APPLICATION FOR TEMPORARY TRAFFIC REGULATION ORDERS AND NOTICES

General
Whenever works or other activity on the highway will prevent any traffic from travelling in any direction which is usually permitted or from using a special facility, a Temporary Traffic Regulation Order (TTRO) will be required. This also applies where general waiting or loading / unloading is to be prohibited or the use of specific parking arrangements is to be denied, in whole or part, or some other restriction is to be placed on traffic using the highway. Typically, the circumstances requiring a TTRO include but are not limited to:

- Closing a road to traffic in one or more direction
- Preventing traffic from making a turning movement
- Closing a bus lane or cycle track
- Requiring general traffic to travel in a bus lane or contrary to some other prohibition
- Occupying an area within a pay and display or residents parking bay
- Occupying a designated bus stop, taxi rank or disabled bay
- Preventing traffic from waiting in non-designated areas to create a works area or to enable displaced traffic to travel past the works on the same or other roads
- Reducing the speed limit in the vicinity of works for safety purposes

Types of Orders and Notices
There are three types of TTRO which may be used, depending upon the nature and duration of the activity. These are indicated on page 3, together with details of the circumstances in which each may be used, their duration and associated lead-in period. Different periods apply to the permitted use of each type and to the associated advance planning and preparation to reflect the significance of the activity and impact on the highway. The lead-in period includes time for advertising in local newspapers (Orders) and on-street publicity. Liaison with key road user groups is not included in the lead-in period. Applicants must be aware that, due to coordination of works, the preferred dates cannot be guaranteed and that longer than standard lead-in periods should be used whenever possible. Where public transport routes will require diversion or suspension of services up to 10 weeks may be required.

Information for Road Users, Residents and Businesses
Leicester City Council will arrange for all relevant legal Orders (over 5 days) to be published, erected on site and, where applicable, advertised in local newspapers. It is the applicant’s responsibility to collect Notices (up to 5 day Notices) and display, on lamp columns or at suitable agreed locations, and maintain them on site for the duration of the works. Leicester City Council will also inform all key road users and agencies affected. It is the responsibility of the applicant to ensure that advance warning signs are erected on the street at least two full weeks in advance of any planned activity. The applicant must also distribute letters or other forms of publicity to all premises affected by the activity to explain what will be happening including details of any changes to access, parking etc. Contact details should also be provided in these letters. A copy of this letter together with the plan showing extent of the distribution should be provided with the application.

Traffic Signs and Road Markings
The applicant is responsible for temporary signing and road marking required for the enforcement of waiting restrictions and for the removal and subsequent reinstallation of Pay
and Display equipment taken out of service by the activity. Where the latter is required the applicant must pay the costs involved. The applicant is responsible for the provision and maintenance of all other traffic signs required for the activity including, where directed, the removal and subsequent replacement of permanent signs and road markings and the installation and maintenance of temporary signs and markings to an equivalent standard for the relevant period.

Civil Enforcement of Waiting Restrictions
The enforcement of waiting and loading restrictions is undertaken by subcontractors working on behalf of Leicester City Council. Any temporary waiting restrictions will be enforced but only if the follow conditions are met:

1. Restrictions up to 5 days: no waiting restrictions must have no waiting cones in accordance with the Traffic Signs and General Directions 1991 and you must inform the parking contractor when these are in place and taken away (tel. 0116 2995063) with the registration of the vehicles that were there before the restrictions became enforceable.

2. Restrictions over 5 days: no waiting restrictions must have lines and signs in accordance with the Traffic Signs and General Directions 1991 and you must inform the parking contractor when these are in place and taken away (tel. 0116 2995063) with the registration of the vehicles that were there before the restrictions became enforceable. With signs and lines you must use the City Councils nominated subcontractor via the Highway Maintenance Contract Supervisor tel. 0116 2293341.

Pay and Display Bays
If the request affects the use of any pay and display parking bays then the applicant must also reimburse Leicester City Council for any loss of parking revenue. You must contact parking officers on 0116 2232143/44 at an early stage.

The Application
The application form and schedule(s) should be completed in full and submitted with plans showing the extent of the restrictions. Where applicable, details of proposed diversion routes, including signing schedules, must also accompany the application. The application must be accompanied by a purchase order to cover Leicester City Council’s costs and associated fees or official order (cheques should be made payable to Leicester City Council).

Fees
For a Notice of up to 5 days (Utilities) £250
For an Order over 5 days, up to 18 months £650 (plus advert cost)
For emergency works up to 21 days £500
Events up to 2 days (vary depending on consultation; starting price) £280
Road closure for community / charitable events; £170

Lining / signing / coning / supervision at cost £; variable

Charges will be made for administration, advertising, publishing Notices and the erection of Notices on street (except for Notices for up to 5 days) as shown below. Advertising in local newspapers is only required for orders in respect of planned activities of more than 5 days
duration. The applicant is still responsible for any lining, coning and signing to enforce any restrictions applied for.

Types of Restriction

1. **Order - over 5 days:** Planned activity of more than 5 days duration. The maximum duration is normally 18 months although this may be extended under certain circumstances.

   Approval must first be sought from Leicester City Council, bus companies and emergency services. If pay and display bays are affected then approval must be sought from the Parking Enforcement Team Leader 0116 2232142.

   6 weeks lead-in period required (not including approval required from bus companies and emergency services.

   Application must be in writing including purchase order.

2. **Notice - 5 days or less:** Planned activity of not more than 5 consecutive days.

   Approval must first be sought from Leicester City Council, bus companies and emergency services. If pay and display bays are affected, then approval must be sought from the Parking Team Enforcement Officers 0116 2232143/44.

   4 weeks lead-in period required (not including approval required from bus companies and emergency services.

   Application must be in writing including purchase order.

3. **Notice - up to 21 days:** Circumstances requiring the immediate implementation of a TTRO. The Notice is valid for 21 days but may be extended where justified, e.g. emergency works (collapsed road etc). Not to be used for planned work.

   Application by telephone confirmed in writing with purchase order. Immediate use.
Authority: Leicester City Council, Traffic Operations Team, York House, 91 Granby Street, Leicester LE1 6FB, e-mail traffic.management@leicester.gov.uk, tel. 0116 299 5678

Date of application

Applicant

Address

Work being carried out for

(Address if different from above)

Contact name telephone fax

Out of hours contact

Purpose of Application

Roads Affected

Any parking bays affected...Yes / No

Please enclose:

1. Schedule of Restrictions
2. Plans
3. Purchase Order (or internal client’s expenditure code)
4. Copy of (minimum) £5,000,000 public liability insurance certificate
5. Copy of letter informing, residents and businesses of the restrictions and plan showing the extent of distribution

Schedule of Restrictions
An example of how to complete the above schedule of restrictions is given on page 7

Any person completing this application form should be aware of the following conditions:

- All frontages and other directly affected properties and businesses must be informed of the works, and details given of any special arrangements you will be making to accommodate their needs for access, parking, etc. at least 7 days prior to the commencement of the works.

- You will be responsible for making good any damage which may occur on the restricted section of road, and/or the alternative route, if such damage has arisen as a result of the restriction, and was sustained during the period for which the road was restricted.

- A safe route for pedestrians must be maintained through the restricted section of road at all times.

- You must have suitable Public Liability Insurance with a minimum value of £5,000,000 cover for the duration of the works.

- You will be invoiced for all administrative, legal and advertising costs associated with the restriction upon completion of the works (current fees see page 2).

- It is the applicant's responsibility to ensure that the temporary restriction is signed in accordance with current legislation.

- Proposed signing arrangements will need to be approved before the application is accepted.
DECLARATION

I have read and understand fully the conditions listed and guidance notes in this application pack, and will adhere to all responsibilities and duties enforce by this document.

Name………………………………………………………………
Title ………………………………………………………………..
Address……………………………………………………………
……………………………………………………………………..
……………………………………………………………………..
……………………………………………………………………..

For Leicester City Council
use only

Applicant = HA / SU / Licence No. _____________________________

Approved by Traffic Manager: Y / N Application ref: _____________

Fees applicable: ___________________________ Payment ref: ___________

Officer dealing with this application: ___________________________ Ext: ___________ Date: ___________

Order / Notice will be effective from: _____________________________

Notes:
### Example of Schedule of Restrictions

<table>
<thead>
<tr>
<th>Road Affected</th>
<th>Restrictions Required</th>
<th>Diversions (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetuan Road</td>
<td>Start 0700hrs Monday 15&lt;sup&gt;th&lt;/sup&gt; January 2006 to 1800hrs Friday 29&lt;sup&gt;th&lt;/sup&gt; January 2006. Prohibition of Driving between 10 metres and 25 metres west of its junction with Fosse Road North.</td>
<td>Fosse Road North, Henley Road, Petworth Drive and Sandhurst Drive in both directions</td>
</tr>
<tr>
<td><strong>EXAMPLE ONLY</strong></td>
<td></td>
<td><strong>EXAMPLE ONLY</strong></td>
</tr>
<tr>
<td>Tetuan Road</td>
<td>Start 0700hrs Monday 15&lt;sup&gt;th&lt;/sup&gt; January 2006 to 1800hrs Friday 29&lt;sup&gt;th&lt;/sup&gt; January 2006. Prohibit waiting, loading and unloading both sides between its junction with Fosse Road North and 10 metres west.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>EXAMPLE ONLY</strong></td>
<td></td>
<td><strong>EXAMPLE ONLY</strong></td>
</tr>
<tr>
<td>Tetuan Road</td>
<td>Start 0700hrs Monday 15&lt;sup&gt;th&lt;/sup&gt; January 2006 to 1800hrs Friday 29&lt;sup&gt;th&lt;/sup&gt; January 2006. Prohibit waiting, loading and unloading both sides between 25 metres and 35 metres west of its junction with Fosse Road North.</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>EXAMPLE ONLY</strong></td>
<td></td>
<td><strong>EXAMPLE ONLY</strong></td>
</tr>
</tbody>
</table>

This example above is for information only on how we accept applications for TTRO’s. Please complete the schedule of restrictions on page 5.