



East Sussex Highways

Road Traffic Regulations Act 1984

Temporary Traffic Regulation Order

Application Pack

ROAD TRAFFIC REGULATION ACT 1984

SECTIONS 14, 15 & 16A

Temporary Traffic Regulation Order - Guidance Notes for Applicants

Background:

Temporary Traffic Regulation Orders (TTROs) can be provided when a works promoter, hereinafter referred to as the “applicant” has no option, other than to close a road or alter existing traffic arrangements as shown below, to carry out their proposed works. A further section of the Road Traffic Regulation Act 1984, Section 16A, is applicable to sporting events or other special events on the highway. There are time scales that must be followed legally, key stakeholders must be consulted and particular information must be made public. This is also set out in more detail below. The same, or very similar, procedures also need to be followed if the applicant decides, at any time, that changes are required, e.g. a change of dates to the original TTRO.

Timescales for Applications:

Applicants must give at least three months notice to enable an Order to be processed. **It is stressed that failure to provide full and correct information may cause a delay in the processing of the TTRO. Under these circumstances it may not be possible to achieve the dates requested.**

Provision of Orders:

Temporary Traffic Regulation Orders include temporary road closures, temporary speed limits, temporary no waiting at any time orders, parking restrictions, one way orders being revoked/direction of travel changed, closures of different sections of road at different phases of the job, HGV's diversion routes. NOTE: Public footpath and bridleway closures are usually processed by East Sussex County Council Rights of Way team.

Sections 1 to 6 - Information Required:

Each section should be completed in full. The following details, shown in bold type, must be provided -

- **Road Name** For example – Tunbridge Wells Road
- **Road Number** if “A” or “B” Class road. For example – A267.

- **Town or Village** For example - Frant
- **Grid Reference** This should be 12 figure easting and northing.
- **Type of Order Required.** For example – road closure, temporary speed restriction etc
- **Extent of highway affected** Description containing details of end points of closure, speed restriction etc
- **Proposed diversion route if applicable** The Network Management Team may request an alternative diversion route if deemed necessary. Please contact the office to discuss a diversion route if you are unsure on a suitable alternative route.

Section 7 – Permanent Traffic Orders to be changed

If there is a permanent traffic order that needs to be temporarily suspended for the works to be carried out, the applicant should provide details, i.e. suspend existing 40mph speed limit to implement a temporary 30mph speed limit.

Section 8 - Consultation

Prior to making an application for a TTRO the applicant must discuss their proposals with East Sussex County Council Public Transport Services, contact details can be found in section 8 of the application form. This is to ensure that the Public Transport Services team is aware of the proposal and to enable them to take or require the applicant to take such action as Public Transport Services consider necessary. It is important that details of the consultation with Public Transport Services are provided with the application. It is insufficient to solely indicate that Public Transport Services has been consulted.

The Network Management Team may advise of further consultations if it is deemed necessary.

Sections 9 to 12 – Contact details for the contractor carrying out the works

Applicants should provide correct contact details for the contractors carrying out the proposed works. A 24hr contact telephone number **must** be provided.

Section 13 – Insurance

Applicants other than utilities must provide proof that they hold £10 million Public Liability insurance to work on the highway.

Sections 14 to 17 - Payments

Applicants must provide a payment order or payment reference number plus the address to which the invoice for the TTRO can be sent, with their application. It should be noted that costs vary between £600 and £1,000. Cancellation fees may apply.

Section 18 – General enquiries contact number

A telephone number must be provided for enquiries regarding the scheme. This must be suitable for distribution to the general public if necessary.

Section 19 - ETON notice no. / Works reference no.

A works reference number should be submitted with all applications. Where the applicant or their contractor has the facility to raise electronic permits the ETON works reference should be provided.

Maps

Applicants must provide at least two maps/plans to a minimum scale of 1:2500. The maps/plans must show the exact position of the road closure or one-way restriction etc. At least one map/plan should show the outline of the diversion route and at least one map/plan should show the proposed signing on the diversion route.

Completed applications should be returned to:

Network Management Team
East Sussex Highways
Ringmer Depot
The Broyle
Ringmer
East Sussex
BN8 5NP

Email: customer@eastsussexhighways.com