

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

**INCOMPLETE APPLICATION FORMS AND EVENTS THAT HAVE NOT BEEN DISCUSSED WITH THE HULL EVENT SAFETY ADVISORY GROUP (ESAG) WILL NOT BE PROCESSED**

**The lead time is 12 weeks**

**Before you submit your TTRO Application please use the checklist below**

<b>It is essential that other parties that may be affected by the closure are contacted prior to submitting your application, you are required to provide copies of these.</b>		
A road will only be closed if there is no other feasible alternative solution		
A fully signed Traffic Management Plan to be submitted with TTRO Application Form showing road closure (indicated in <b>red</b> ) and a diversion route for vehicles and/or pedestrians (indicated in <b>green</b> ). The plans must be created from a recognised Traffic Management company		
<b>Checklist – You will be asked to provide copies of these</b>	<b>Y</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>▪ 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 <a href="http://www.one.network">www.one.network</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>▪ Consult <a href="mailto:traffic.signals@hullcc.gov.uk">traffic.signals@hullcc.gov.uk</a> to discuss your proposal - complete and submit a Temporary Traffic Signals Form (extra fees may apply)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>▪ Notify <a href="mailto:Public.Transport@hullcc.gov.uk">Public.Transport@hullcc.gov.uk</a> if any bus stops are affected</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>▪ Consult <a href="mailto:Bridge.Manager@hullcc.gov.uk">Bridge.Manager@hullcc.gov.uk</a> if the road closure/diversion route contains bridge(s)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		

<ul style="list-style-type: none"> <li>Arrange with <a href="mailto:parking@hullcc.gov.uk">parking@hullcc.gov.uk</a> and <a href="mailto:parking.enforcement@hullcc.gov.uk">parking.enforcement@hullcc.gov.uk</a> to suspend parking bays and bus lane suspensions that will be effected (extra fees may apply)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>Consult with HCC Sustainable Transport <a href="mailto:HDC@hullcc.gov.uk">HDC@hullcc.gov.uk</a> if any Public Right of Way are affected</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>Consult the Environmental Health <a href="mailto:environmental.health@hullcc.gov.uk">environmental.health@hullcc.gov.uk</a> to discuss times of working and any noise/air pollution</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>Diversion routes on roads maintained by Highways England (HE) <a href="mailto:khinds@hwmartin.com">khinds@hwmartin.com</a> and East Riding of Yorkshire Council (ERYC) <a href="mailto:streetworks@eastriding.gov.uk">streetworks@eastriding.gov.uk</a> network will require proof of road space booking</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>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</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>If you require a crane, skip or scaffolding contact <a href="mailto:Network.Management@hullcc.gov.uk">Network.Management@hullcc.gov.uk</a> (extra fees apply). Please note, the road closure MUST be accepted before your arrangement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If N/A, please give details:		
<ul style="list-style-type: none"> <li>Are taxi ranks affected by this closure?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, what temporary measures will be put into place?		

## TTRO APPLICATION FORM

**Please read the guidance notes to help you**

<b>PART A.</b>		
<b>1. What type of traffic restriction would you like to put in place?</b>		
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).		
<b>Please tick as applicable</b>	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"/>
Speed Restrictions	<input type="checkbox"/>	<input type="checkbox"/>
Moving Restrictions e.g., one way to two way, no right turn	<input type="checkbox"/>	<input type="checkbox"/>
Other? (please specify):		

<b>PART B.</b>		
<b>1. Contact Details</b>		
Applicant Name:		
Organisation (if applicable):		
Address:		
Postcode:		
Phone Number:		
Email Address:		
<b>Please provide contact details that can be issued to the public for enquires relating to the closure/event:</b>		
<b>Name:</b>	<b>Email:</b>	<b>Phone Number:</b>

**PART C.****1. What event will you be organizing?**

Please describe the event you will be carrying out and the reason for the restriction e.g. to ensure the safety of attendees, parade route etc. (see Note 2)

**2. How many visitors do you anticipate will attend?****3. Where will the event take place and what roads will be affected?**

Road Name (s)

Location of Road (see Note 2, paragraph 5/a)

Other Roads Affected

Public Right of Way Number (if applicable)

**4. Traffic Management Company Contact Details**

Company:

Contact name:

Address:

Post code:

Number:

Email address:

5. Emergency Vehicle Access		
<b>Please tick as applicable</b>	Y	N
Will access for emergency vehicles be always maintained during the closure?	<input type="checkbox"/>	<input type="checkbox"/>

6. Closure Times		
Please state when the closure is to start and finish. (see Note 2, paragraph 5/c)		
<b>Road Closure/Restriction</b>		
Closure Date	From:	To:
Closure Time	From:	To:
Location of road e.g. From door no. 1 to no. 11, reversal of one-way etc.		
<b>Please tick if applicable</b>	Y	N
To be closed permanently during completion of works	<input type="checkbox"/>	<input type="checkbox"/>
If no, please provide details (see Note 2, paragraph 5/d);		

PART D. 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 <sup>st</sup> August.		
Section of RTA	Processing Fee	Processing Timescales
16 (A) or TPCA	Minimum fee £500 (additional advertisement costs apply)	12 weeks from the time of application and supporting documentation

**PART E.****1. Invoice Details**

An invoice will be issued for all associated costs. 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	
Address (to which invoice to be sent)	
Reference Number	
Cost Code ( <b>internal</b> HCC works)	

**PART F.****1. Declaration**

I confirm that all the information I provide is true and complete and that I am at least 18 years of age. 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. I agree that Hull City Council may distribute to third parties and use publicly any of the information provided within these forms.

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

**PART G.****1. Submitting Application**

Please email your completed form and documents to:

[HCCRoadClosure@hulcc.gov.uk](mailto:HCCRoadClosure@hulcc.gov.uk) in the email subject heading please mark as "**ROAD CLOSURE – YOUR EVENT NAME**"- this will be processed as high importance with our Permit Team.

## **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 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 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.

### **NOTE 2.**

#### **Temporary Traffic Regulation Order Requested**

5. 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:
  - a) Detailed description of the road closure, including road names, from junction "A" to junction "B", house numbers, etc.
  - b) 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.).
  - c) When you would like the temporary traffic regulation order to come into force and ceases (preferred dates).
  - d) If the temporary traffic regulation order is only required for a short period of time e.g. 09:30 - 12:30 and not for the full 24 hour day please include the timings of when the road closure comes into force and when it ceases.

6. 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.

#### NOTE 3.

##### Traffic Management Plans

7. For events please provide additional information, where applicable on the following:
  - a) Traffic Management Plan
  - b) Anticipated visitor numbers
  - c) Provision of dedicated public transport facilities (e.g. park and ride)
  - d) Requirements for additional parking attendants
  - e) Car parking proposals (including provisions for disabled drivers)
8. 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.
9. A Communications Plan is required detailing how your event will be locally notified.

#### NOTE 4.

##### Applicants Responsibilities

10. Disruption to the highway network is kept to an absolute minimum.
11. Where roads are classified traffic sensitive, occupation of the highway must be carried out at times specified by HCC.
12. 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).
13. Advanced information boards must be placed on site (a minimum of 2 weeks in advance of order coming into force).
14. Signing/ lining the temporary traffic regulation order (including alternative routes, lane closures, parking restrictions etc.).
15. Information boards must be displayed at every site.
16. Removing all signs/ lines on completion of road closure.
17. All signs must comply with Traffic Signs Regulation and General Direction Statutory Instrument.
18. Access to individual properties adjacent to site should be maintained.
19. 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.
20. 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 form 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 5.

Hull City Council will:

21. Ensure minimal congestion on the highway network by:
22. Request that applications comply with the relevant legislation
23. Ensuring co-ordination between all application for events on the highway
24. Advertise Public Notices (if applicable)
25. Details will be published on [www.one.network](http://www.one.network) (as applicable)

*To:*

*From:*

*Telephone No:*

*Email Address:*

*Date:*

*Dear Sir/Madam,*

*RE: Annual Fair 2022*

*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 12 months and, subject to Council approval, closures would only take place on the following specific date/times:*

*Details of the event are as follows:*

*Many thanks in advance for your co-operation.*

*Yours Faithfully,*