Lancashire County Council

Highway Regulation Team

Tel: 01772 533433

Email: [lhsstreetworks@lancashire.gov.uk](mailto:lhsstreetworks@lancashire.gov.uk)

**Application for Temporary TRAFFIC REGULATION ORDER**

**(To be used only for road closures under section 14 of the Road Traffic Regulation Act 1984)**

Please read ‘Notes of Guidance for Applicants’ on reverse before completing this application form.

Please note Purchase Order number & 24 hours contact number must be provided for all applications.

Any incomplete or unacceptable applications will be refused and returned to the sender.

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| --- | --- | --- |
| **Applicant Contact details** | | |
| **Company / Organisation Name & Address** |  | |
| **Contact Name** |  | |
| **Email address** |  | |
| **Office Tel No. + Mobile No.** |  | |
| **Out of Hours 24hr Contact No.** |  | |
| **Invoice Address if different to above** |  | |
| **Purchase Order No.** |  | |
| **Requested on behalf of (if different to above)** |  | |
| **PAA Permit Number / Works reference number (If applicable)** |  | |
| ***LCC use only PPMS Code*** | *Cost Code* |  |

**PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ROAD CLOSURE** |  | **FOOTPATH CLOSURE** |  | SPEED LIMIT |  | **OTHER (Please specify below)** |  |
| **Description of Works:** | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reason for Closure** |  | | | |
| **Name of Roads to be Closed** |  | | | |
| **Name of Roads affected if non closure TTRO** |  | | | |
| **Town** |  | | | |
| **Section / Length of Highway to be Closed** | **From** |  | | |
| **To** |  | | |
| **Proposed Closure Dates**  **12 weeks lead time required for all applications (unless an early start is agreed)** | **Start Date** |  | **Start Time** |  |
| **End Date** |  | **End Time** |  |
| **If not 24hour closure please specify specific times** |  | | | |
| **Additional information –Pedestrian/Cycle access must be allowed at all times unless otherwise agreed** |  | | | |
| **Will access be maintained for emergency services if safe passage permits?** |  | | | |

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| **Diversionary Route & Traffic Management Details** | |
| **Diversion Route(s)**  **(*A plan showing the section of highway(s) to be closed and the proposed alternative route must accompany this application*)**  **An example plan can be seen under the Notes of Guidance for Applicants on page 3.** | **Please include a WRITTEN diversion (this is required in addition to any plans/drawings):** |

|  |  |
| --- | --- |
| **Declaration** | |
| I declare that the section of road detailed above needs to be closed to facilitate works, which cannot be carried out whilst maintaining traffic flow. I understand that the cost for a closure is as detailed in the guidance notes issued to me. I declare that I have consulted and discussed this closure with those likely to be affected and agree to provide and maintain all signing, including traffic regulation order site notices and advanced notice boards, required for closure for the duration of the works. I understand that I am responsible for the 24 hours signing and guarding and maintenance of the site and diversion route in accordance with Chapter 8 and the Code of Practice for Safety at Street Works and Road Works. I have read and understood fully the guidance notes provided and will adhere to all responsibilities / duties enforced by this document. | |
| **Signed:** | **Date:** |

Completed Application form and accompanying documents plans etc. to be e-mailed to [lhsstreetworks@lancashire.gov.uk](mailto:lhsstreetworks@lancashire.gov.uk).

# Notes of Guidance for Applicants

1. The County Council requires **12 weeks advance notice** in order to process a temporary traffic regulation order. Therefore applications must be received in sufficient time for processing.
2. Applicants will be held responsible for the erection and maintenance of all road signing required by Lancashire County Council.
3. Applicants are advised that in accordance with Section 76 of the New Roads and Street Works Act 1991 they will be invoiced for costs incurred in the preparation of the temporary traffic regulation order.
4. The current charge (2024/25) for a temporary traffic regulation order is **£801** plus the costs of advertising the order. The advertising costs normally bring the total cost to around **£1800**, but the actual cost will be invoiced.   
   **A purchase order number must be supplied.**
5. The current charge for an amendment or extension to an existing temporary traffic regulation order is. **£780** plus the cost of advertising the amendment/extension order (total with advert approx. **£1200**).
6. The current charge to obtain the permission of the Secretary of State for Department of Transport where necessary to implement a temporary traffic regulation order is **£69**
7. The current charge for an emergency temporary traffic regulation order is **£801**
8. Where an applicant requests cancellation of any temporary traffic regulation order, costs may be charged based on the works undertaken by Lancashire County Council during the process
9. Applicants must erect, at the site of the proposed closure(s), an information sign giving the public advance warning of the proposed closure(s) the design of these signs must be agreed with Lancashire County Council and they must be in position at least ten days before the commencement of the road closure(s). For further guidance please contact Streetworks on 01772 533433 or email [lhsstreetworks@lancashire.gov.uk](mailto:lhsstreetworks@lancashire.gov.uk)
10. Applicants are also responsible for the erection, maintenance and removal of all necessary road closure(s) and diversion signs and should be aware that the road should remain open for pedestrians and access to frontages.
11. Work Promotors must arrange appropriate media publicity in advance of the road closure(s).
12. Local businesses must be contacted individually to assess what problems that they may have and it may be necessary for you to produce information signs for this purpose. All residents likely to be affected must also be notified.
13. All applicants must indemnify the County Council against any third party claims and any additional costs arising from the closure(s), including those associated with the diversion of any public and school transport routes

**Sample Plan**

As per the sample shown, please supply a plan which clearly shows the length or section of highway affected, and a suitable alternative route. The cashier County Council's online mapping system Mario, <http://mario.lancashire.gov.uk/agsmario/> has a function which enables users to draw lines and basic symbols, and the option to save the images as necessary.

