

# TEMPORARY TRAFFIC REGULATION ORDER GUIDANCE NOTES AND APPLICATION FORM



## **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 Highways 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 section):

## **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, footway closure/diversion, 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/Site observations
- Anticipated Traffic Flows
- Scale Maps showing site extents
- 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/Road Markings
- Barriers
- Hoardings
- Skips
- Scaffolding
- Cranes or lifting equipment
- Signal controls e.g. temporary traffic lights
- Lighting (e.g. temporary floodlighting or hazard warning lamps)
- Gatemen, 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 Network Management Team by:

Phone: 01752 668 000  
 E-mail: [road\\_space\\_booking@plymouth.gov.uk](mailto:road_space_booking@plymouth.gov.uk)  
 Web: [www.plymouth.gov.uk](http://www.plymouth.gov.uk)

Applications should be sent to:

Email: [road\\_space\\_booking@plymouth.gov.uk](mailto:road_space_booking@plymouth.gov.uk)

Post: The Network Management Team  
 Plymouth Highways  
 Windsor House  
 Tavistock Road  
 Plymouth  
 PL6 5UF

**Payment:**

If your application is approved you will be contacted by telephone or email to make the required payment. Alternatively enclose a cheque made payable to 'Plymouth City Council'. The costs are:

	Maximum Duration	Cost
Emergency Road Closures	Up to 5 Days	£450.00
Temporary Traffic Regulation Orders (All planned works)  <b>There will be an extra £200 charge on TTRO's where less than 12 weeks' notice is given.</b>	Up to 28 Days (3 months' notice provided)	£1,078.00
	Up to 6 Months Max (Footway) (3 months' notice provided)	£2,500.00
	Up to 18 Months Max (Carriageway) (3 months' notice provided)	£2,500.00

**Parking Restrictions:**

It is possible to either suspend the existing parking restrictions or enable the use of "No Parking Cones" to control parking through the Temporary Traffic Regulation Order. In either case the applicant should make their proposals clear in the application and coordinate with the Parking Enforcement Team. Where areas of parking are made unavailable by the Temporary Traffic Regulation Order there may be additional charges incurred by this team.

Unless otherwise stated in the Temporary Traffic Regulation Order all on street parking restriction remain in force. The Parking Enforcement Team can be contacted on the following details:

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**Address:**

The Parking Department,  
Prince Rock Depot  
Macadam Road  
Plymouth PL4 0RZ

**Telephone Number:**

01752 668 000 (switchboard)

**Email:**

parking@plymouth.gov.uk

**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 Highways' Traffic Sensitive Streets<sup>1</sup> 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 two weeks 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

<sup>1</sup> Details available from [www.plymouth.gov.uk/trafficsensitivestreets](http://www.plymouth.gov.uk/trafficsensitivestreets)

3. All signs must comply with Traffic Signs Regulation and General Direction Statutory Instrument (See References)
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 **3 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, however 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
10. The Applicant is responsible for all advertising and publicity, beyond the statutory notices, associated with their need for a Temporary Traffic Regulation Order
11. Ward councillors must be consulted prior to the works.
12. If a bus stop suspension is required, the bus stop must be covered and notices put up to advise passengers at least 5 days before the closure. The applicant must also contact the Public Transport Team - [ralph.ellis@plymouth.gov.uk](mailto:ralph.ellis@plymouth.gov.uk) or [james.harris@plymouth.gov.uk](mailto:james.harris@plymouth.gov.uk) to ask if a temporary bus stop is required. The applicant must then provide and install the temporary stop and ensure it is removed and the permanent bus stop uncovered when the work is finished.

### **Plymouth Highways 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
  - b. Notice of a traffic regulation order having been made in the local press
4. Details will be published in the weekly Road Works Report

**Please note: there is a 1 month prohibition period on all TTROs, during this time the site will be monitored and where excessive disruption is being caused the TTRO may be revoked.**

**If works are likely to have a large impact on residents, one months' notice must be given to the residents/business in the area.**


**TEMPORARY TRAFFIC REGULATION ORDER  
APPLICATION FORM**

Form: TTRO(1.3)

Application Made by:

 Organisation 

 Contact name 

 Address 

 Phone number (Required)  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/Footpath	Planned	<input type="checkbox"/>	[Addition or removal of restriction]
Closure	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"/>	

 Description   
e.g. length,  
side of road, etc

Duration	From (Date/Time)	To (Date/Time)
	<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)

(i.e. why does the works/events have to be undertaken on highway)

i.e. justify why you need to close the road

Continue on separate sheet(s) where necessary

**Traffic Management Plan:**

(See Notes)

(Required)

Is the proposed site on a Bus Route?      Yes/No

Is the proposed site on an HGV Route?      Yes/No

Is the proposed site near schools/hospitals? Yes/No

**Please list your diversion route:**

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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/  
organization

Name:

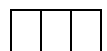
Signature:

**Documents included with application:**

(Please tick)

- Scale drawing of site including any diversion
- Schedule of all signs to be used
- Risk Assessment/ Site observations
- Local Resident/ Business consultation material
- Copy of Public Liability Insurance
- Payment
- Please supply N-Notice reference Number:
- Or completed N-Notice form (attached).
- Other

<b>PART</b> <b>N</b>	<b>NEW ROADS AND STREET WORKS ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES</b>									
<b>TO</b>  Nikki Neale 01752 306939 07824608690 <a href="mailto:Road_space_booking@plymouth.gov.uk">Road_space_booking@plymouth.gov.uk</a>	<b>PURPOSE</b> Notice				Follow up Notice					
			Street Authority Response		Other Response					
	<b>REFEREN CE No. RECIPIEN T'S CROSS REF No.</b>				<b>Part</b>				<b>of</b>	
					<b>Part</b>				<b>of</b>	
	<b>REFEREN CE No. ORIGINA TOR'S CROSS REF No.</b>				<b>Part</b>				<b>of</b>	
					<b>Part</b>				<b>of</b>	
<b>DATE OF ISSUE</b>										
<b>TIME OF ISSUE (Emergency &amp; Urgent Only)</b>										
<b>EXPECTED START DATE</b>										
<b>EXPECTED COMPLETION DATE</b>										
<b>NOTICE PERIOD</b>	<b>TYPE OF WORKS</b>									
	EMER'CY	URGENT (SPECIAL CASES)	URGENT	MINOR (WITH/WITHOUT EXCAV)		STANDARD		MAJOR		REINSTATEMENT
			NOTICE S54	ACTUAL START DATE S55/57	NOTICE S54	ACTUA L START DATE S55/57	NOTICE S54	ACTUAL START DATE S55/57	REMEDIAL DANGEROUS	REMEDIAL (OTHER)
SS TT RA ET E U S	NON TRAFFIC SENSITIVE	WITHIN 2 HOURS OF WORK STARTING	WITHIN 2 HOURS OF WORK STARTING	WITHIN 2 HOURS	<b>Duration (&lt;4 days)</b>		<b>Duration (4-10 days)</b>		<b>Duration (&gt;10 days)</b>	
	TRAFFIC SENSITIVE SITUATION			2 HOURS IN ADV.	N/A	3 DAYS	N/A	10 DAYS	3 MONTHS	10 DAYS
IS SPECIAL ENGINEERING DIFFICULTY INVOLVED?	NO	IF YES	HAS THE RELEVANT AUTHORITY APPROVED THE WORKS?	YES/NO						
<b>LOCATION</b>										
DESCRIPTION OR HOUSE NAME OR NUMBER										
STREET NAME:										
LOCAL AREA NAME:										
DISTRICT:										
POSTCODE <input style="width:150px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin-left: 10px;" type="text"/>										
NATIONAL GRID REF. <input style="width:150px; border: none; border-bottom: 1px solid black; text-align: center; font-family: monospace; font-size: 1.2em; margin-left: 10px;" type="text"/>										
<b>DESCRIPTION OF WORKS (INCL. CONSTRUCTION METHODS – IF KNOWN) COMMENTS (TRAFFIC MANAGEMENT OR OTHER)</b>										



OFFICIAL

ESTIMATED INSPECTION UNITS
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## **References:**

- **New Roads and Street Works Act** [Legislation]  
[www.opsi.gov.uk/acts/acts1991/Ukpga\\_19910022\\_en\\_1.htm](http://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](http://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](http://www.opsi.gov.uk/acts/acts1994/Ukpga_19940011_en_1.htm)
- **Road Traffic Regulation Act** [Legislation]  
[www.opsi.gov.uk/](http://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/safetyatstreetworksandroadworks>
- **Traffic Management Act** [Legislation]  
[www.opsi.gov.uk/acts/acts2004/20040018.htm](http://www.opsi.gov.uk/acts/acts2004/20040018.htm)
- **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/](http://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](http://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](http://www.dft.gov.uk)