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| --- | --- |
| **Location of works:** |  |
| **Works promoter**: |  |
| Representative: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| 24hr emergency call out telephone: |  |
| **Promoter’s agent/contractor:** |  |
| Representative: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| **Traffic Management Company:** |  |
| Representative: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| 24hr emergency call out telephone: |  |
| **Temporary Traffic Regulation Order type:** |  |
| **Works description:** |  |
| Purchase Order No. **(required)**: |  |
| Proposed date of operation: | From: | **DD/MM/YYYY** | To: | **DD/MM/YYYY** |
| Hours of operation: (please check) | 24hrs |[ ]  Daytime (08:00-18:00) |[ ]  Off-Peak (09:30-15:30) |[ ]
|  | OOH (19:00-06:00) |[ ]  Other (Give Details in box) |[ ]   |
| **Plan attached: drawing number:** |  |
| **Permit number (required):** |  |
| **I have read, understand and agree to the terms and conditions overleaf:** | **(please check)** | **☐** |
| Name of applicant: |  | Date: | **DD/MM/YY** |

**Application for a Temporary Traffic Regulation Order**

**Application for a Temporary Traffic Regulation Order**

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| 1 | The application form must be completed in full and sent to Sandwell\_TMApplications@sandwell.gov.uk. Failure to complete all sections will delay the making of the Traffic Order.  |
| 2 | Works promoters should submit a completed application form, 3 months prior to the proposed date of operation of the Traffic Order. For emergency works i.e. where there is immediate danger to persons or property an application form should be completed and submitted within 2 hours of work commencing. |
| 3 | Restrictions on traffic sensitive roads, near schools, level crossings or other special circumstances may well require longer lead times. Email: Sandwell\_TMApplications@sandwell.gov.uk and Highway\_Permits@sandwell.gov.uk for more information. |
| 4 | Co-ordination with other works in the area may result in delays to the proposed start date. |
| 5 | No application will be progressed without a 3 Months Major NRSWA Streetworks Permit submitted to the local authority – email: Highway\_Permits@sandwell.gov.uk.  |
| 6 | The application must include a detailed plan/CAD Drawing showing the proposed traffic management arrangements, proposed signing, lighting, guarding and diversionary signing. A TTRO application will not be processed or approved if a plan/CAD Drawing has not been provided. |
| 7 | Where so requested by the traffic authority, submit details of the promoter’s safe system of work and accompanying risk assessments showing how the safety of those affected by the works is to be ensured. |
| 8 | Early pre-application discussions with the traffic authority are recommended – email: Highway\_Permits@sandwell.gov.uk.  |
| 9 | A fee of £2540.00 is payable by the promoter to make a Traffic Order which will be invoiced in arrears to the works promoter (unless otherwise advised). A legal notice for emergencies costs £1270.00. Fees correct as of April 2024. |
| 10 | At their own expense the works **promoter** named overleaf must erect advanced information signs in a prominent position at each end of the length of road to be closed/restricted, with repeaters as agreed with the council at least 10 working days in advance of the closure/restriction coming into effect. The sign must include the restriction type, dates of operation, and the promoter’s customer courtesy information telephone number. This is a mandatory requirement in all cases to meet the local notice requirements of the Road Traffic (Temporary Restrictions) Procedures Regulations 1992. |
| 11 | At their own expense the works **promoter** must by delivery of courtesy letter notify those residential, commercial or industrial premises affected by the road closure/restriction at least 10 working days in advance of the Order coming into effect. The letter must include the restriction type, any local accommodations made, dates of operation and the promoter’s customer courtesy information telephone number. This is a mandatory requirement in all cases to meet the local notice requirements of the Road Traffic (Temporary Restrictions) Procedures Regulations 1992. |
| 12 | All temporary traffic management must comply with the current edition of ‘Safety at Street and Road Works, A Code of Practice’. |
| 13 | All road signs must comply with the requirements set out in the Traffic Signs Regulations and General Directions 2002 and the Traffic Signs Manual Chapter 8. |
| 14 | Traffic management should only be placed and maintained on the highway by suitably accredited personnel. |
| 15 | Traffic signs erected in advance are to be bagged until implementation of the closure/restriction and removed immediately on completion of the works. |
| 16 | When applying for a TTRO, a Purchase Order Number is required for invoicing purposes. A TTRO application will not be processed or approved if a Purchase Order Number has not been provided. For emergency works, a Purchase Order Number must be provided at the earliest opportunity. |
| 17 | More information can be obtained by emailing: Sandwell\_TMApplications@sandwell.gov.uk and Highway\_Permits@sandwell.gov.uk.  |

**Terms and Conditions**

Please be aware that it is a criminal offence to close a road or otherwise restrict traffic without a lawful Traffic Order and a valid Streetworks Permit.