**PAGE 1 OF 2**

Public Rights of Way Team, Lewis House, Manvers Street, Bath, BA1 1JG

Tel: 01225 477650 Email: prow@bathnes.gov.uk

Website: http://www.bathnes.gov.uk/services/streets-and-highway-maintenance/public-rights-way

Application for a temporary traffic regulation order

Please return this form, together with 1 copy of the plan, to the address above.

The plan should show the section to be closed in **red** and the alternative route in **green**.

If you have any queries please contact the Public Rights of Way Team on 01225 477650.

**THIS FORM IS ONLY TO BE USED TO APPLY FOR TTROs WHICH AFFECT PUBLIC RIGHTS OF WAY.**

**TO MAKE AN APPLICATION WHICH AFFECTS ANY OTHER TYPE OF HIGHWAY PLEASE CONTACT**

**THE COUNCIL’S TRAFFIC MANAGEMENT TEAM**

1. **TYPE OF RESTRICTION REQUIRED** (e.g. Footpath Closure / Waiting Restrictions / Weight Restriction / Banned or Compulsory Manoeuvre)

**(2) PRECISE EXTENTS OF RESTRICTION** Give the full postal address, the path number and OS grid references and define **accurately** the start and finish points of the restriction. One copy of an accurate plan showing the proposed restriction in red and the alternative route(s) in green must be supplied. **Note – applications will be returned unprocessed where plans / descriptions are inaccurate or ambiguous.**

**(3) ALTERNATIVE ROUTE** List the names and route numbers (if any) of **ALL** the routes used to avoid the restriction. The route should also be shown on the plan (see note 2 above).

**(4) START DATE & PERIOD OF RESTRICTION**

**(5) PURPOSE & NATURE OF WORKS NECESSITATING RESTRICTION**

Name of Applicant……………………………………………………………………………………………………………………………………

Name of Company / Organisation…………………………………………………………………………………………………………………

Address………………………………………………………………………………………………………………………………………….……

…………………………………………………………………………………………………………………………………………………..........

E-mail Address…………………………………………................................ Telephone No:. ………………..……………………………….

Name and emergency telephone number of undertaker’s representative who may be contacted for call out / maintenance purposes. (**The call out details shall be displayed on an information board at every site and the Highway Authority should be informed of these particulars before works commence on site**).

Name…………………………………………………………………………………………………………….…………………………………

Emergency Telephone Number:………………………………………………………………………………………………………………...

**PAGE 2 OF 2**

##### **Notes for guidance**

##### **Scale of Charges – the applicant agrees to meet the following costs:**

Scale of Charges relating to Orders and Notices made under Section 14(1) of the Road Traffic Regulations Act 1984 to include advertising costs.

(a) Temporary Orders (up to 6 months)

 More than 8 working weeks’ notice **£1300** standard fee

 Less than 8 working weeks’ notice, more than 6 working weeks’ notice **£1550** late submission fee

1. In (a) above, the charge is based on an administrative standing charge which includes the provision of a signing schedule for the alternative route together with the specifications of the signing required. A copy of this will be sent to the applicant to arrange for the signing. Where a considerable amount of signing design is required an additional fee may be charged and the applicant will be advised of this at an early stage.
2. The costs shown in (a) above include the cost of advertising the application.

W (d) Where it is necessary to extend the period of the restriction, a further charge will be made both for administration

 and advertising.

1. Any amendment made after processing will incur an amendment fee of £100.

**How to pay:**

Either:

(a) **Pay** by debit card for the application. A member of the team will ring to take payment by card if a PO number or

 cheque is not attached to the application or ring 01225 477601 to make payment.

(b) **Or** provide a purchase order number for processing the application.................……………………………………….

 Please provide an email address for invoicing purchases:

 ………………………………………………………………………………………………………………………..…………..

(c) **Or** attach a cheque for the correct fee, made payable to ‘Bath & North East Somerset Council’.

**For internal use only:**

Please provide a cost code………………………………………………………………………………………………………..

**Conditions of acceptance of application:**

a) The application **MUST** be received by the Public Rights of Way Team a minimum of **8 WORKING WEEKS** before the

 start of the restriction to qualify for the standard fee. Where less than 8 working weeks but a minimum of 6 working

 weeks’ notice is given, the late submission fee will apply. Applications will not be accepted if less than 6 working

 weeks’ notice is given.

b) Where the proposal involves complex works or works on a major road and/or junction, it is

 advisable to contact the Public Rights of Way Team well in advance of the actual application;

##### **The applicant must:**

1. Place information boards on the site two weeks before to inform the travelling public.
2. Place legal notices on site as soon as they are received from the Council.
3. Maintain pedestrian and vehicular access to frontages.
4. Undertake to inform all interests known to be directly affected by the proposed restriction including all frontages on the length of road concerned.
5. Provide, erect and maintain diversion signs, the type and siting of which must be clear, legible and unambiguous.
6. Provide a supervisor of the works qualified as required under section 67 of the New Roads and Street Works Act, 1991.
7. Give 6 weeks minimum notice before Temporary Closure Order expires if extension period is required.

**I HAVE READ AND UNDERSTOOD THE SCALE OF CHARGES AND NOTES ABOVE**

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company / Organisation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_