupation of the highway must be carried out at times specified by Plymouth City Council's Traffic Sensitive Streets¹ register or may be varied where necessary by agreement with the Network Management Group.
2. All works to be carried out in strict accordance with Chapter 8 (See References) including:
 - a. Advanced information boards must be placed on site (A minimum of one week in advance of order coming into force) Example:



- b. Signing/ lining the temporary traffic regulation order (Including alternative routes, lane closures, parking restriction, etc)
 - c. Information boards must be displayed at every site, Example:



- d. Removing all signs/ lines on completion of work
3. All signs must comply with Traffic Signs Regulation and General Direction Statutory Instrument (See References)

¹ Details available from www.plymouth.gov.uk/trafficsensitivestreets

4. Access to individual properties adjacent to site should be maintained
5. Residents and businesses likely to be affected by a temporary traffic regulation order, should be notified no less than one week before it comes into force in writing (Wording to be agreed with the Network Management Coordinator)
6. Payment has to be made in advance of a temporary traffic regulation order coming into force
7. Applications should be made **three months** in advance of any requested temporary traffic regulation order coming into operation where major roads are effected
8. The Applicant must be covered by Public Liability Insurance which should be available for inspection; minimum cover to be **£5 million**. Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity. A copy of the insurance certificate must be submitted with the application.
9. All staff working on the highway must be able to demonstrate that they are trained and competent to do so, e.g. Chapter 8 trained

Plymouth City Council Will:

1. Ensure minimal congestion on the highways network by
 - a. Ensuring applications comply with the relevant legislation
 - b. Ensuring co-ordination between all applications for works/ events on the highway
2. Carry out initial consultation with:
 - a. The local Police Constabulary, Fire and Rescue and ambulance services
 - b. Public Transport Providers
3. Advertise Public Notices:
 - a. Notice of intent to make a temporary traffic regulation order in the local press and on site
 - b. Notice of a traffic regulation order having been made in the local press and on site for the duration of the order
4. Details will be published in the weekly Road Works Report



**TEMPORARY TRAFFIC REGULATION ORDER
APPLICATION FORM**

Form: TTRO(1.0)

**DEPARTMENT OF DEVELOPMENT
NETWORK MANAGEMENT GROUP**

Application Made by:

Organisation

Contact name

Address

Phone number

E-mail address

Public Enquiry/
Emergency numbers
(If different from above)

[For inclusion in public notices]
[Emergency numbers should be answered throughout the
operational hours of any order]

Temporary Traffic Regulation Order requested:

Description of location
e.g. road names etc

Type of temporary traffic regulation order requested

Category	Road Closure	Planned	<input type="checkbox"/>
		Emergency	<input type="checkbox"/>
	Parking restriction	e.g. double yellow lines	<input type="checkbox"/>
	Moving restrictions	e.g. one way, no right turn	<input type="checkbox"/>

[Addition or removal
of restriction]

Description

e.g. length,
side of road, etc

Duration

From	To
<input type="text"/>	<input type="text"/>

Times of operation
(When it will be enforced,
e.g. 09:00-16:00)

Reason for temporary traffic regulation order:

(See Notes)

Continue on separate sheet(s) where necessary

Traffic Management Plan:

(See Notes)

Please note Diversion routes should be agreed in advance with the Street Care Coordinator

Continue on separate sheet(s) where necessary

Declaration:

I have read and agree to the conditions above and am authorised to sign this application on behalf of

Name of firm/ organisation:	
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Name:	
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Signature:	
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References:

- **New Roads and Street Works Act** [Legislation]
www.opsi.gov.uk/acts/acts1991/Ukpga_19910022_en_1.htm
- **Road Signs Regulations and General Directions** [Legislation]
www.opsi.gov.uk/SI/si2002/20023113.htm
- **Road Traffic Regulation (Special Events) Act** [Legislation]
www.opsi.gov.uk/acts/acts1994/Ukpga_19940011_en_1.htm
- **Road Traffic Regulation Act** [Legislation]
www.opsi.gov.uk/
- **Safety at Street Works and Road Works, A Code of Practice**
[Department for Transport]
<http://www.dft.gov.uk/pgr/roads/network/local/streetworks/cop/safetyatsreetworksandroadworks>
- **Traffic Management Act** [Legislation]
www.opsi.gov.uk/acts/acts2004/20040018.htm
- **Traffic Sensitive Streets** [Plymouth City Council]
www.plymouth.gov.uk/trafficsensitivestreets
- **Traffic Signs Manual Chapter 8, Traffic Safety Measures and Signs for Road Works and Temporary Situations – Part 1: Design and Part 2: Operations** [TSO ISBN 0-11-552738 9 & 0-11-552739 7]
www.tso.co.uk/
- **Working Together: A good Practice Guide to Managing Works in the Street** [Department for Transport]
www.dft.gov.uk/pgr/roads/network/local/streetworks/managingworksonthestreet
- **New Roads and Street Works Act 1991 – Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters. Third Edition July 2007**
[Department for Transport]
www.dft.gov.uk