

## Guidance Notes for Temporary Traffic Regulations Orders

The following notes have been prepared to guide you through your responsibilities when requesting a Temporary Traffic Regulation Order/Notice.

### Applicants are required to:

- Give a minimum of **12 weeks** notice prior to the start date of the required Order.
  - Where the proposal involves complex works or works on a major road and/or junction, it is advisable to contact the Network Management Team well in advance of the actual application.
  - Agree to meet Northumberland County Council's costs, note that payment is required up front in order to process the application. (The Scale of Charges is set out below).
  - Check whether any school or public bus routes are affected by contacting Northumberland County Council on [h2s-roadworks@northumberland.gov.uk](mailto:h2s-roadworks@northumberland.gov.uk)
- a) The operators of bus services to be diverted are identified, contacted and informed **prior to any application being submitted**.
- b) The impact of any proposed bus diversion on bus passengers is assessed and a written report circulated.
- c) Appropriate remedial measures are organised and wholly funded by the applicant.

Agree to meet the cost of any additional school or public transport e.g. feeder taxis or shuttle minibus services required to maintain service to the public and/or schoolchildren; the onus is on the applicant to identify the impact of any such road closure on local bus services and Home to School transport. The applicant is required to consult, organise and meet all the costs incurred for any replacement services resulting from the closure.

Approval for works may not be granted if the required consultation process has not been followed and the appropriate arrangements put in place.

In the event that it is not possible to organise an adequate replacement bus service the applicant may be required to negotiate appropriate compensation with the bus service operator for any identifiable loss of earnings.

NCC is able, on a fee basis, to offer applicants appropriate expertise and knowledge to identify and arrange adequate replacement bus services.

If this is required please contact [h2s-roadworks@northumberland.gov.uk](mailto:h2s-roadworks@northumberland.gov.uk)

- Supply an A4 plan showing the points of closure and the alternative diversion route or speed restriction etc.
- Supply a plan showing details of the proposed traffic management arrangements including a schedule of signs for the diversion. If your works require a diversion route which will impede on to the A1 or the A69 you **MUST** notify them of your intentions as well as sending them a copy of your Traffic Management Plan.
- Complete **in detail** an application form for **each TTRO** request following the instructions below.

## Instructions for completing the Application Form

### 1. Type of TTRO

Use this section to inform us of whether you are requesting a road closure or other type of restriction and whether the restriction is to be temporary or emergency. In the case of Emergency Notices it is requested that you telephone the Council immediately and you will endeavour to forward the completed form to us as soon as possible.

Please select the type of order required;

For works select Section 14, events can be under any of these categories, please see <http://www.northumberland.gov.uk/Highways/Roads/Roadworks.aspx#roadworksclosuresdiversions> for more information or contact us on 01670 620500 or [roadclosures@northumberland.gov.uk](mailto:roadclosures@northumberland.gov.uk)

### 2. Contact Details

Use this section to inform us of relevant contact details. We also require an order number or charge code for invoicing purposes without this your application form will NOT be processed.

### 3. Location Details

Use this section to explain where the closure/restriction is required. If you are unable to supply the USRN (Unique Street Reference Number) or the grid reference then please telephone the council on 01670 620500 and we will be able to supply the information.

### 4. Purpose and Nature of Work

In this section it is important that you supply details of why the order is required, **for example “The U1234 needs to be closed in order to erect scaffolding to allow for roof repairs at 1 The Avenue”**.

It is also important to explain the nature of the restriction in the section, for example, you may only need the closure at weekends or it may be for a five day consecutive period but you need flexibility to fit in with other work outside of your control.

You need to let us know how long you want the order to be in place to cover the flexibility that you need, for example you might want the order in place for 3 months but only need to actually close the road for 6 weeks. You must also provide us with the start and end dates of the works and notify us if these dates change. **Please be aware you will only be granted the order long enough to allow your works to be completed.**

### 5. Diversion Details

In this section you need to state whether access will be maintained for residents, businesses pedestrians and cyclists affected. If access cannot be maintained, then please explain what arrangements you propose to put in place for each of the different groups. **Please be aware access for Residents MUST be maintained at all times.** The actual proposed diversion route needs to be explained **fully** in detail and submitted along with an accompanying plan so that we can check that other works on those routes will not affect the travelling public.

## 6. Bus Services

Use this section to identify any diversions to school and public transport and arrangements which have been made in order to accommodate this

## 7. Traffic Management Company

Use this section to inform us of who the traffic management company is. If this information is not available at the time of the application you are required to supply it at a later date.

### Applicants Responsibilities

#### Applicants are responsible for ensuring that:

- Notification is supplied to all interested parties known to be directly affected by the proposed restriction including public and school bus operators and all frontages on the length of road concerned. Pedestrian and where possible vehicle access should be maintained to affected frontages, together with public transport for affected members of the public including schoolchildren.
- The required road closure and diversionary signage is in accordance with chapter 8 of the Traffic Signs Manual. This should include traffic signs sited at least 7 days before the restriction indicating, to regular road users, the location and extent of any proposed road closure.
- Access is maintained for emergency vehicles where no reasonable diversionary route exists.
- Where works involve street works, the supervisor for the works is qualified as required under section 67 of the New Roads and Street Works Act 1991.
- 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 manual, Chapter 8.
- Copies of the Order/Notice placed on site are maintained throughout the period of the works and that this office is notified if replacements are required.
- **A minimum of one month's notice** is given before the order expires if an extension is required.

#### Scale of Charges:

Scale of Charges relating to Orders and Notices made under the Road Traffic Regulations Act 1984 (as amended by the road Traffic [Temporary Restrictions] Act 1991 and the Road Traffic [Temporary Restrictions] Procedure Regulations 1992) as agreed in July 2007.

All current charges can be found on Northumberland County Council's website.

Where it is necessary to extend the period of the restriction, a further charge equal to the original charge will be made.

Cheques should be made payable to: Northumberland County Council with your Charge Code/Purchase Order Number written on the back.

\*Emergency notices are only available with a valid reason of emergency otherwise applications will be declined.

\*\*All charges will be subject to review by Northumberland County Council.