



Head of Transportation Jim Stevens

TEMPORARY TRAFFIC REGULATION ORDER APPLICATION FORM

YOUR REF:

Please read the guidance notes overleaf before completing the form.

Please complete all sections – your application form may be returned if you do not comply with all requirements listed overleaf.

1. NAME AND NUMBER OF HIGHWAY AFFECTED

TOWN/PARISH

If only a section of the road is to be affected, give relevant junctions/distances in metres.....

.....

.....

2. TYPE OF TEMPORARY TRAFFIC RESTRICTION REQUIRED, please tick

road	<input type="checkbox"/>	footpath/bridleway	<input type="checkbox"/>	temp parking	<input type="checkbox"/>	suspend parking	<input type="checkbox"/>	speed	<input type="checkbox"/>
closure		closure		restrictions		restrictions		restrictions	

3. PERIOD FOR WHICH ORDER IS SOUGHT from..... to

..... days/weeks/months

4. ALTERNATIVE ROUTE FOR AFFECTED USERS

(Please use compass directions, state if two-way or otherwise and highlight route on accompanying map)

.....
.....
.....
.....

5. REASON FOR ORDER (Full Description)

.....
.....

6. WHO WILL SUPPLY SIGNING SCHEDULE AND ARRANGE SIGNING OR ROUTE ETC?

(If signage is NOT being arranged through Transport for Buckinghamshire, please enclose a copy of the signing schedule with your application)

.....
.....

7. APPLICANTS FULL NAME AND COMPANY ADDRESS

.....
.....

Cost Code (internal applicants)..... Charity number.....

Purchase Order (external applicants)..... Cheque

Signed Name Position

Telephone No: Fax no:..... Date

Email Address.....

national transport awards
Transport Local Authority of the Year
2008 Winners



BUCKINGHAMSHIRE COUNTY COUNCIL

TRANSPORT FOR BUCKINGHAMSHIRE

APPLICATION FOR TEMPORARY TRAFFIC REGULATION ORDER

This form is for use by applicants seeking a Temporary Traffic Regulation Order (TRO) under the Road Traffic Regulation Act 1984, Section 14 or for Section 16A (Special Events), affecting any public highway (whether road, footpath, cycleway, bridleway, etc) in Buckinghamshire, where a closure or restriction is in order to effect works on, within or adjoining the highway, or is necessary in the interests of public safety because of such works or other circumstances.

Notice

For all temporary TROs including special events we require a minimum of twelve weeks notice to enable an Order and Notice to be issued. The cost for this is £1,390 (This process is exempt from VAT).

If this period of notice is not received, the authority may require the works or event in question to be deferred. It is important that the closure period is adequate to cater for any possible contingency. An extension cannot be guaranteed. The maximum period that the highway or right of way is expected to be closed must be indicated, and will be advertised within any publicity given by the authority. Please note that the maximum possible duration of an Order for a Highway is 18 months, 6 months for a Public Footpath/Bridleway. At the end of this period, an application for an extension of the TRO may be submitted to the Secretary of State, which will incur further costs.

Type of Order: An Order or Notice temporarily prohibiting through vehicular traffic from using a highway has the effect of closing the highway in question, but normally protects pedestrian use and rights of access to properties along the affected highway. Applicants will be required to ensure that such access is possible at all times, or, if this is not possible, to ensure that alternative arrangements are made which are satisfactory to all affected parties. Similar arrangements exist in relation to the closure of footpaths, etc where Orders or Notices prevent pedestrians, cyclists or horse-riders from using a particular route. In the case of requests for an Order affecting a non-vehicular route, it will be assumed that the complete closure of the right of way is sought. In the effect that parking restrictions are required within the Wycombe Special Parking Area, Parking Services should be approached in the first instance.

Alterations and Extensions of Time: Should circumstances necessitate the extension of an Order or Notice already made or material changes to an Order, notice of which has already been advertised, application should be made in letter form together with any additional payment towards any expenses which will be incurred by the authority.

Signing: Applicants will be required to ensure that all necessary signing requirements are met during the period of operation of any measure, and must submit their proposals to this end, in the form of a signing schedule, for the approval of the authority no less than two weeks before the requested effective date of the Order or Notice. They will also be required to arrange for information boards showing who is responsible for the works, their proposed start date and anticipated duration, to be erected at either end of the affected length of road or right of way, at least two weeks prior to work beginning.

Please note that Transport for Buckinghamshire, can prepare a signing scheme and supply and maintain the appropriate signs and boards at a separately negotiated charge. Please indicate your requirements on this application form or contact roadclosures@bucksc.gov.uk or the TMA Support Officer as detailed below, alternatively, a reputable company such as the AA or RAC may be contracted to supply appropriate signage.

Application: Applicants should complete all details within the form overleaf. The form should then be submitted, together with:-

- a) a plan indicating clearly the affected section of road or right of way and the alternative route(s);
- b) a cheque made payable to Buckinghamshire County Council towards the authority's cost, amount depending on the length of the period of closure (see above). BCC waives these fees for registered charities, on condition that the registered charity number is clearly marked on correspondence;
- c) a signing schedule if this is not being arranged through Transport for Buckinghamshire.

Except in very extenuating circumstances, no Order will be processed unless the above requirements are fulfilled.

Please return your completed application form to:

TMA Support Officer, Buckinghamshire County Council, Transport for Buckinghamshire County Hall, Aylesbury HP20 1UY - Tel: (01296) 383397 or Email: roadclosures@bucksc.gov.uk