

**ROAD CLOSURE
TEMPORARY TRAFFIC
REGULATION ORDER
(TTRO) APPLICATION
FORM AND GUIDANCE
NOTES**

Lead Time is 12 Weeks in Advance
of the Dates the Road Closure is required

Incomplete application forms will be returned

REMINDERS	
A PAA is a provisional application, you must submit a permit. Failing to do so result in an offence which will be raised under regulation 19 for working without a permit. The fee is £500.	
A road will only be closed if there is no other feasible alternative solution	
A fully signed Traffic Management Plan must be submitted with the TTRO Application Form showing road closure (indicated in red) and a diversion route for vehicles and/or pedestrians (indicated in green). The plans must be created by a Traffic Management company (see note 4)	
Before you submit your TTRO Application, use the checklist below. If you do not provide details, your form will be returned	
Checklist – You will be asked to provide copies of these	tick
<ul style="list-style-type: none"> ▪ Pre-application checks made by yourselves ensuring that the proposed TTRO will not affect or be affected by any other works or events in the locality. This can be done by visiting www.one.network.co.uk 	<input type="checkbox"/>
Please give details e.g. checked one.network on DD/MM/YYYY:	
<ul style="list-style-type: none"> ▪ Notify traffic.signals@hullcc.gov.uk to discuss your proposal - complete and submit a Temporary Traffic Signals Form if applicable (extra fees apply) 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY:	
<ul style="list-style-type: none"> ▪ Notify Public.Transport@hullcc.gov.uk of your proposed road closure for bus stop suspensions and any affected taxi ranks 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY, what temporary arrangements are in place if taxi ranks are affected:	
<ul style="list-style-type: none"> ▪ Notify Bridge.Manager@hullcc.gov.uk of your proposed road closure 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY:	
<ul style="list-style-type: none"> ▪ Notify parking@hullcc.gov.uk and parking.enforcement@hullcc.gov.uk to suspend parking bays and bus lane suspensions that will be effected (extra fees apply) 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY:	
<ul style="list-style-type: none"> ▪ Consult with HCC Sustainable Transport HDC@hullcc.gov.uk if any Public Right of Way are affected 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY:	

<ul style="list-style-type: none"> Consult the Environmental Health environmental.health@hullcc.gov.uk to discuss times of working and any noise/air pollution 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY:	
<ul style="list-style-type: none"> Diversion routes on roads maintained by Highways England (HE) khinds@hwmartin.com and East Riding of Yorkshire Council (ERYC) streetworks@eastriding.gov.uk network will require proof of road space booking 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY:	
<ul style="list-style-type: none"> It is a requirement that all affected local businesses, residents, schools etc. affected by the closure be consulted by letter/email using the example at the end of this form 	<input type="checkbox"/>
Please give details e.g. sent letter on DD/MM/YYYY:	
<ul style="list-style-type: none"> If you require a crane, skip or scaffolding contact Network.Management@hullcc.gov.uk for a provisional booking. Please note, the road closure MUST be accepted before you make arrangements (extra fees apply) 	<input type="checkbox"/>
Please give details e.g. sent email on DD/MM/YYYY, which of the above do you require:	
<ul style="list-style-type: none"> Have you included the TM plans with your TTRO application? 	<input type="checkbox"/>

TTRO APPLICATION FORM

Please see the guidance notes to help you

PART A.		
1. What type of traffic restriction would you like to put in place?		
It is the applicant's responsibility to ensure that the temporary road closure is signed in accordance with all the relevant and current legislation. Proposed signing arrangements will need to be approved. Submission of your proposals must be made at the time of applying for the TTRO (i.e., at least 12 weeks in advance of the dates the TTRO is required).		
Please tick as applicable	Y	N
Road Closure	<input type="checkbox"/>	<input type="checkbox"/>
Footpath Closure	<input type="checkbox"/>	<input type="checkbox"/>
Public Right of Way Closure	<input type="checkbox"/>	<input type="checkbox"/>
Suspend Parking Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
Speed Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
Other? e.g., one way to two way, no right turn:		

PART B.	
1. Contact Details	
Applicant Details	Traffic Management Company Details
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Phone Number:	Phone Number:
Email Address:	Email Address:
Please provide contact details that can be issued to the public for enquires relating to the closure/works:	
Name:	Email:
Phone Number:	

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PART C.		
1. What works will you be carrying out?		
Please describe the works you will be carrying out and the reason for the restriction e.g., new gas supply, resurfacing etc.		
2. Where will the works take place and what roads will be affected?		
Road Name (s)		
PROW Number (if applicable)		
Location of Road (i.e., house number)		
Unique Street Reference Number (USRN) if known		
Other Roads Affected		
3. Closure Times		
Please state when the closure is to start and for how long.		
Date closure	From:	To:
Duration of closure (days) (See Note 3, paragraph 15)		
Closure time	From:	To:
Please tick if applicable	<input type="checkbox"/>	<input type="checkbox"/>
To be closed permanently during completion of works	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency Vehicle Access		
Please tick as applicable	<input type="checkbox"/>	<input type="checkbox"/>

Will access for emergency vehicles be always maintained during the closure?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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PART D.		
1. Traffic Management Plans and Diversion Route (see Note 4)		
Please tick to confirm	Y	N
Have you submitted a Street Works Permit to HCC Permit Team? Please provide the Street Work Permit 12 weeks in advance.	<input type="checkbox"/>	<input type="checkbox"/>
Diversion routes for vehicles and/or pedestrians	<input type="checkbox"/>	<input type="checkbox"/>
Work location plan (OS Plan)	<input type="checkbox"/>	<input type="checkbox"/>
Scale maps showing site extents	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Plans (include signage, car parking proposals etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Items shown in Note 4 of guidance document	<input type="checkbox"/>	<input type="checkbox"/>

PART E.		
1. Fees		
The fees associated with implementing temporary traffic restrictions are dependent on the type of restriction put in place and the section of the Road Traffic Act used to implement the restriction. Fees are reviewed annually in July for distribution on 1 st August.		
Section of RTA	Processing Fee	Processing Timescales
14 (1)	Minimum fee £1,250 plus VAT.	12 weeks from the time of application and supporting documentation

PART F.	
1. Invoice Details	
Please ensure your purchase order is submitted with your application to ensure it can be processed and for it to be referenced on the invoice raised.	
Purchase Order Number (external applicants)	
Address to which invoice to be sent	
Reference Number (if applicable)	
Cost Code (internal works)	

PART G.
1. Declaration

I have read and understand fully the guidance and conditions and will adhere to all responsibilities and duties enforced by the document. I agree to pay any associated costs.

Full Name		On behalf of	
Signature		Date	__ / __ / ____

PART H.
1. Submitting Application

Please email your completed form and documents to:

HCCRoadClosure@hullcc.gov.uk in the email subject heading please mark as **“ROAD CLOSURE”**- this will be processed as high importance with our Permit Team.

Please ensure you submit your major PERMIT Application 10 days before intended works start date. The Provisional Advanced Authorisation (PAA) is not a permit.

GUIDANCE NOTES – TEMPORARY TRAFFIC REGULATION ORDER (TTRO)
NOTE 1.

1. A Temporary Traffic Regulation Order (TTRO) is the legal process used to implement temporary restrictions e.g., closure to a road or public right of way, change to a one-way system, parking, speed or weight restriction and changes to a left or right turn only. It is also used to suspend permanent Traffic Regulation Orders (TRO) e.g., one way street, parking (including parking bays), to ensure safety whilst works or events take place. Hull City Council (HCC), as the Highway Authority, can authorise a TTRO. The closure or restriction is made by an order under the Road Traffic Regulation Act 1984. An order can be made to

cover planned situations, or an urgent notice can be issued if the regulation is needed without delay for emergency situations.

2. TTRO's are normally used to allow essential, or emergency works to be safely carried out on the highway, typically installation of, or maintenance works to services such as gas, electricity and water. They are also used for various events, i.e., running/ social event etc.
3. The process of arranging a TTRO requires an application to be made to Hull 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.
4. All applications require a 12-week lead in time to enable the temporary traffic regulation order to be processed. This period is required to consult with the appropriate organisations and make any arrangements for the notice to be advertised in the local press.
5. If an emergency closure is required due to an incident that is likely to cause danger to persons or property on or adjacent to the public highway a temporary notice may be issued, imposing a short-term closure or restriction. Prior notice is not necessary. The notice is limited to 21 days if there is a danger to the public or risk of serious damage to the road, independent of street works – a leaking gas main for example. It can be extended by one further notice.

NOTE 2.

What to check before you apply?

6. Is a Road Closure necessary?
A road will only be closed if there is no other feasible alternative solution. Should a road closure be deemed necessary, please enclose all the relevant documents requested in Part on the application form before any consideration can be given.
7. Do you need a Temporary Speed Limit?
On occasions a temporary mandatory speed limit may be preferred. If you wish to apply for a temporary speed limit, please complete the application form with a justification for the temporary speed limit and a plan indicating the extents of the proposed temporary speed restriction.
8. Co-ordination Check.
Pre-application checks can be made by yourselves to ensure that the proposed TTRO will not affect or be affected by any other works or events in the locality. This can be done by visiting www.one.network.
9. Planning a Diversion Route.
The application should propose the diversion to be used which must be agreed by HCC. A similar or where possible a higher class of road should be used as the diversion route, taking into consideration heavy good vehicles, buses, one-way streets, no right/ left turns, parked vehicles, pedestrians, pedestrian crossings, schools, medical centres, hospitals, places of worship and cross boundaries with other counties e.g. East Riding of Yorkshire. Consideration

should also be given to other planned road works such as temporary traffic lights on the proposed diversion route.

10. Diversion routes on roads maintained by Highways England (HE) and adjoining authorities will require proof of road space booking with the relevant authority. On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction.
11. It may also be necessary to have a separate diversion route for Heavy Goods Vehicles (HGV's) and motor vehicles, due to the nature of the roads in this area.
12. The applicant must submit a plan with the application form, showing the length of road to be closed (indicated in red) and the proposed diversion route (indicated in green).

NOTE 3.

Temporary Traffic Regulation Order Requested

13. Please provide as many details as possible 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, house numbers, etc.
 - Type of restriction that you require (e.g., road closure, footway closure/diversion, temporary parking restrictions, one way, no left turn, public right of way closure etc.).
 - When you would like the temporary traffic regulation order to come into force and ceases (preferred dates).
 - If the temporary traffic regulation order is only required for a short period of time e.g., 0930-1230 and not for the full 24-hour day please include the timings of when it comes into force and when it ceases.
14. Wherever possible, TTRO's 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.
15. On occasions the nature of the work may result in a road being closed intermittently over a period of time i.e., closure may be requested for 4 weeks, but the road may only be physically closed for 10 working days during that period. This must be stated on your application.

NOTE 4.

Traffic Management Plans

16. 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 observation
 - Anticipated traffic flows
 - Scale maps showing site extents

- Diversion routes for vehicles and/or pedestrians
 - Draft consultation material (e.g., draft letters to affected residents and businesses)
17. 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)
 - Line/ road markings
 - Barriers
 - Hoardings
 - Cranes or lifting equipment
 - Lighting (e.g., temporary floodlighting or hazard warning lamps)
 - Gatemen, Marshals or banksmen
18. For events, please provide additional information, where applicable on the following:
- Traffic Management Plan
 - Anticipated visitor numbers
 - Provision of dedicated public transport facilities (e.g., park and ride)
 - Requirements for additional parking attendants
 - Car parking proposals (including provisions for disabled drivers)
 - Signing Schedule (this is required whether a closure is required or not, for example signage to event car park)
19. A Contingency Plan must be made for any unsuspected issues that may occur, i.e., adverse weather, an accident on a diversion route or event route etc.
20. A Communications Plan is required detailing how your event will be locally notified.

NOTE 5.

Applicants Responsibilities

21. Disruption to the highway network is kept to an absolute minimum.
22. Where roads are classified traffic sensitive, occupation of the highway must be carried out at times specified by HCC.
23. All works to be carried out in strict accordance with Chapter 8 (Safety at Street Work and Road Works – Code of Practice ISBN 978-0-011-553145-3).
24. Advanced information boards must be placed on site (a minimum of 2 weeks in advance of order coming into force).
25. Signing/ lining the temporary traffic regulation order (including alternative routes, lane closures, parking restrictions etc.).
26. Information boards must be displayed at every site.
27. Removing all signs/ lines on completion of work.
28. Removing of temporary lights and reinstatement of permanent lights to be coordinated on completion of works with the relevant Traffic Signals Department for HCC.

29. All signs must comply with Traffic Signs Regulation and General Direction Statutory Instrument.
30. Access to individual properties adjacent to site should be maintained.
31. Residents and businesses likely to be affected by a TTRO should be notified no less than 2 weeks before it comes into force in writing.
32. The application must be covered by Public Liability Insurance which should be available for inspection. The minimum cover required is £5 million but it is advised to have cover for £10 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.

NOTE 6.

Hull City Council will:

33. Ensure minimal congestion on the highway network by:
34. Request that applications comply with the relevant legislation
35. Ensuring co-ordination between all application for works/ events on the highway
36. Advertise Public Notices (if applicable)
37. Details will be published on www.one.network (as applicable)

To:

From:

Telephone No:

Email Address:

Date:

Dear Sir/Madam,

RE: Resurfacing works

I am writing to inform you that I am in the process of applying for a Temporary Traffic Regulation Order close to the following road(s):

This Order would be valid for 18 months and subject to Council approval, closures would only take place on the following specific date/times:

Details of the works are as follows:

Many thanks in advance for your co-operation.

Yours Faithfully,