

Temporary Traffic Regulation Order (TTRO) Application Guidance Notes

1. Notes for Application

- (i) Applicants must specify as part of their application the type of temporary Order which is required, i.e.:
 - Road Closure
 - Parking bay suspension
 - Weight Limit
 - Temporary Speed Limit
 - Footway Closure
 - One Way
- (ii) The Council requires 12 weeks advanced notice in order to process TTRO applications. The Council cannot guarantee that applications will be processed if received with less than the required notice period.
- (iii) Applicants must discuss the works with the Council's Compliance Officer, which will form the agreement of the TTRO required and any alternative routes to be used. N.B. This must be done in advance of any TTRO or permit application being submitted.
The relevant contact details can be provided by contacting streetworks.central.waf@cumbria.gov.uk stating the area in which works are to take place.
- (iv) When works are to take place on the public highway applicants are required to apply for the relevant streetworks permit. N.B. This must be done in advance of the application being submitted.
- (v) Works considered urgent but that do not require an immediate start will be considered for an urgent TTRO application, subject to approval. This requires application for a major permit noting an early start request, with an urgent TTRO application submitted.
- (vi) Upon PAA being granted, the TTRO application should be submitted. This must be done online via the [Council's website](#).
- (vii) Applicants unable to make payments online may request an application form by logging an enquiry via [Report a problem with a street or road | Westmorland and Furness Council](#)
- (viii) All Fees and Charges in relation to permits, licenses and TTRO's can be found on the [Council website](#). N.B. These costs increase annually from 01 April.
- (ix) The initial fee will be paid when submitting the application form via an online payment. Those unable to make payments online will be provided an invoice.
- (x) Additional charges for the statutory advertisement of the legal order may be charged at a later date. This is however only in the event of an Emergency notice having to be followed up by an 18 month Order. These fees will be recovered via invoice using the PO number provided in the application. The fees are set by the local newspapers and are estimated around £400. All other advertisement costs are recovered as part of the upfront fee. Please note however partial refunds may be issued where applications are grouped in "Blanket Orders" written confirmation will be provided in this case to the applicant.
- (xi) All applicants must indemnify the Council against any third-party claims and any additional costs arising from the temporary restrictions, including those associated with the diversion of any public and/or school transport routes.
- (xii) A plan clearly showing the extent of highway(s) requiring a TTRO and any proposed alternative

route together with a traffic management plan must be submitted as supporting documents to the application. An example plan is attached as Appendix 1. Please also include a written description of any such diversion as part of your application.

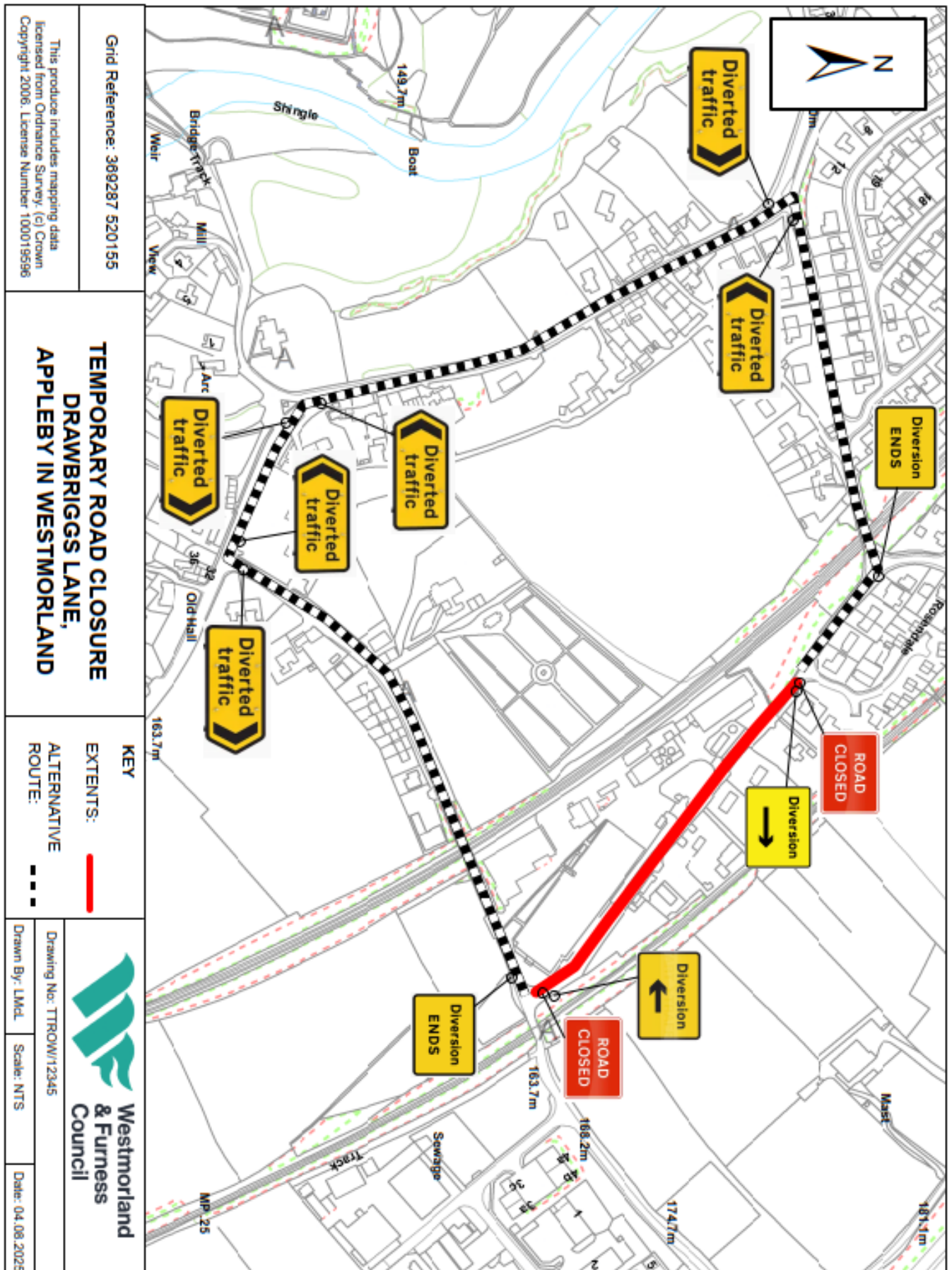
- (xiii) Where the proposed diversion route occupies sections of road not maintained by the Council, the applicant must inform those agencies of the proposed works. Further information on this can be identified from the map, attached as Appendix 2.
- (xiv) Local businesses must be contacted individually to assess what concerns they may have and it may be necessary for you to produce information signs for this purpose. All residents likely to be affected must also be notified.
- (xv) The applicant is responsible for identifying if the section of highway which is proposed to be restricted is part of a bus route or used by school transport.

To identify if the works will impact school transport, please contact the Councils procurement team via email procurement.transport.WAF@cumbria.gov.uk with a location plan clearly showing the area and they will be able to advise on this.

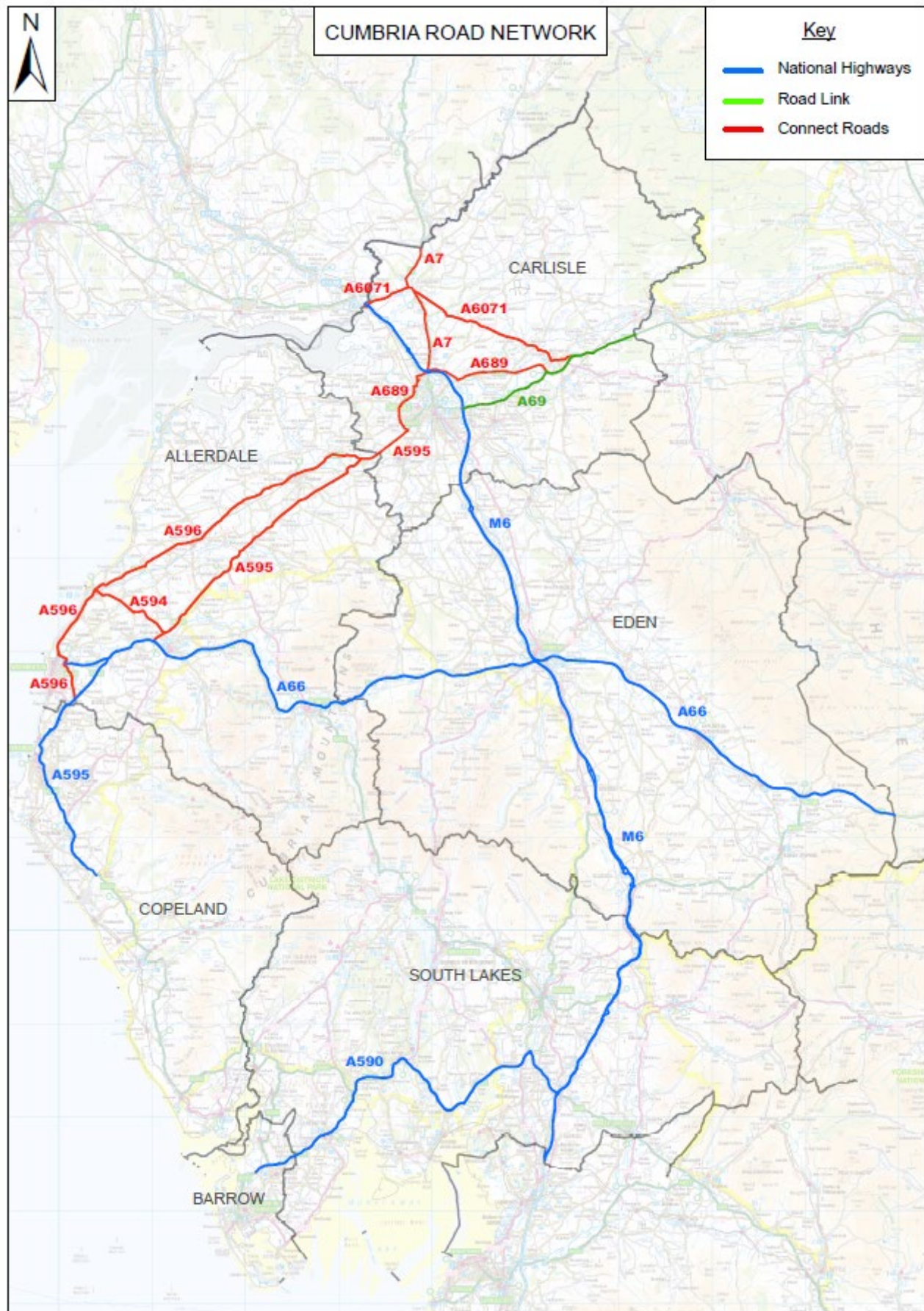
- (xvi) Where possible, you must remove a road closure at the end of each working day or make safe to maintain access.
- (xvii) Applicants are to ensure that all statutory public notices are displayed advising of any TTRO and any associated signage is removed upon completion of works. A copy of the TTRO is automatically provided via email once processed.
- (xviii) If a TTRO has been put in place on the same section of highway (within 6 months for public footpaths/footways; within 18 months for carriageways), it may be possible to reactivate the previous notice.
To submit an application to reactivate a TTRO, please select the Reactivation type of application and allow 3 weeks notice. If you are unsure if this applies, guidance can be sought by logging an enquiry via [Report a problem with a street or road | Westmorland and Furness Council](#). N.B. the original reference number will be needed to facilitate this request.
- (xix) An online application for any Emergency/Urgent TTRO must be made as soon as possible following the submission of a permit.
- (xx) If the extents of the closure are on a Council gritting route, the alternative route will require gritting during months of winter maintenance. The costs incurred for this function will be charged to the applicant. Gritting routes can be found displayed on the Councils website.
- (xxi) A risk assessment must be undertaken on any diversion routes used to facilitate the temporary restriction in line with the requirements set out in the "Safety and Street Works and Road Works".



Appendix 1: Example Traffic Management Plan showing extents of TTRO and signed diversion route



Appendix 2: Map displaying organisations responsible for other roads in Cumbria



Temporary Traffic Regulation Order (TTRO) Standard Conditions

1. Additional advertising requirements

The Council will, where an Emergency notice is to be followed up by a Temporary 18 Month Order be required to advertise such notice. In the event of this the additional costs will be charged against the PO number provided through the application process.

2. Access to properties

Pedestrian access to premises must be available at all times.

Safe passage for pedestrians and dismounted cyclists should be maintained through the works where it is safe to do so.

Reasonable vehicular access to premises adjoining the affected section of road should be maintained where possible.

Vehicle access to premises adjoining the affected section of road must be maintained at all times for emergency vehicles.

Should it not be safe to maintain the access specified above through the works this must be identified within the application form.

3. Consultation, advance communication and information

The applicant must consult with affected landowners, schools, major HGV operating centres, bus companies and businesses about the potential impact of the proposed works and any associated temporary restrictions.

Where the restriction is a Road Closure:-

The applicant will, not less than 2 weeks prior to the restriction or immediately if less than 2 weeks, advise in writing the owners or occupiers of those properties and businesses whose frontage falls within the extent of any closure. The notification must state;

- By whom the restriction has been requested.
- Contact name and number responsible for the works
- The reason for the closure.
- The periods of closure.
- Set out the access arrangements that are to be made.

A copy of this letter **MUST** be passed to the Council for their information

Signs giving advance information of the road closure must be erected on site at least 2 weeks before the works start date.

Advanced warning signs should comply with the Traffic Signs Regulations and General Directions (TSRGD) and display the following wording:

This road will be closed from for

For Enquiries Call

Permit Reference

Once this closure date is displayed it must not be changed without authorisation. If these signs

are not provided, the Council may supply and erect them in which case, you will be charged at cost.

4. Signing of diversionary route

Signs for the restrictions and associated diversion route(s) shall be erected at the locations shown on the plan provided unless agreed otherwise.

All signage shall be supplied, erected, maintained and removed by the applicant.

All signage must be erected or set up before the temporary restriction is implemented.

All signage must be covered by opaque bags or laid down when the temporary restriction is not in operation.

All signage must comply with the TSRGD, the current Chapter 8 of the Traffic Signs Manual and to the appropriate part of BS12899.

Signage must be reflectorised to BS12899 Class RA2.

In order to preserve the credibility of the information, signage must be checked by the applicant on a daily basis and maintained at all times by cleaning and repairing where necessary. An emergency contact must be available at all times to deal with any event requiring urgent action.

The applicant must correct any inadequate signage within 4 working hours of being informed and must take immediate steps to correct any dangerous inadequacy.

The Council may correct any inadequately signed, guarded or lit road closure in which case they will charge the applicant with the costs.

5. Opening of highway as soon as practicable

The Council has a duty to ensure that any TTRO remains in force only for as long as necessary for the purposes for which they were imposed, this duration will be agreed through the Permit application process.

Undertakers are required by Section 66 of the New Roads and Street Works Act 1991 to carry on and complete their street works as quickly as practicable.

When major works are planned for traffic sensitive streets, especially where a temporary road closure is required, the works should be planned with consideration given to weekend, evening/night and/or extended day working so that traffic delays and disruption is minimised.

The relevant permit must be closed once works are complete.

6. Damage caused to alternative route

In all instances where the alternative route is a highway of a lower classification than the Highway which is being closed Undertakers are required by Section 77 of the New Road and Street Works Act 1991 to compensate the Highway Authority for either:

- making good damage caused to that alternative route by diverted traffic, or
- strengthening that alternative route, where required, to prevent damage caused by diverted traffic

A before and after condition survey may also be carried out by the Council to determine any damage caused to the alternative route.