



TRANSPORT AND HIGHWAYS  
PLYMOUTH.GOV.UK/HIGHWAYS

# **TEMPORARY TRAFFIC REGULATION ORDER GUIDANCE NOTES AND APPLICATION FORM**

Plymouth Transport & Highways is a partnership between Plymouth City Council & Amey  
Amey LG Limited | company number 3612746 | registered in England & Wales | registered address at The Sherard Building, Edmund Halley Road, Oxford, OX4 4DQ

## **Guidance Notes and Introduction:**

The Council makes a Temporary Traffic Regulation Order when it is necessary to prohibit or control traffic and pedestrians along the highway. Temporary Traffic Regulation Orders can be applied to roads, footways or public rights of way. The Council can make a Temporary Traffic Regulation Order to cover planned situations, or issue an Urgent Notice if regulation is needed without delay and retrospectively for emergency situations.

Temporary Traffic Regulation Orders are normally used to allow essential or emergency works to be carried out on the highway, typically installation of, or maintenance works to, services such as gas, electricity, water, events etc.

The process of arranging a Temporary Traffic Regulation Order requires that an application be made to Plymouth Transport and Highways 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.

### **Application Made by:**

Please provide details of the organisation taking responsibility for the Temporary Traffic Regulation Order  
(Please see

CONDITIONS:

**Temporary Traffic Regulation Order requested:**

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:

- Detailed description of the site, including road names, dimensions, side of road, house numbers, etc
- Type of restriction that you require (e.g. road closure, footway closure/diversion, temporary parking restrictions, one way, no left turn etc)
- When you would like the temporary traffic regulation order to come into force and cease (Preferred dates)
- If the temporary traffic regulation order is not to have an effect around the clock or is only to be applied for a single day, at what time should it come into force and cease

Wherever possible, temporary traffic regulation orders 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.

**Reason for temporary traffic regulation order:**

The necessity of any temporary traffic regulation order will be judged on the rationale given. Therefore please provide as much information as possible on:

- All intended operations on, or adjacent to the highway affecting the normal operation of the highway
- Necessity for these operations

## **Traffic Management Plan:**

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 observations
- Anticipated Traffic Flows
- Scale Maps showing site extents
- Diversion routes for vehicles and/ or pedestrians (To be agreed in advance with the Street Care Coordinator, see contact details below)
- Draft consultation material (e.g. draft letters to affected local residents and businesses)

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)
- Lines/Road Markings
- Barriers
- Hoardings
- Skips
- Scaffolding
- Cranes or lifting equipment
- Signal controls e.g. temporary traffic lights
- Lighting (e.g. temporary floodlighting or hazard warning lamps)
- Gatemen, Marshals or Banksmen

For events please provide additional information, where applicable, on:

- Anticipated visitor numbers
- Provision of dedicated public transport facilities (e.g. park and ride)
- Requirements for additional Parking Attendant
- Car parking proposals (Including provisions for disabled drivers)

## **How to Contact Us:**

For queries or advice please contact the Traffic Regulation Team by:

Phone: 01752 668000  
Fax: 01752 783876  
E-mail: [plymouth.watchman@amey.co.uk](mailto:plymouth.watchman@amey.co.uk)  
Web: [www.plymouth.gov.uk/highways](http://www.plymouth.gov.uk/highways)

Applications should be sent to:  
Plymouth Transport and Highways  
Traffic Regulation Team  
Floor 10  
Civic Centre  
Plymouth  
PL1 2AA

## **Payment:**

Payment is required in advance Made payable to Amey LG Ltd. This is to cover the cost of staff hours and procurement of the statutory press notices.

The costs are:

|  | Maximum Duration | Cost      |
|--|------------------|-----------|
| Emergency Road Closures                                    | Up to 5 Days     | £450.00   |
| Temporary Traffic Regulation Orders<br>(All planned works) | Up to 28 Days    | £1,000.00 |
|  | Up to 18 Months  | £2,500.00 |

## **Parking Restrictions:**

It is possible to either suspend the existing parking restrictions or enable the use of “No Parking Cones” to control parking through the Temporary Traffic Regulation Order. In either case the applicant should make their proposals clear in the application and coordinate with the Parking Enforcement Team. Where areas of parking are made unavailable by the Temporary Traffic Regulation Order there may be additional charges incurred by this team.

Unless otherwise stated in the Temporary Traffic Regulation Order all on street parking restriction remain in force. The Parking Enforcement Team can be contacted on the following details:

### **Address:**

The Parking Department,  
Ground Floor,  
Civic Centre,  
Armada Way,  
Plymouth,  
PL1 2AA

### **Telephone Number:**

01752 668000 (switchboard)  
01752 305580 (operations room)

### **Email:**

[parking@plymouth.gov.uk](mailto:parking@plymouth.gov.uk)

## CONDITIONS:

### Applicant's Responsibilities:

1. Disruption to the highway network is kept to an absolute minimum
  - a. Where roads are classified Traffic Sensitive, occupation of the highway must be carried out at times specified by Plymouth Transport and Highways' Traffic Sensitive Streets<sup>1</sup> register or may be varied where necessary by agreement with the Network Management Group.
2. All works to be carried out in strict accordance with Chapter 8 (See References) including:
  - a. Advanced information boards must be placed on site (A minimum of two weeks in advance of order coming into force) Example:



- b. Signing/ lining the temporary traffic regulation order (Including alternative routes, lane closures, parking restriction, etc)
    - c. Information boards must be displayed at every site, Example:



- d. Removing all signs/ lines on completion of work
3. All signs must comply with Traffic Signs Regulation and General Direction Statutory Instrument (See References)
4. Access to individual properties adjacent to site should be maintained

<sup>1</sup> Details available from [www.plymouth.gov.uk/trafficsensitivestreets](http://www.plymouth.gov.uk/trafficsensitivestreets)

5. Residents and businesses likely to be affected by a temporary traffic regulation order, should be notified no less than one week before it comes into force in writing (Wording to be agreed with the Network Management Coordinator)
6. Payment has to be made in advance of a temporary traffic regulation order coming into force
7. Applications should be made **12 weeks** in advance of any requested temporary traffic regulation order coming into operation where major roads are effected
8. The Applicant must be covered by Public Liability Insurance which should be available for inspection; minimum cover to be **£5 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, howsoever 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
9. All staff working on the highway must be able to demonstrate that they are trained and competent to do so, e.g. Chapter 8 trained
10. The Applicant is responsible for all advertising and publicity, beyond the statutory notices, associated with their need for a Temporary Traffic Regulation Order

### **Plymouth Transport and Highways Will:**

1. Ensure minimal congestion on the highways network by
  - a. Ensuring applications comply with the relevant legislation
  - b. Ensuring co-ordination between all applications for works/ events on the highway
2. Carry out initial consultation with:
  - a. The local Police Constabulary, Fire and Rescue and ambulance services
  - b. Public Transport Providers
3. Advertise Public Notices:
  - a. Notice of intent to make a temporary traffic regulation order in the local press and on site 2 weeks in advance of the closure
  - b. Notice of a traffic regulation order having been made in the local press and on site for the duration of the order 1 week in advance of the closure
4. Details will be published in the weekly Road Works Report



# TEMPORARY TRAFFIC REGULATION ORDER APPLICATION FORM

Form: TTRO(1.1)

TRANSPORT AND HIGHWAYS  
PLYMOUTH.GOV.UK/HIGHWAYS

Application Made by:

Organisation

Contact name

Address

Phone number (Required)  E-mail address

Public Enquiry/  
Emergency numbers (If different from above)  [For inclusion in public notices]  
[Emergency numbers should be answered throughout the operational hours of any order]

## Temporary Traffic Regulation Order requested:

Description of location e.g. road names etc

Type of temporary traffic regulation order requested

|          |                       |                             |                          |                                      |
|----------|-----------------------|-----------------------------|--------------------------|--------------------------------------|
| Category | Road/Footpath Closure | Planned                     | <input type="checkbox"/> | [Addition or removal of restriction] |
|          |                       | Emergency                   | <input type="checkbox"/> |                                      |
|          | Parking restriction   | e.g. double yellow lines    | <input type="checkbox"/> |                                      |
|          | Moving restrictions   | e.g. one way, no right turn | <input type="checkbox"/> |                                      |

Description e.g. length, side of road, etc

|          |                      |                      |
|----------|----------------------|----------------------|
| Duration | From (Date/Time)     | To (Date/Time)       |
|          | <input type="text"/> | <input type="text"/> |

Times of operation (When it will be enforced, e.g. 09:00-16:00)



**Reason for temporary traffic regulation order:**

(See Notes)

(i.e. why does the works/events have to be undertaken on highway)

i.e. justify why you need to close the road

Continue on separate sheet(s) where necessary

**Traffic Management Plan:**

(See Notes)

(Required)

Is the proposed site on a Bus Route? Yes/No

Is the proposed site on an HGV Route? Yes/No

Is the proposed site near schools/hospitals? Yes/No

Please note Diversion routes should be agreed in advance with the Street Care Coordinator  
Continue on separate sheet(s) where necessary

**Declaration:**

I have read and agree to the conditions above and am authorised to sign this application on behalf of

Name of firm/  
organization

Name:

Signature:

**Documents included with application:**

(Please tick)

- Scale drawing of site including any diversion
- Schedule of all signs to be used
- Risk Assessment/ Site observations
- Local Resident/ Business consultation material
- Copy of Public Liability Insurance
- Payment
- Other

## **References:**

- **New Roads and Street Works Act** [Legislation]  
[www.opsi.gov.uk/acts/acts1991/Ukpga\\_19910022\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1991/Ukpga_19910022_en_1.htm)
- **Road Signs Regulations and General Directions** [Legislation]  
[www.opsi.gov.uk/SI/si2002/20023113.htm](http://www.opsi.gov.uk/SI/si2002/20023113.htm)
- **Road Traffic Regulation (Special Events) Act** [Legislation]  
[www.opsi.gov.uk/acts/acts1994/Ukpga\\_19940011\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1994/Ukpga_19940011_en_1.htm)
- **Road Traffic Regulation Act** [Legislation]  
[www.opsi.gov.uk/](http://www.opsi.gov.uk/)
- **Safety at Street Works and Road Works, A Code of Practice**  
[Department for Transport]  
<http://www.dft.gov.uk/pgr/roads/network/local/streetworks/cop/safetyatsreetworksandroadworks>
- **Traffic Management Act** [Legislation]  
[www.opsi.gov.uk/acts/acts2004/20040018.htm](http://www.opsi.gov.uk/acts/acts2004/20040018.htm)
- **Traffic Sensitive Streets** [Plymouth Transport and Hgihways]  
[www.plymouth.gov.uk/trafficsensitivestreets](http://www.plymouth.gov.uk/trafficsensitivestreets)
- **Traffic Signs Manual Chapter 8, Traffic Safety Measures and Signs for Road Works and Temporary Situations – Part 1: Design and Part 2: Operations** [TSO ISBN 0-11-552738 9 & 0-11-552739 7]  
[www.tso.co.uk/](http://www.tso.co.uk/)
- **Working Together: A good Practice Guide to Managing Works in the Street** [Department for Transport]  
[www.dft.gov.uk/pgr/roads/network/local/streetworks/managingworksonthestreet](http://www.dft.gov.uk/pgr/roads/network/local/streetworks/managingworksonthestreet)
- **New Roads and Street Works Act 1991 – Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Maters. Third Edition July 2007**  
[Department for Transport]  
[www.dft.gov.uk](http://www.dft.gov.uk)