



# TEMPORARY TRAFFIC REGULATION ORDER APPLICATION FORM

Before completing this form please read the Terms of Application attached. By signing this form you agree to abide by these terms. For more information: [www.bournemouth.gov.uk/Streets/Streets.aspx](http://www.bournemouth.gov.uk/Streets/Streets.aspx)

Applicant's Name: \_\_\_\_\_

Company / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Type of Restriction:**

Road Closure       Footpath Closure       Is this closure an emergency? Yes  No

Parking Restriction  state details \_\_\_\_\_

Traffic Movement Restriction  state details \_\_\_\_\_

Location of restriction required (road names, sides of roads, property numbers etc):  
\_\_\_\_\_  
\_\_\_\_\_

Reason for restriction: \_\_\_\_\_  
\_\_\_\_\_

Start date and time for restriction: \_\_\_\_\_

Duration of restriction: \_\_\_\_\_

Details of suggested diversion route if applicable (attach plan and sign details):  
\_\_\_\_\_  
\_\_\_\_\_

**Attachments check list:** Traffic Management Plan      Fee / contact details      Insurance  
*Please note applications submitted with missing information/attachments will not be approved.*

I agree to the Terms of Application, and have liaised with the relevant contacts as detailed in the Terms of Application, and enclose all of the appropriate attachments and fee.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**DATA PROTECTION STATEMENT**

The information you provide will be used to assess your request and may be disclosed to the public by law. It may also be passed internally within the council for the purposes of processing your application. The Council may also share this information with other bodies administering or in receipt of public funds for the purpose of preventing and detecting fraud. The information, which may be held in both computerised and manual record systems, will be processed in compliance with the Data Protection Act 1998. Please let us know if you would like further details about how we take care of and use your information, or about how to access your information

# APPLYING FOR A TEMPORARY TRAFFIC REGULATION ORDER TERMS OF APPLICATION

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PAGE 1 OF 2

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This procedure is for businesses, charitable organisations and residents who wish to apply for a Temporary Order for road closure / parking restrictions / or similar. This facility may be granted to enable works on or adjacent to the highway to be carried out in safety or for a charitable or community event to take place on the public highway. **Temporary orders will not be permitted in order to allow contractors the use of the public highway for the purposes of site compounds.**

## Temporary Restriction durations and fees

- 1-5 days inclusive - restriction implemented by Notice (**£325 fee**)
- 21 day Emergency Road Closure (**£325 fee**) - see Emergency Road Closures below
- 6 days-18 months inclusive - Closure by Notice followed by Order (**£1450 fee**)

**NB:** For some charitable or community events the fee may be waived, however, applicants must comply with all other requirements.

## Application Period and Notice required:

- All initial application forms and fees must be received at a minimum of 28 days before the required date of commencement of the restriction.
- In addition, all of the supporting information must be received and all details must be agreed and approved at a minimum of 21 days before the required date of commencement of the restriction.
- Applicants are advised to take account of the time required to agree, organise and implement diversion schemes where these are necessary.

## Emergency Closures:

- Emergency closures are **only** permitted where there is a **present or imminent danger to persons or property**.
- This application form **must** be filled out in full and submitted to the council via email (to [traffic@bournemouth.gov.uk](mailto:traffic@bournemouth.gov.uk)) as soon as the 'danger' and the need for a closure has been identified. **Please make sure the 'emergency' box is ticked.**
- The attachments and fee shall be delivered by hand or post within 48 hours.

## Applicant's responsibility:

- It is the applicant's responsibility to arrange, install, maintain and meet the cost of all on-site signing (including the diversion route where applicable; see Diversion Routes below) in accordance with Chapter 8 of the Traffic Signs Manual and / or Traffic Signs Regulations and General Directions throughout the duration of the temporary restriction
- It is the applicant's responsibility to ensure that **only** appropriately accredited operators are employed to place signage on the highway network.
- It is the applicant's responsibility to undertake initial liaison with bus companies, and other service organisations likely to be affected, and provide the Council with evidence of this. Some useful telephone numbers are listed below, however other services may need to be contacted in addition.
  - Dorset Police (Bournemouth) switchboard - 01202 222222
  - Yellow Buses switch board - 01202 636060 (ask for the Operations Manager)
  - Wilts & Dorset switch board - 01202 673555 (ask for the Operations Manager)
- Prior warning to the public, via notices (in road stands) posted on all approaches, at least 7 days prior to commencement.
- A letter drop to all affected frontagers at least 7 days prior to commencement.
- To display the 'legal notice' on-site in the vicinity of the works / traffic management arrangements. This notice will be e-mailed to the applicant when confirming the approval of the Temporary Traffic Regulation Order.

**Diversion Routes:**

- Bournemouth Borough has a network of traffic sensitive routes on which working times may be restricted, or where undue traffic disruption should be avoided. Our Traffic Manager has a duty to limit the effect on traffic movement and may therefore impose conditions on diversions etc.
- Diversions on the distributor road network will need to be approved by the Traffic Manager.

**Supporting Information required:**

- Plans illustrating the temporary restriction, diversion route and signing details (where applicable).
- Fee (cheques made payable to Bournemouth Borough Council). Fees may also be taken over the phone - please provide a contact name and number if different to the applicants details already provided.
- A copy of the applicants Public Liability Insurance with a minimum of £5,000,000 cover.

**NB. :** Applicants should also be aware that they might require other licences from the Borough Council, viz. road opening, materials on the highway, craning, hoardings etc.

**Application Form:**

- Please fill in the application form, completing all sections in full.
- Attach all supporting information (see above) including the appropriate fee
- Return completed form and attachments to:

**Traffic Management Team, Town Hall Annexe, St Stephens Road, Bournemouth, BH2 6EA**

**If you wish to discuss your application prior to submission, please contact the Traffic Management Team on 01202 451355 or e-mail [traffic@bournemouth.gov.uk](mailto:traffic@bournemouth.gov.uk).**