

TEMPORARY TRAFFIC REGULATION ORDER

Guidance Notes

IMPORTANT: you must allow a minimum of 8 weeks for TTRO's which require advertising or 6 weeks for TTRO's which do not require advertising, from date of receipt by HCC to process. Emergency closures are to be notified immediately (0300 123 4047). A site meeting may be required.

Please complete the application form electronically and submit in MSWord format. This will enable any minor amendments to be undertaken without resubmission.

ORDER TYPES

This guidance relates to Temporary Traffic Regulation Orders (TTRO's) for works on or adjacent to the highway, Special Event Orders for relevant events on the highway and Emergency Notices for urgent works which have not been pre-planned. TTRO's can be used to restrict; speed, movement, parking of vehicles, pedestrian movement and any other movements.

VALIDITY PERIOD

The dates applied for on the application are to be for the proposed dates of the works, and the proposed working window shall be defined within a six month period. Working outside of the anticipated dates on the application will require authorisation from the Highways Network Management Team (HNMT).

TTRO's are valid for 18 months with the effective times specified in the Order. Special Events Orders are valid for three days and only one event can be applied for in one calendar year. Emergency Notices are valid for 21 days from the date of issue.

Note: Closures for public rights of way, such as Public Footpaths/Public Bridleways, may not continue in force for more than 6 months from the date on which the Order comes into force.

A valid TTRO does not guarantee roadspace is available. No works are to progress without a valid permit in place.

DIVERSION ROUTE

A diversion route plan is to be submitted (at a suitable scale) with the application form, on an Ordinance Survey base map. The diversion route plan must include a title, Ordinance Survey copyright, closed section (solid line), diversion route (dashed line), road labels and a north arrow. See 'TTRO Plan – Example' for example diversion plan. Extracts from Google maps or similar will not be accepted.

The applicant is required to consult with the Police Traffic Management Officer, and if the proposed route involves roads which are outside Hertfordshire or are not under HCC control, the applicant is to gain agreement for the use of these roads prior to submission of the application. Written evidence is required of all agreements.

A diversion route plan will be required for all TTRO's, however the diversion route may be agreed verbally for an emergency closure, with the plan submitted as soon as possible after this.

The applicant will also be responsible for **submitting a traffic management plan with diversion signing for comment along with the application**, and to supply, erect and maintain the agreed signing. Depending on the location and duration of an emergency closure, a traffic management drawing may not be required. Applicants will be responsible for all costs associated with providing, maintaining and removing the traffic management. All traffic management/signage must comply with current legislation. See 'Sample sign schedule 1 & 2' for sample Sign Schedule. For Signing guidance please refer to 'Road Closure and Diversion Route Signing.doc'.

COORDINATION CHECKS

The applicant must undertake coordination checks using: <http://hertfordshire.roadworks.org> to ensure that the proposed road closure and diversion route will not affect, or be affected by, other works/events in the locality.

These should be listed on the application form and the applicant is required to co-ordinate with those other works/events that have been identified to minimise disruption to the travelling public.

PUBLICITY

Advance warning signs will be required at each end of the closure, a minimum of two weeks before the closure starts. They should be of a suitable size to be read from a passing vehicle, give details of the date and times of the closure. Advanced warning signs for emergency closures are to be erected as soon as possible, if applicable.

Applicants are also responsible for notifying affected residents and businesses, usually by letter drop. A copy of the letter is to be provided to HNMT prior to delivery.

COST OF APPLICATION

We will not start work on any application until we have received payment, except in the case of emergency closures.

Emergency notices will be processed as soon as they are received, with payment required as soon as possible.

Road works: Planned closure

There is a fixed charge for a Temporary Traffic Regulation Order of **£1214.00**. This covers the cost of advertising the order and an administration fee to cover the checking and drafting of the order.

Roadworks: Emergency closure

There is a fixed charge for an Emergency Notice of **£717.00**. This covers the cost of the administration for checking and drafting of the notice.

Events:

Charges for events vary depending on the size of the event and the type of road affected. Please refer to the matrix below for the relevant charges for your event.

PAYMENT METHODS

Payment can be made by cheque, cash, BACS transfer or credit card payment over the phone.

BACS account details are as follows:-

Account Name	Hertfordshire County Council – General Account
Account Number	13774597
Sort Code	20-17-19
Bank	Barclays Bank, Cambridge Branch
VAT no. GB	214527877

The BACS payment must be referenced in the following way:-

TRO / *relevant Herts area* [either MidHerts, SouthWestHerts, NorthHerts or East Herts] / *Road name, Town*

For example; **TRO / MidHerts / Victoria Street, St Albans**

Telephone payment by credit card can be done by calling our cashiers on:

01992 555407 or 01992 555408

When making payment please quote: General Ledger Code 748201, Cost Centre Code 52065, together with 'TTRO' the relevant amount, Streetname, Town, Postcode along with your Works Reference Number and proposed Start Date.

Cheques must be made payable to 'Hertfordshire County Council'. Please reference the reverse of the cheque in the same way as BACS payments above and send to Highways, PO 153, Stevenage, Hertfordshire SG1 2NG

If you do not provide the correct reference for the payment, your application may be delayed.

BUS CONSULTATION

It is the responsibility of the works promoter to contact the Highways Infrastructure Team to determine what (if any) bus services and/or stops are affected before submission of application. The works promoter is to liaise with the bus operators and confirm bus routing arrangements. The works promoters must confirm the closure details (dates and times, at least 8 weeks prior to the proposed start date, 2 weeks prior (on submission of permit), at the start and completion of the works.

Any changes to programme dates and/or times are to be notified at the earliest opportunity (subject to agreement with Network Management).

EVENTS

Management of closure

If a short term closure is proposed to allow an event to pass, please give details on the application form as to how this will be managed.

Police Involvement

Please indicate on the application form if Police attendance has been requested, and if so, the name of the Officer contacted.

Insurance

Community Events are recommended to have Public Liability insurance to the value of £5m. All other Events **must** have Public Liability insurance to the value of £5m.

An increased level of insurance (to £10m) may be required if the risk analysis determine that this is necessary (ie major route, significant disruption, or large event).

Standard Conditions

1. Signs must be placed in accordance with the approved traffic management plan for the duration of the closure and be removed within 2 hours of the end of the event.
2. A free passage at least 3m wide must be provided through the closure area to allow access for emergency services.

3. Any overhead bunting must be at least 4.5m above road level and should not be attached to road signs or lamp columns.
4. No obstruction is to be placed over any fire hydrant.
5. No excavation in any part of the highway or verges is permitted, including the driving of pegs or stakes. This is necessary because of the potential danger from buried services and the likelihood of organisers causing damage to them.
6. No obstruction of any sort is to be placed on the highway before the start of the agreed closure period and before the road is closed to through traffic.
7. Organisers are required to remove all obstructions from the highway by the agreed end of the closure period.
8. No bonfires are permitted on any part of the highway or verges.
9. The highway must be left in a clean and tidy condition at the end of the event. Organisers must clear any rubbish or arrange for this to be done by the District/Borough Council.
10. Organisers will be responsible for any injury or damage to property caused as a result of the event.

Street Party Conditions

1. Access must be readily available for Emergency Service vehicles at all time.
2. Vehicular access must be available to residents for the purpose of getting to and from their properties and to disabled drivers to access disabled parking bays.
3. Road closures will only be operative whilst signage is in place.
4. All rubbish and litter must be cleared up and disposed of correctly.
5. Nothing shall be done that causes or is likely to cause damage to the highway surface including verges and footpaths by whatever means including the lighting of fires, the use of fireworks or using street furniture e.g. lamp posts, to support decorations.
6. Signage and/or traffic cones must be placed so as to be sufficient to ensure that adequate information to the effect that the road is closed is clearly visible to all road users approaching the effected length of road.
7. The Sale of Alcohol or Food is not permitted unless in accordance with an authorisation issued by the Local authority.
8. No charges are to be made for entry to or attendance at the event. The organiser can put together a fund which residents can contribute to for food/decorations etc. but this must be voluntary.
9. Music if played must be kept to a reasonable volume level and must not cause annoyance or disruption to any resident.
10. The event must be a small private function held for local residents and neighbours only. It must not be publicised, advertised or opened up to the wider public.
11. No road may be closed or used for a street party unless its closure has been authorised by Hertfordshire County Council and the details of the affected road are specified within the Schedule to the Road Closure Order.
12. You will need to consult with residents who will be affected by the road closure to make sure they have no objections to closing the roads.

Declaration by the applicant

By submitting the application form:-

I confirm that I have understood what is required of me and my responsibilities in connection with this application and agree to comply with the Conditions.

I hereby authorise HCC to disclose this application form and the details contained therein to any person reasonably requiring access to it for purposes related to the application, or under the provisions of the Freedom of Information Act or other relevant legislation.