**SOUTHAMPTON CITY COUNCIL**

**APPLICATION FOR A TEMPORARY TRAFFIC REGULATION ORDER [TTRO]**

1. A TTRO is a legal document that is used to temporarily restrict the movement of traffic or impose waiting restrictions on the public highway. A TTRO is most commonly used to close roads for temporary situations such as road works but can also be used to ban a turning movement, remove parking or temporarily suspend an existing restriction such as suspending a no entry.
2. Eight weeks advanced notice is required to arrange a TTRO. This is essential to ensure all the relevant official and statutory notifications are completed. You must allow sufficient time for the legal process to be completed.
3. The TTRO will be valid for the dates and times specified on the legal order only, up to a maximum of 18 months. Once the stated end date has passed or if the TTRO is not implemented within one week of the advertised start date the TTRO is void.
4. Once the order has been issued any amendments to dates or the temporary restrictions may require a further TTRO to effect the changes and will be subject to further charges. This will delay the start of the project.
5. A TTRO is a separate legal process from other highway licences and permits. Only a temporary traffic regulation order can regulate or restrict traffic; it is not in itself a licence to excavate the highway, nor can a licence to excavate the highway [e.g. a section 50, 171 licence or section 278 agreement] be used to control traffic.
6. A separate TTRO application must be made for each road or temporary restriction requested. However, you must discuss multiple applications with us in advance because fees may differ.
7. PR and Communication requirement; anyone affected by this TTRO must be notified in good time therefore a copy of letters or PR material which you intend to send to residents and other parties affected by your TTRO must be provided with the attached form.
8. A diversion route, usually drawn on an OS based map should accompany this application. The proposed diversion route must be suitable for the type and volume of traffic to be diverted.
9. To suspend a pay and display parking bay please contact the Parking Services Team telephone 023 8083 3008 or email parking.services@southampton.gov.uk.
10. Should any damage occur to the public highway as a result of your activities, you will be liable for costs incurred by Southampton City Council to rectify.
11. Please return your completed application, fees and supporting documents to the address at the top of this page.

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**GUIDANCE FOR TRAFFIC MANAGEMENT PLANS**

A Traffic Management plan which complies with the Code of Practice for Safety at Street Works and Road Works and Chapter 8 of the Traffic Signals Manual is required with each application.

Failure to supply a Traffic Management plan will result in the application being declined or delayed.

A Traffic Management Plan is not just a drawing; it is a statement of how you propose to safely manage traffic [including pedestrians] past your works and should include all documents and drawings that are necessary to clearly illustrate your working method and intentions.

As a minimum it should:

* Be submitted in an electronic format [CAD preferred]
* An OS base map, preferably with a scale of 1:1250 [minimum]
* Show the location, text and lettering size of all temporary signs to be used on site.
* Be clear and legible.
* Show the true extent of the works zone and take in to account, actual area of work, safety zones, site access and egress, temporary footways, location of site vehicles, equipment and site compound.

NB. If a site compound is separate from the works zone it may require its own traffic management.

Providing the following information in the traffic management plan will greatly assist the process of assessing the project and its impact on the highway.

* **Location Plan**: a plan showing the location of the works,
* **Scheme Details**: details of the work to be carried out / reason for the restriction,
* **Traffic Management**: details of the traffic management proposals, including a drawing showing the type, wording and location of all traffic signs [including advance information signs] and the diversion route,
* **Site Management Details**: including agreed working hours, location of site compounds, material storage, works access and egress, site traffic movements, any additional working areas, removal and/or storage of spoil etc.
* **Programme of Works**: especially important if the works are to be carried out in phases. Each phase may have a different traffic management requirements
* **Contact Details:** of the Project Manager and Traffic Management Contractor,
* **Public Relations**: include a copy of any PR to be carried out [communications matrix, letters to residents, press releases etc.], consultation and identify required liaison with highway stakeholders.

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|  |  |
| --- | --- |
| **DATE OF APPLICATION** |  |
| **APPLICANT'S DETAILS** |
| Company name |  |
| Contact name |  |
| Company address |  |
| Office telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| **WORKS DETAILS** |
| Street name |  |
| Reason for order |  |
| Type of restriction requested |  |
| Extent of restriction FROM |  |
| Extent of restriction TO |  |
| Area of highway affected |  |
| Direction of travel to be prohibited [if applicable] |  |
| Alternative route |  |
| Works on behalf of |  |
| Additional information |  |
| Will you be using portable traffic signals? |  |
| Permit Number [if known] |  |
| **DATES AND TIMINGS** |
| Duration |  |
| Proposed start date |  |
| Proposed end date |  |
| Times restriction will be in force |  |

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Please complete the checklist below and return your completed application, fees and supporting documents to the address at the top of this page.

**CHECKLIST**

|  |
| --- |
|[ ]  Please complete all sections on page 3. |
|[ ]  Please enclose a plan showing the diversion route on an OS base map to scale. |
|[ ]  Please enclose Traffic Management Plans in accordance with guidance notes on page 2. |
|[ ]  Please enclose a copy of proposed PR and letters to be sent to affected parties, to include a distribution list or plan. |
|[ ]  Purchase order to the value of £1,572.00 |

**PAYMENT**

A fee will be charged to process this application and all fees must be pre-paid.

The current charge is **£1,572.00** and is invoiced via Southampton City Council.

Please enclose a Purchase Order with your completed TTRO application to the value of **£1,572.00** addressed to Southampton City Council, Civic Centre, Southampton SO14 7LY.

**No VAT is charged as this is a non-business service** and the VAT is classed as 'out-of-scope'. However, should it be required for your records, Southampton City Council’s VAT Registration number is GB 189 5949 82.