

# **APPLICATION FOR A TEMPORARY TRAFFIC REGULATION ORDER/ NOTICE FOR A TEMPORARY CLOSURE OR RESTRICTION**

## **GUIDANCE NOTES**

In accordance with the Road Traffic Regulation Act 1984, Section 14 & 15 as amended by the Road Traffic (Temporary Restrictions) Act 1991 and the Road Traffic (Temporary Restrictions) Procedure Regulations 1992.

Please return completed forms to [RoadClosures@sthelens.gov.uk](mailto:RoadClosures@sthelens.gov.uk)

## **BACKGROUND**

The public highway provides a vital service to the public allowing the movement of people, vehicles and goods in order that they may go about their normal business.

However for a wide variety of reasons this freedom of movement may need to be restricted for limited periods of time to enable other events to take place.

This includes temporary restrictions:

- (a) because works that are being or are proposed to be executed on or near the road; or
- (b) because of the likelihood of danger to the public, or of serious damage to the road not attributable to such works;
- (c) for the purpose of enabling the duty imposed by Section 89(1)(a) or (2) of the Environmental Protection Act 1990 (Litter Clearing and Cleaning) to be discharged;
- (d) certain local, civic, social and sporting events.

In many cases the level of restriction is limited to partial obstruction of the street, such as when a Utility Company or Highways Authority needs to carry out repairs to its apparatus or the street. These situations are managed by the deployment of traffic signs and barrier systems enabling the street to be used safely by the public and the works activity together.

However, in some cases the extent of the activity will be such that the shared use of the street is not possible. In these cases the street may be closed to vehicles, or vehicles and pedestrians as necessary or have other restrictions imposed.

The authority to impose such restrictions rests with St. Helens Council.



### **APPLYING TO HAVE A RESTRICTION IMPOSED**

Any individual, business, organisation or authority may apply to St. Helens Council to have a restriction imposed.

It is for St. Helens Council to judge whether the restriction is needed in the circumstances, and if it is, to impose the restriction by the making of an Order or Notice as appropriate.

### **TYPES OF RESTRICTION**

There are three ways in which a restriction can be imposed.

(a) **Temporary Traffic Regulation Order** (TTRO - 18 months duration)

This permits a restriction to be in place for anything up to 18 months (6 months for Public Rights of Way). This is applicable for planned work on the highway.

(b) **Temporary Traffic Regulation Notice** (TTRN - 5 day duration)

This is to facilitate urgent non-planned works only where the Council considers an early start on site would be beneficial and it would be inappropriate to complete the process involved in preparing an 18 month TTRO or for works of a minor nature on minor roads; e.g. for minor maintenance type work, such as a bridge inspection.

(c) **Temporary Traffic Regulation Notice** (TTRN - 21 day duration)

This is to facilitate emergency works **only** where there is a likelihood of danger to the public, or serious damage to the road not attributable to such works; e.g. to facilitate remedial works consequent on the collapse of a sewer that has caused serious damage to the road.

### **DURATIONS**

A TTRO can be in place for up to 18 months (6 months for a Public Right of Way). In the event of you requiring an extension to the duration of a temporary Order you would need to apply for the closure at least 6 weeks prior to the original Order expiring. The Council will then contact the Secretary of State to formally request that the Order is extended.

A 5 day TTRN can be in place for up to 5 days and can be extended by an 18 month TTRO only.

A 21 day TTRN can be in place for up to 21 days and can be extended by a single further 21 day TTRN or an 18 month TTRO.

### **PERIODS OF NOTICE**

Six weeks is required to complete the process to prepare an 18 month TTRO.

A 5 day TTRN requires 2 weeks notice due to the legal requirement placed on the Council to consult with emergency services prior to work commencing and display Notices on site.

A 21 day TTRN can be prepared immediately as the restriction or prohibition should come into force without delay in response to an emergency situation.

### **CONDITIONS OF A TTRO/TTRN**

- (a) All applications are subject to co-ordination with other works and events, and the approval of the Police and the Council.
- (b) A temporary road closure should only be applied for if there is no other method of working safely and minimum road widths as described in the Traffic Signs Manual Chapter 8 cannot be maintained.
- (c) A temporary road closure can only restrict vehicular access to properties for up to 8 hours in any 24 hour period. In certain circumstances 24 hour closures can be approved. Pedestrian access to properties must be maintained throughout.
- (d) Where possible, vehicular access to properties should be maintained from one end of the road closure or the other.
- (e) All signing, lighting and guarding must be provided, maintained and removed by the applicant and must be in accordance with the Traffic Signs Regulation General Directions 2002, The New Roads and Street Works Act 1991, and in conjunction with the Traffic Signs Manual Chapter 8.
- (f) A drawing showing all diversion and advance signage **must** be submitted for approval. Advance warning signs must be erected on site two weeks prior to the restriction coming into force.
- (g) In the event of the diversion route including the use of either a motorway or a trunk road you must book road space with the Highways Agency for the use of their road. Failure to do so may result in the removal of your signs from the diversion route.
- (h) All public relations must be carried out by the applicant including the notification of affected properties along the length of road affected and any other businesses/properties as instructed by the Council. This must be sent out a minimum of two weeks in advance of the restriction coming into force. A copy of the letter that has been sent out must be sent to the Council. Failure to do so will result in your restriction being delayed.
- (i) Please note that in the event of the start date of the works being delayed, once the Order has been made additional costs may be incurred. Revised start dates may not be available due to other works or events taking place in the area.
- (j) Road space must be booked for all highway works. This must be agreed with the Street Works Co-ordinator. Any subsequent changes to the dates for the works will need to be agreed with the Streetworks Co-ordinator.
- (k) By applying for a temporary restriction to carry out works you are agreeing to pay all costs in making good any damage to the highway which may be required to the alternative route where the diverted traffic uses, as an alternative route, a highway of a lower classification.

- (l) You will agree to indemnify St. Helens Council against all claims, however arising, which may be made against them by reason of making the restriction, and to defray all costs incurred as a result of such claims being made.

### **SCALE OF CHARGES**

Temporary Orders (TTRO) up to 18 months duration (6 months for Public Rights of Way)	£2320
Temporary Notices (TTRN) up to 5 days duration URGENT WORKS ONLY	£1145
Temporary Notices (TTRN) up to 21 days duration EMERGENCY WORKS ONLY	£1145

### **DATA PROTECTION INFORMATION**

Personal data may be processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations. To view our Privacy Notice in respect of personal data under the General Data Protection Regulations (GDPR) please visit [www.sthelens.gov.uk/council/data-protection-freedom-of-information/](http://www.sthelens.gov.uk/council/data-protection-freedom-of-information/)