

GUIDANCE NOTES

APPLICATION FOR A TEMPORARY TRAFFIC RESTRICTION

In accordance with the Road Traffic Regulation Act 1984, Sections 14, 15 & 16 (as amended by the Road Traffic (Temporary Restrictions) Act 1991 and the Road Traffic Regulation (Special Events) Act 1994), the Road Traffic (Temporary Restrictions) Procedure Regulations 1992 (SI 1992/1215) and the New Roads & Street Works Act 1991 Section 76 & 77

Temporary Traffic Restrictions can be applied for when it is necessary to temporarily prohibit or control traffic, including vehicles and/or other users, along a length of public highway (road/footpath/bridleway/restricted byway, byway) due to planned, urgent or emergency works, or special events.

The most common restriction that we process is the temporary road closure, but we also process rights of way closures (/footpaths/ bridleways etc.); one way notices/orders; weight restrictions; width restrictions; height restrictions, speed restrictions and event closures etc.

Guidance notes for applicants

All applications are subject to various co-ordination checks and approvals; these can be other works or events as well as the emergency services and SCC's area highway offices. After these checks and approvals have been completed you will be notified in writing of our decision.

A temporary closure should only be applied for if there is no other method of working safely and minimum road widths as described in The Safety at Street Works and Road Works A Code of Practice and Traffic Signs Manual Chapter 8 (Part One and Part Two) cannot be maintained.

Please note all other traffic management options must be investigated and ruled out before a temporary closure is applied for.

Applications must be received within the standard 3 month notice period which starts from the day we receive payment.

Types of Restriction

Temporary Full Order – Roads £1250, Rights of Way £950

A Section 14(1) 'Full Order' allows an authority to restrict or prohibit the use of a road / route for up to 18 months duration (6 months for public rights of way) for planned works. The duration of the Order is not necessarily equivalent to the duration of the closure.

The order will remain in force for 18 months to allow, if needed, the reinstatement of the closure for the same works anytime within this period.

The fees include:

- Preparation of legal documents and notices
- Co-ordination checks
- Statutory consultation
- General administration
- Placing adverts in local papers as required by the Road Traffic Regulation Act 1984

The applicant is responsible for providing a suitable diversion route and signing schedule. The applicant is also responsible for placing and then removing the diversionary route signs on site and reply to all public enquiries with reference to the diversion route and signage. Signing schedule requirements may be waived for some rights of way closures.

For each additional road and/or restriction included in the TTRO, up to a maximum of 10 roads, a charge of £200 will be made.

For TTRO applications requesting more than 10 roads and/or restriction the charge will be subject to negotiation with the applicant

The above fees also apply to Special Events closures.

Emergency 21 day Notice - £450

A section 14(2) allows the authority to grant a 21 day notice in cases of danger to the public or damage to the road or right of way e.g.

- Gas leak, risk of explosion and damage to property and public
 - Burst water main, damage and undermining of highway, highway impassable
- The £450 fee covers Somerset County Council costs to process this notice.

The applicant must provide a full explanation in writing as to why an emergency notice is required.

The applicant is responsible for providing a suitable diversion route and signing schedule. The applicant is also responsible for placing and then removing the diversionary route signs on site and reply to all public enquiries with reference to the diversion route and signage. Signing schedule requirements may be waived for some rights of way closures.

Urgent 5 day Notice - £450

A section 14(2) allows the authority to grant a 5 day notice in cases of urgent works only e.g.

- A tree is at risk of falling down, there is no immediate risk; however the condition of the tree is such that work will need to be completed within three months.
- A water main is starting to leak but has not yet burst - if left for three months the leak may cause damage the highway.
- A wall has been damaged in a road traffic incident and needs to be made safe prior to a full road closure.

The £450 fee covers Somerset County Council costs to process this notice.

The applicant must provide a full explanation in writing as to why this notice is required.

The applicant is responsible for providing a suitable diversion route and signing schedule. The applicant is also responsible for placing and then removing the diversionary route signs on site and reply to all public enquiries with reference to the diversion route and signage. Signing schedule requirements may be waived for some rights of way closures.

Road Closure Applications received outside of the standard 3 month notice period (which starts on the day we receive payment).

For road closure applications

(Fast Track) an additional fee of £1000 is applied and would be in addition to the £1250 fee made for processing a road closure. Total cost of a Fast Track TTRO £2250.

For rights of way closure applications received outside of the standard 3 month notice period the additional fee is £200, making a Fast Track Rights of Way TTRO £1200.

Extensions - £500 for a full order

Should an extension be required to the duration of a temporary full order you will need to re-apply for the closure at least one month prior to the original order expiring. Any extension to the closure will be limited in the first instance to six months. Further extensions will require approval from the Secretary of State.

The £500 fee covers Somerset County Council costs to process this notice.

The applicant must provide a full explanation in writing as to why this notice is required. The applicant is also responsible for maintaining and then removing the diversionary route signs on site and reply to all public enquiries with reference to the diversion route and signage. Signing schedule requirements may be waived for some rights of way closures.

A temporary 21-day notice can be extended by a further 21-day notice at no additional cost, or if necessary by a full order. The fee for a full order would apply in addition to the emergency notice fee.

Temporary 5 day notices cannot be extended.

Revisions

In the event of the start date of the works being delayed once the order has been made, additional advertising and administration costs may be incurred. A minimum of two weeks' notice of the revised start date is required.

Revised start dates may not be available due to other works or events taking place in the area.

Access

A temporary road closure can only restrict vehicular access to properties for up to 8 hours in any 24-hour period. However in certain circumstances a 24 hour closure may be approved, the road closures team will be able to discuss this with you if needed.

Pedestrian access to properties must be maintained throughout.

Where possible, vehicular access to properties should be maintained from one end of the closure.