# APPENDIX E -EXAMPLE GUIDANCE NOTE FOR TEMPORARY TRAFFIC ORDER

# GUIDANCE NOTES FOR TEMPORARY TRAFFIC ORDER APPLICATIONS

Notes for Applicant

1. There is a standard charge to cover the legal costs of making a temporary traffic Order. Your official order must accompany this application and if it is approved, you will be invoiced, following the implementation of the Order.
2. To allow the statutory procedures to be completed, please allow **a minimum of 8 weeks**

from submitting the application form, to the commencement of the Order.

1. The attached form must be completed in all cases, in its entirety, before your application can be considered. All applications must be accompanied by a plan to Ordnance Survey standard and to a minimum scale of 1:2500, (plan to be provided by the applicant), showing the location of the temporary Order and the proposed alternative route(s) for diverted traffic and pedestrians as appropriate.
2. An additional plan and sign schedule must also be provided as part of the application, detailing all temporary signing which you propose to use to implement the Order and divert traffic and pedestrians. All signing must comply with Chapter 8 of the Traffic Signs Manual and with The Traffic Signs Regulations and General Directions, 2016 Permission to proceed with the Order will not be granted until signing details have been submitted and approved.
3. In the event of a road closure being requested, suitable signing must be provided at the site, giving at least 7 days advance notification for road users.
4. If pedestrian access is to be denied, the applicant must make arrangements for a commodious and safe alternative, which may need to include the provision of courtesy transport facilities.
5. In the event of the Order being a road closure, the applicant is required to arrange a meeting with officers of the Traffic Management and Network Manager’s sections, representatives of the emergency services and any bus companies which operate a service in the affected roads. A list of contact names and telephone numbers is attached.
6. Additionally in the event of the Order being a closure, the applicant must notify in writing, local residents and businesses in the affected roads. Wherever possible, access to premises should be maintained and where this is not possible, contingency arrangements must be made for access in the event of an emergency.

Applicant’s Check list

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Application form complete (all sections) | Yes / No |  |
| 2. | Location and diversionary route plan | Plan No. |  |
| 3. | Sign location plan | Plan No. |  |
| 4. | Sign schedule | Schedule No. |  |
| 5. | Meeting arranged | Date |  |
| 6. | Bus route affected? | Yes / No |  |
| 7. | Pedestrians affected? | Yes / No |  |
| 8. | Access to premises possible? | Yes / No |  |
| 9. | Emergency access possible? | Yes / No |  |

Rhondda Cynon Taf County Borough Council, Highways, Transportation & Strategic Projects Sardis House, Sardis Road, PONTYPRIDD, CF37 1DU [TrafficServices@rctcbc.gov.uk](mailto:TrafficServices@rctcbc.gov.uk)

APPLICATION FOR TEMPORARY TRAFFIC ORDER (See Guidance Notes)

Applicant: Company:

Address:

Post Code

Contact Name: Office Tel.

Mobile Tel. Fax.

E-mail Address:

Address for Invoicing (if different from above):

Location: Street(s):

Town:

Type of Order(s) Requested: (e.g. road closure, one way traffic, speed limit, etc.)

Duration: Start Date: End Date:

Reason for Request:

Please state what alternatives to a temporary order have been considered:

If the road is closed will access be maintained for:

1. ) emergency services vehicles
2. pedestrians

I hereby apply for a temporary traffic order, as detailed in this application form and agree to abide by the terms and conditions stipulated in the accompanying Guidance Notes.

Signed: Print Name: Date:

Position in Company:

**List of Contacts**

**Rhondda Cynon Taf County Borough Council**

Traffic Services -

Street Care Manager

Street Works Manager

Highways Infrastructure

RCT CBC Integrated Transport Unit

**Emergency Services**

South Wales Police

Welsh Ambulance Service NHS Trust,

South Wales Fire & Rescue Service

**Public Transport**

Local Bus Operators

Community & Transport Groups