

APPLICATION FOR A TEMPORARY ROAD CLOSURE

ALL APPLICATIONS MUST BE RECEIVED A MINIMUM OF 12 WEEKS BEFORE YOUR START DATE

Statutory Promoters must attach this application and a TM plan to a PAA with a full 12 week notification

Non -Statutory (Private) Promoters must email completed form to: hereford.streetworks@bblivingplaces.com

ROAD CLOSURE DETAILS					
Please refer to the notes listed on page 2 of this application form					
Road Name:				Road No:	
				e.g. A4123	
Location of Works: The 'What Three Words' location reference may be used if the Easting/Northing or USRN are unknown.	Easting :		Northing :		USRN:
	What Three Words Reference				
Description of where road will be closed from / to:					
Date of commencement:			Date of Completion:		
Reason for road closure:					
Description of diversion route: <i>(note – you must also attach a plan showing your diversion route, your application will be rejected without this)</i>					
Will continued access be available at all times for:	Emergency Vehicles :	Y/N	Buses :	Y/N	Refuse collection vehicles:
					Y/N
Will the closure be removable at the end of each day? :	Y/N	If yes, enter the approximate working hours			

Company for whom the TTRO is required:	
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Streetworks Permit Number*	If the works are for a Statutory Undertaker you must provide your Streetworks Permit Number.

**If the application is for Private works, then the Streetworks Permit Number shall be created by Balfour Beatty on your behalf.*

APPLICANT DETAILS			
Name of applicant:			Tel No :
Name & address of applicant's organisation:			Post Code

PAYMENT DETAILS	
<i>Please ensure you complete all of the below fields. Your application will be returned unactioned if this information is omitted.</i>	
Company:	Purchase Order No:
Invoicing address:	

DECLARATION	
I declare that the section of road detailed above needs to be closed to facilitate works, which cannot be carried out whilst maintaining traffic flow. I understand that the cost for a closure is as detailed in the guidance notes issued to me. I declare that I have consulted and discussed this closure with those likely to be affected and agree to provide and maintain all signing, including traffic regulation order site notices and advanced notice boards, required for closure for the duration of the works. I understand that I am responsible for the 24 hours signing and guarding and maintenance of the site and diversion route in accordance with Chapter 8 and the Code of Practice for Safety at Street Works and Road Works. I have read and understood fully the guidance notes provided and will adhere to all responsibilities / duties enforced by this document.	
Signed:	Date:

NOTES

1. Herefordshire Council requires a minimum of twelve weeks advance notice in order to prepare a Temporary Traffic Regulation Order. Applications must be received in sufficient time for them to be assessed before a Temporary Traffic Restriction Order is processed.
2. The applicant must append a plan showing the length of road to be closed, together with the proposed diversion routes.
3. The applicant should also supply a traffic management plan showing the signage and other measures that will be taken to alert other road users of the closure and the diversion route. This traffic management plan may be incorporated with the plan required in item 2.
4. Where works are planned to take place between the hours of 23:00 and 07:00 prior separate written permission must be sought from Herefordshire Council's Environmental Health Department - ethelpline@herefordshire.gov.uk.
5. A minimum of two weeks before the commencement of the road closure applicants must erect, at the site of the proposed closure, advanced warning signs giving the public prior warning of the proposed closure. Advanced Warning signs must be compliant with the Traffic Signs Regulations and General Directions and should give details of the date and times of the closure and a contact telephone number.
6. Applicants are also responsible for the erection, maintenance and removal of all necessary road closure and diversion signs (these must be removed as soon as possible after the works are completed) and applicants should be aware that the road should remain open for pedestrians and access to frontages.
7. All applicants must notify affected properties of the road closure, by letter, not less than two weeks before the start date. This must provide the applicants contact name, telephone number and the proposed start and end dates.
8. For private works, you must supply details of your communication plan (letter drops etc.) for local residents and business. A copy of the proposed letter should be sent to the NRSWA Team along with this application.
9. Where the closure will affect local businesses, "Businesses Open As Usual" signs should be displayed at the time of the closure where appropriate. The location of these should be included in your traffic management plan (item 3 above).
10. Where a closure affects a bus route, or access for refuse collection you must liaise with the relevant council department so they can make alternative arrangements.
11. The Applicant must be covered by Public Liability Insurance which should be available for inspection upon request and must provide a minimum cover £5million. Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity.
12. Fees – the following fees are applicable for all applications made from 1st January 2025.

Emergency Closures under s14.2 of the Road Traffic Regulations Act 1984	£1,325
Road Closures under s14.1 of the Road Traffic Regulations Act 1984	£2,002
Extensions to Road Closures	£ 765

Please note that if your application is cancelled once processing has commenced a fee may still be payable. The cost will be determined at the time of cancellation and will be dependent on the extent to which the Order has been processed.

Payments can be made by cheque or Purchase order upon application.

All payments should be made out to: BALFOUR BEATTY LIVING PLACES LIMITED

VAT Registration No. 217 9672 35 Sort Code 40-41-70 Bank Account No. 10018503

Remittance should be sent to the Street Works Team at hereford.streetworks@bblivingplaces.com