

Notes of Guidance for Applicants

1. Please check that you have the following documentation:

TTRW-G6	<p>Section 1 – Notes of Guidance for Applicants</p> <p>Section 2 – Planning a Road Closure</p> <p>Section 3 – Example Map Showing Road Closure & Diversion Route</p> <p>Section 4 – Sign Schedule</p> <p>Section 5 – Flow Chart for TTRO</p> <p>Section 6 – Flow Chart for TTRN</p>
TTRW-A3	Application Form

These documents are available from the Devon County Council web site <https://new.devon.gov.uk/roadsandtransport/make-a-request/temporary-traffic-restrictions/apply-temporary-traffic-restriction/> or by calling our customer service centre 0345 155 1004.

2. Notice periods

Planned work – 3 months notice is required before the start date.

If you feel that 3 months notice cannot be provided and do not regard these works as emergency see below for information on early starts.

Applications are dealt with as a priority. You should expect to wait up to 10 working days to enable your application to be initially processed and acknowledged. Should you not receive an acknowledgement within 10 working days please contact us

Emergencies – If something has happened that is likely to cause a danger to persons or property on or adjacent to the public highway and the road needs to be closed please contact HOCC@devon.gov.uk tel: 01392 383329.

ONLY THE POLICE AND DEVON COUNTY COUNCIL HAVE THE POWER TO CLOSE A ROAD

3. Start Date and Duration

A start date and duration **must be agreed** by the County Council

The maximum duration of a Temporary Traffic Regulation Notice (TTRN) or Temporary Traffic Regulation Order (TTRO) can be found below.

Reason for Restriction	Maximum duration
1. Emergency Restrictions to carry out the duty imposed by section 89 (1) (a) or (2) of the Environmental Protection Act 1990 (Litter clearing and cleaning)	5 days (TTRN)
2. Emergency Restrictions due to danger to the public.	21 days (TTRN)
3. Planned works	5 days (TTRN) or 18 months (TTRO)

Notes of Guidance for Applicants

4. Early Starts

Early starts or reduced notice periods for planned works will be considered on a scheme by scheme basis. 3 months is the standard and early starts will only be considered where there is a perceived benefit to the travelling public e.g combining schemes or starting early to facilitate some other works. There is no guarantee that an early start will be authorised.

In order to satisfy processing and advertising requirements 6 weeks notice is the minimum application period that will be considered.

Streetworks (utility companies)

Please contact the Highway Coordination Team (coordination@devon.gov.uk) to agree an early start reference for your streetworks notice. Failure to do this may result in Fixed Penalty charges being imposed. Please note that an early start reference does not guarantee that your road closure application will be authorised.

Non-Streetworks

Please explain clearly on the application form why you feel these works cannot wait 3 months and the benefit to the travelling public in bringing this notice period forward.

5. Extensions

A TTRN with a maximum duration of 5 days cannot be extended.

A TTRN with a maximum duration of 21 days can be extended by one further TTRN giving up to 21 days more.

Both 5-day and 21-day TTRNs may be followed by a TTRO to continue the same restrictions for up to 18 months in total.

Extensions are not guaranteed and will incur additional administrative costs.

Streetworks (utility companies)

Please contact the Highway Coordination Team (coordination@devon.gov.uk) to agree an extension reference for your streetworks notice. Failure to do this may result in overrun charges being imposed. Please note that an extension reference does not guarantee that your road closure extension request will be authorised.

6. Intermittent closures / restrictions

On occasions, the nature of work may result in a road being closed / restricted intermittently over a period, i.e. a closure may be requested for 4 weeks, but the road might only be physically closed for 10 working days during that period. This **must** be stated on the application.

Retaining a road closure / restrictions when works are suspended is not acceptable.

Notes of Guidance for Applicants

7. Costs

Closure/Restrictions by Temporary Traffic Regulation Order (TTRO) - **£800***

Closure/Restrictions by Temporary Traffic Regulation Notice (TTRN) - **£300**

Extension to a TTRO (up to a maximum of 18 months) - **£200**

Deferred start date (where an order has been processed already and advertised and has to be re-advertised) - **£500**

*If you wish to cancel a TTRO before it has been advertised the fee will be lowered to **£300**

8. Insurance

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 Devon County Council 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 unless the County Council already holds an up to date copy.

Planning a Road Closure

STEP 1

WHAT TO CHECK – BEFORE YOU APPLY

1. Is a Road Closure really necessary?

A road will only be closed if there is no other feasible alternative solution and the minimum requirements for available road width cannot be achieved. Before you apply to close a road, please complete the attached checklist. Where road works or events are planned, it must be clearly demonstrated that Chapter 8 cannot be amended to keep traffic flowing.

1. Can the work be carried out on private land (off the highway)?
2. Can you comply with the minimum road widths in accordance with Ch8?
(2.75m wide for lights vehicles or 3.25m for HGV's)
3. Is temporary traffic management feasible? (Give and Take, Stop/Go, Portable Traffic Signals)
4. Is a single lane closure feasible?

If you have answered YES to any of these questions you do NOT require a road closure.
If you have answered NO to all of these questions a road closure will be necessary.

2. Minimising the Impact of a Road Closures

If a road closure is agreed, it is essential that delays are minimised by:

1. Maximising the working day e.g. working a 24 hours/7 days a week.
2. Avoid closing the road at peak times e.g. only closing the highway outside peak hours/at night.
3. Agreeing suitable diversion routes with the County Council.

3. Programme of Work and Method Statements

A programme of work and method statement may be requested as evidence of the need for a closure and to confirm the start and end dates.

4. Coordination Checks

The applicant must undertake coordination checks using Devon County Council's website (<http://www.devon.gov.uk/roadworks>) to ensure that the proposed road closure, diversion route or restrictions will not affect, or be affected by, other works or events in the locality.

Any potential conflicts identified must be listed on the application form. The applicant is required to co-ordinate with those other works or event organisers to minimise disruption to the travelling public and submit details of arrangements made.

Planning a Road Closure

5. Planning the Diversion Route

The applicant should propose the diversion to be used, which will be examined and agreed by Devon County Council. A similar or where possible, higher class of road should be used as the diversion route, taking into consideration heavy goods vehicles and buses. On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction.

It may also be necessary to have a separate diversion for HGV's and cars, because of the nature of the roads in the area.

The applicant **must** submit a plan with the application form, showing the length of road to be closed (indicated by marking 'XXXXX'), and the proposed diversion route (indicated by marking 'OOOOO'). This plan must be clear and indicate road numbers. An example is shown in RCA4.

The applicant should identify, on the plan, any restrictions or obstacles on the diversion route that may affect traffic, e.g. *low bridges, narrow sections of road, tunnels, fords, one way streets and movement restrictions, roads with weight, height or width restrictions or restrictions on vehicle class.*

If the proposed diversion route is on roads managed by other authorities, the applicant is required to contact the owner / operator of those roads to discuss their requirements and provide written evidence of the outcome. Those roads include:

M5, A303, A38, A35, A30 (Part) which are the responsibility of the Highways Agency
All roads in Torbay, Plymouth, Cornwall, Somerset, Dorset.

6. Are there any Traffic Regulation Orders that need to be suspended?

One way streets and obligatory or prohibited movement of traffic can affect the proposed diversion route. They should also be identified on the map submitted with the application.

STEP 2

CONSULTATION

1. Consult with Local Stakeholders

It is the applicant's responsibility to discuss the effects of temporary restrictions with local businesses, schools, community facilities, bus companies (contact Devon Bus at devonbus@devon.gov.uk or telephone 0345 155 1004), parish councils and residents who may be affected prior to making an application in order to avoid, or cater for, other planned events and identify any other issues.

Any issues these discussions may raise must be identified on the application form and should be dealt with reasonably by the applicant. To achieve this, it is essential that this is undertaken at the preliminary stages of the application.

Please see the table, at the end of this section, which lists standard consultees but not including local businesses, farms, etc which should be identified by the applicant.

Planning a Road Closure

Devon County Council will inform the Statutory Consultees and the local Devon County Councillor as part of the distribution process when the TTRO/TTRN is made.

STEP 3

MAKE A FORMAL APPLICATION FOR TEMPORARY RESTRICTIONS

Contact Name	This should be a named person responsible for promoting the closure.
Company/ Organisation	This should be the Company/Organisation responsible for promoting the closure e.g. Utility / & House Owner.
24hr Contact Name & Tel No.	This must be a person who can undertake any urgent action required on site. (A Call Centre number is not acceptable)
Chapter 8 Accredited sign Company	The company used to supply, erect, maintain and remove the signs required for the closure and diversion must have Chapter 8 accreditation. Details of the named, accredited person must be provided with the application.

STEP 4

IMPLEMENTING AND MAINTAINING THE CLOSURE / RESTRICTIONS

1. Notices and advance warning signs

The applicant will erect a laminated copy of the public notice for the TTRO/TTRN (supplied by Devon County Council) at either end of the road to be closed. On longer sections of road, intermediate notices may also be required to be erected. It is the applicant's responsibility to ensure these notices are in place throughout the duration of the works. It is also the applicant's responsibility to remove the notices as soon as the works are complete and return a signed copy of the declaration.

Note: Temporary restrictions are only in force while both the public notices and the appropriate traffic signs are in place.

The Applicant will provide and place a yellow advanced notice sign (sign 6) on the public highway, at either end of a closure, advising motorists of the closure **no less than seven days** before the closure commences. The advance notice sign will be replaced with a road closed sign on the first day of the closure by the Applicant.

Note: Any changes to the start date must be conveyed to the County Council. A change can only be made up to 6 weeks before the TTRO is due to start. Please note that additional charges may apply.

Applicants **must** notify affected properties of a road closure, by letter, not less than seven days before the start date. This must provide the applicant's contact name, telephone number and the proposed start and end dates.

Planning a Road Closure

2. Road Closed and Diversion signs

Road Closed signs must be erected at the start of the closed section. Road Closed Ahead signs may also be required in some circumstances. The diversion route must be clearly signed by the Applicant to avoid driver confusion. Signs will be as follows:



At start of closure



At start of diversion



Intermediate signs



At end of diversion

Note: please refer to Section 4 for details of signs

3. Multiple Diversion routes

Where one road closure or diversion route overlaps with another it may be necessary to attach symbols to the diversion signs for clarity. This will be determined by Devon County Council at the time of application.

4. Information Board

An 'Information Board' must be placed by the applicant advising of the purpose of the closure and a 24 hours contact number (sign 7) during the road closure.

5. Signing and Guarding Arrangements

All signing must comply with the current Traffic Signs Regulations and General Directions and Chapter 8 of the Traffic Signs Manual. (Please see Sign Schedule in section 4). Works must be signed and guarded in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice.

It is the sole responsibility of the applicant to ensure that a temporary road closure, the diversion route and any works within the closure are correctly signed, guarded and lit in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice.

Please note: This is a 24 hour a day responsibility, including the maintenance of the signs by regular patrols whilst the temporary restrictions are in force.

Planning a Road Closure

6. Intermittent Closures / Restrictions

When the nature of work requires an intermittent closure / restriction, signs must only be erected if the road is restricted. If works are suspended all signing must be removed from site. It is not acceptable to leave 'road closed', or diversion signs on site when the road is not restricted.

7. Arrangements to Ensure Access to Properties

Provision for vehicular access to properties affected by any temporary closure should be maintained at all times wherever practicable. Applicants must liaise with individual property owners to ensure that this is achieved.

8. Arrangements for Pedestrians and Cyclists

Where it is practical and safe to do so, provision for pedestrians and cycle access to properties, and through the length of closure, should be maintained in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice.

9. Maintenance of the Restrictions

It is the applicant's sole responsibility to ensure that all signing and guarding is inspected and maintained on a regular basis to ensure the integrity of the closure and diversion route.

10. No Parking Cones/Signs

If you require parking to be suspended on any road for the works you will need to list the exact locations on the application form.

Devon County Council can arrange for the No Parking cones to be delivered and collected, you will need to state the location on the application form and there must be someone available to sign for them.

In addition, there is a requirement to place No Parking signs in advance of the cones and Devon County Council will arrange these.

If you require our contractor to put the cones out on the highway then there will be a charge for this service.

Please note - You will be charged for any cones not returned.

STEP 5

REMOVING THE TEMPORARY RESTRICTIONS

1. Prior to removing the restrictions, the applicant will ensure that all works are completed, including reinstatements and road markings. Containers and waste must also be removed from site.
2. All signs used for the restrictions, road closure and diversion route will be removed as soon as the road is fit to return to the travelling public.

Planning a Road Closure

The following table shows which organisations the applicant is required to consult with in advance of submitting the application:

Points of contact

Consultee	Contact Number	Address	Link
Emergency Services			
Police	101	Devon & Cornwall Constabulary Police Headquarters Middlemoor EXETER EX2 7HQ	http://www.devon-cornwall.police.uk
Fire & Rescue	01392 872 200	Chief Fire Officer Devon & Somerset Fire & Rescue Service Service Headquarters Clyst St George EXETER EX3 0NW	http://www.dsfire.gov.uk
SW Ambulance Service NHS Trust	01392 427 266	West Division HQ Exeter Ambulance Station Gladstone Road EXETER EX1 2EB	http://www.swast.nhs.uk
Local Authorities			
Exeter City Council	01392 277888	Exeter City Council Civic Centre EXETER EX1 1JN	http://www.exeter.gov.uk
East Devon District Council	01395 516551	East Devon District Council Council Offices Knowle SIDMOUTH EX10 8HL	http://www.eastdevon.gov.uk
Teignbridge District Council	01626 361101	Teignbridge District Council Forde House NEWTON ABBOT TQ12 4XX	http://www.teignbridge.gov.uk

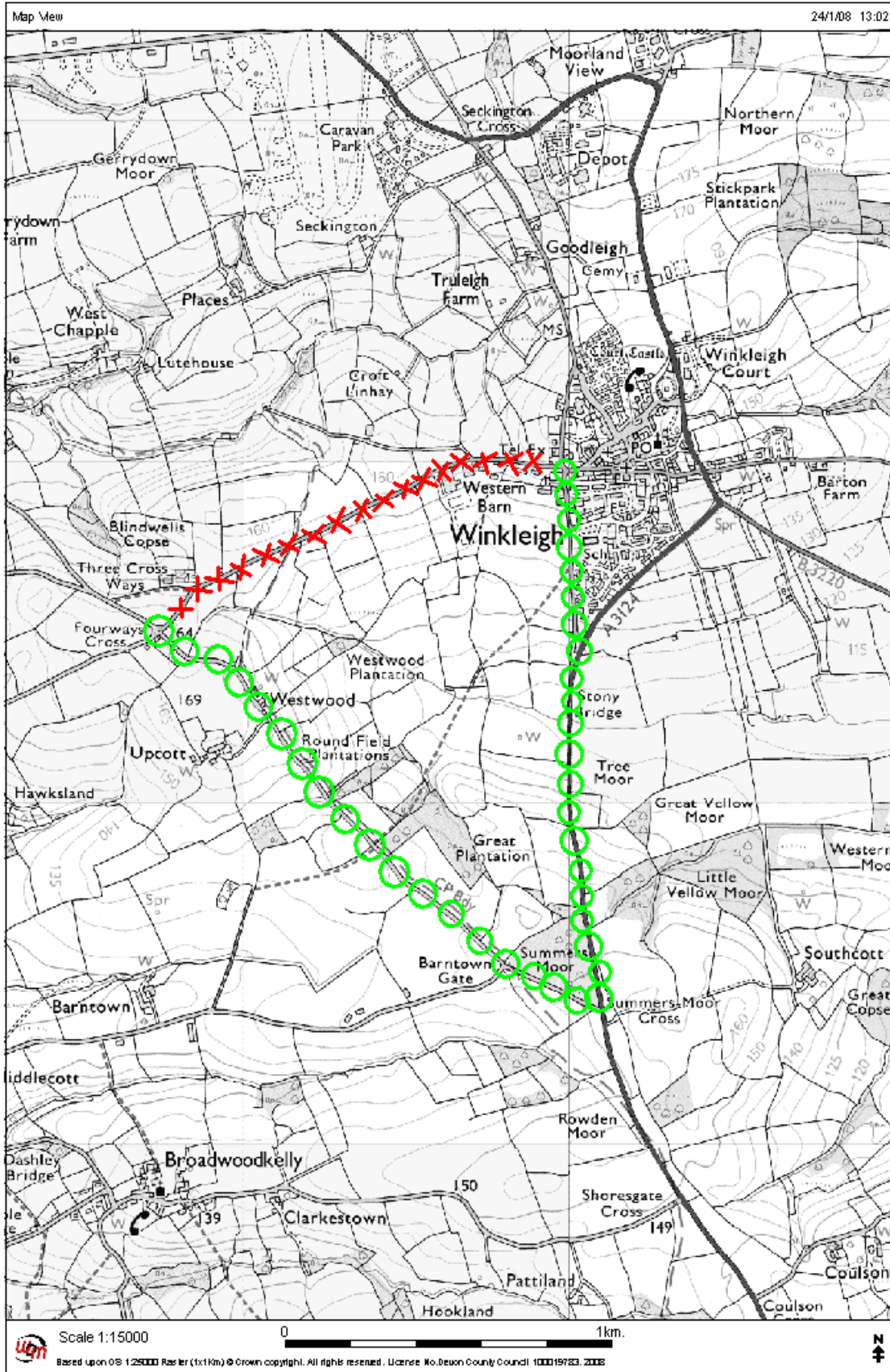
Planning a Road Closure

South Hams District Council	01803 861234	South Hams District Council Follaton House Plymouth Road TOTNES TQ9 5NE	http://www.southhams.gov.uk
West Devon Borough Council	01822 813600	Borough of West Devon Kilworthy Park Drake Road TAVISTOCK PL19 0BZ	http://www.westdevon.gov.uk
Torrige District Council	01237 428700	Torrige District Council Riverbank House BIDEFORD EX39 2QG	http://www.torrige.gov.uk
North Devon District Council	01271 327711	North Devon District Council Civic Centre BARNSTAPLE EX31 1EA	http://www.northdevon.gov.uk
Mid Devon District Council	01884 255255	Mid Devon District Council The Great House 1 St Peter Street TIVERTON EX16 6NY	http://www.middevon.gov.uk
Adjacent Highway Authorities			
Highways England		Highways England Ash House Falcon Road Sowton Industrial Estate EXETER EX2 7LB	http://www.highways.gov.uk
Somerset	0845 3459166	Somerset County Council County Hall TAUNTON Somerset TA1 4DY	http://www.somerset.gov.uk
Dorset	01305 251000	Dorset County Council Highways Department County Hall Colliton Park DORCHESTER DT1 1XJ	http://www.dorsetforyou.com

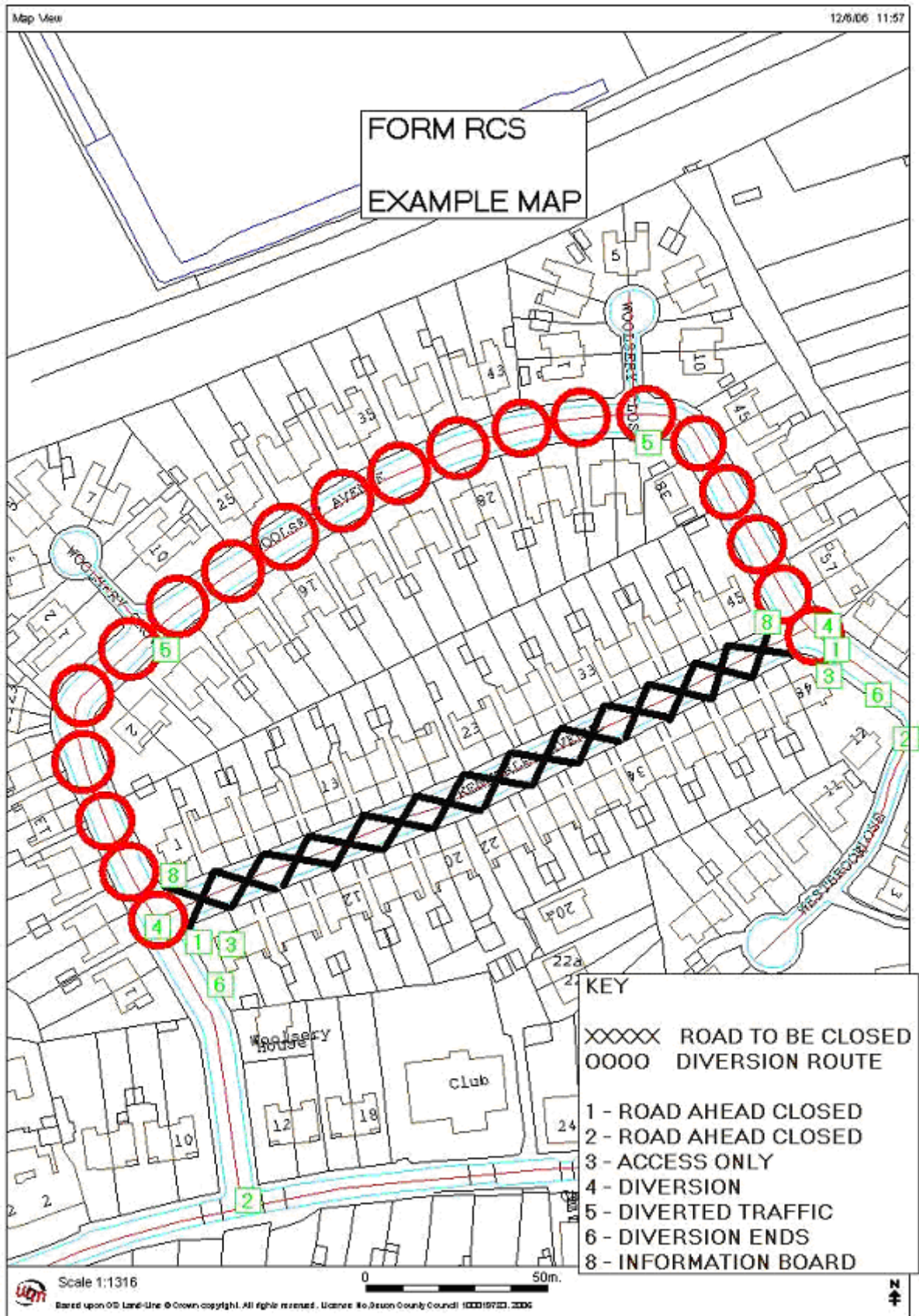
Planning a Road Closure

Torbay	01803 201201	Torbay Council Town Hall Castle Circus TORQUAY TQ1 3DS	http://www.torbay.gov.uk
Plymouth	01752 668000	Plymouth City Council Civic Centre PLYMOUTH PL1 2AA	http://www.plymouth.gov.uk
Cornwall	01872 322000	County Hall Treyew Road TRURO TR1 3AY	http://www.cornwall.gov.uk
Public Transport Operators			
Devon Bus	01392 382800		devonbus@devon.gov.uk
Automobile Association	0800 5877157	Automobile Association Fanum House Basing View BASINGSTOKE Hampshire RG21 4EA	http://www.theaa.com
Head Postmaster	08457 950 950	Royal Mail Mr Haywood Pipeline Support Service Delivery Sowton Industrial Estate EXETER EX2 7XX	http://www.royalmail.com
Network Rail	03457 11 41 41	Network Rail 40 Melton Street LONDON NW1 2EE	http://www.networkrail.co.uk

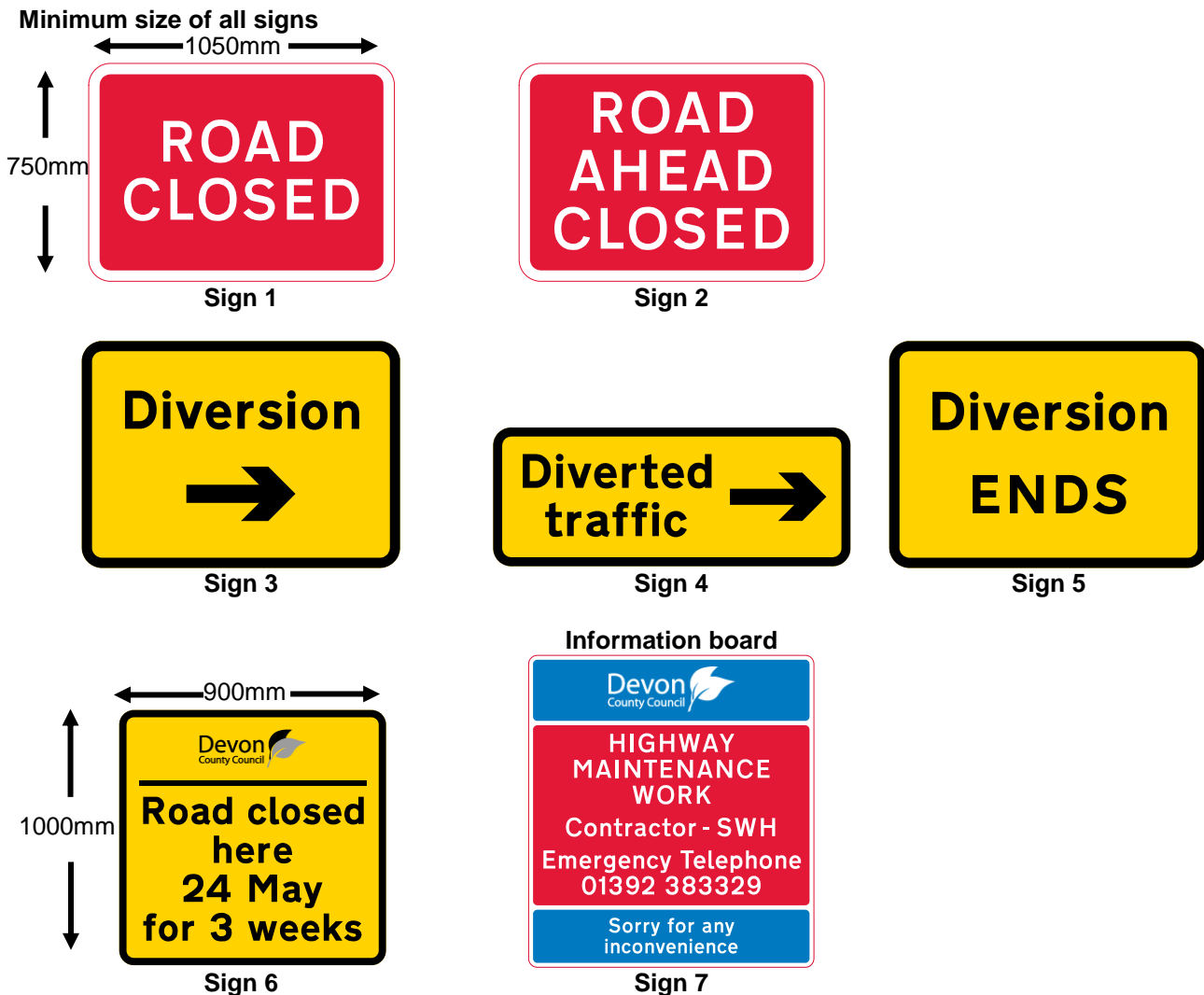
Example Map Showing Road Closure and Diversion Route



Example Map Showing Road Closure and Diversion Route



Sign Schedule



NOTE:-

All signs are to be retro reflective and manufactured in accordance with the **Traffic Signs Regulations and General Directions 2002**.

All signs are to be clean and legible with printed lettering and fit for purpose. Damaged, defaced or hand written signs are not permitted

Sign No. 1 - One sign to be placed at each end of closed section of road and at junctions or intersections within the closure

Sign No. 2 - Placed at all advanced junctions where diversions will be needed to be signed from.

Sign No. 3 - With Left or right arrow as appropriate to be placed only at start of the diversion alongside sign 1 or 2

Sign No. 4 - At every change of direction for traffic at junctions and where diversion continues passed junctions.

Note: this will usually be 1 left hand and 1 right hand arrow sign at each junction.

Sign No. 5 - To be provided at each end of the diversion.

Sign No. 6 - to be placed at each end of the closure **Seven (7) days** prior to the road closure commencing. The DCC Logo and line **MUST** be omitted if the works are not for DCC.

Sign No. 7 - Information board to be placed on site at the commencement of works, the logo and details can be varied in accordance with diagram 7008 of the TSRGD. This is a statutory sign and **MUST** be placed on site.

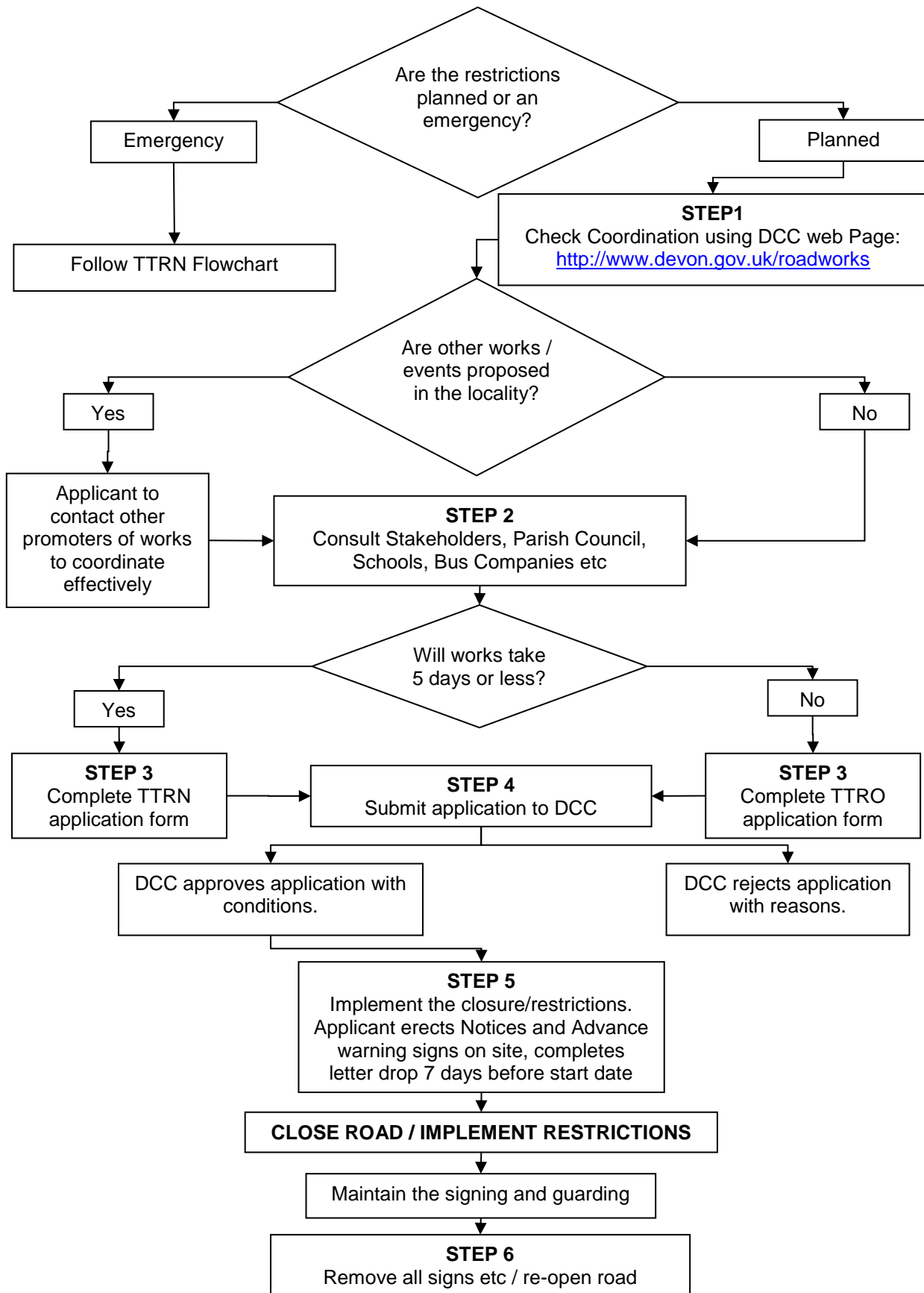
All free standing signs must have sand bags placed on them without obscuring the sign face

Please see section 3 for an example map.

Applicants will be responsible for periodic checking and maintenance of signing during period of closure.

All signing to be removed and the road re-opened immediately works are completed, or on agreed completion date, whichever is earlier.

Flow Chart for TTRRO



Application for Temporary Traffic Regulations

Flow Chart for TTRN

