

TEMPORARY TRAFFIC REGULATION ORDERS



GUIDANCE DOCUMENT



PART 1: Introduction

A TTRO is the legal process that is used to introduce temporary restrictions e.g. a road closure, suspension of a one way street or a suspension of parking or speed limit to ensure safety at sporting, social events or special festivals. Central Bedfordshire Council, as the Highway Authority, can authorise a TTRO. The closure or restriction is made by a Special Events Order under Section 16A-C of the Road Traffic Regulation Act 1984.

If you are arranging an Event, it is your responsibility, as the organiser, to make sure people are safe. The following guidance notes for Temporary Traffic Regulation Orders (TTRO's) have been produced to assist you with completing the application form We hope these guidance notes will help you to complete and check the application with a little more ease.

The guidance is divided into parts which include general notes, guidance on completing the on-line application form section by section, for both external bodies including Charitable Organisations as well as Third Parties and other Event Organisers and the Order making process, once the application has been received by the Orders section.

Costs

Event Type	Major		Significant		Minor		Small/ Community	
Attendance Numbers	5000+		1000 to 5000		500 to 1000		Less than 500	
	Commercial	Charitable	Commercial	Charitable	Commercial	Charitable	Commercial	Charitable
Notification of Event Only	No Charge							
Traffic Regulation Orders	A	A	A	B	B	C	B	C

- A – £1500
- B – £160
- C – no charge

If you need 'no waiting' cones there may be an additional cost. The charges above are published in Central Bedfordshire Council's Fees and Charges structure for 2015/16, depending on the event these charges can be negotiated.

A charitable or community event is:

- An event organised by a registered charity where all proceeds from the event go to that charity
- An event organised by a local community or group which is not a registered charity where all proceeds go to a charity or the local community.

Hopefully we have managed to cover most points in this booklet but if, after reading these notes, you have any queries in relation to TTRO's or any suggestions you think may help improve our service to you, we can be contacted at the following address –

Central Bedfordshire Council
Priory House, Monks Walk,
Chicksands,
Shefford,
Bedfordshire, SG17 5TQ

Or you can email at
<mailto:streetworks@centralbedfordshire.gov.uk>

How to apply for a road closure

If you are arranging an event, it is your responsibility, as the organiser, to make sure people are safe. The steps below guide you through applying for a Temporary Traffic Regulation Order (TTRO).

A TTRO is the legal process that is used to introduce temporary restrictions e.g. a road closure, suspension of a one way street or a suspension of parking. Central Bedfordshire Council, as the Highway Authority, can authorise a TTRO.

A planned road closure will usually cost you approximately £1,500 although we don't charge for charity or community events. You must give three months notice.

Step 1 - Application

You need to:

1. Complete an application form available on our website [Traffic regulation orders | Parking | Central Bedfordshire Council](#)
2. Provide details of the traffic management provider, our highways contractor, Amey, can do this for you, contact them on T. 08453656000
3. Conduct a risk assessment, there are documents to assist you available (PDF) and further guidance is available on our website [www.centralbedfordshire.gov.uk/ SAG](http://www.centralbedfordshire.gov.uk/SAG)
4. Arrange public liability insurance proportionate to the risk
5. Develop an emergency plan
6. Liaise with stakeholders such as Town or parish Council.
7. Provide details of an emergency contact
8. Provide a cheque or purchase order to cover the costs

What happens next?

1. Central Bedfordshire Council will check the timings of the road closure against existing planned closures and diversions
2. If there are no conflicts the council will check to make sure emergency services and public transport can get through
3. Central Bedfordshire Council will devise a diversion route and notify Ward Members and relevant Town or Parish Councils of proposals for feedback.
4. Central Bedfordshire Council will then circulate the details to the relevant emergency services, public transport providers, Highways engineers and other organisations for feedback.

Step 2 – TTRO

You need to:

1. Show that you have consulted local stakeholders such as residents and business owners by providing copies of letters and any other correspondence
2. Provide Central Bedfordshire Council with your diversion signing schedule – your traffic management provider can do this for you.

What happens next?

1. Central Bedfordshire Council will issue a Temporary Traffic Regulation Order in the weeks leading up to the event.

Step 3 – The event

You need to:

1. Display the TTRO on site
2. Display advance warning signs on the road network two weeks before the event
3. Display closure and diversion signs appropriately on the day of the event and remove them afterwards.

PART 2: GENERAL

The TTRO application must be submitted to Central Bedfordshire Council a minimum of 12 weeks prior to the start of works date. This builds in time for Central Bedfordshire Council to undertake their checks and for any changes to be made to the application or additional information sought before Central Bedfordshire Council can approve the TTRO. The application is then passed to the Orders section a minimum of 10 weeks prior to the start of the event date. If the application form is submitted with less than 10 weeks notice the start of the event date requested may be unachievable.

PLEASE BE AWARE: the lead time will be extended over bank holiday periods due to shortened deadlines being placed upon us by advertising agents

What happens next?

1. Central Bedfordshire Council will check the timings of the road closure against existing planned closures and diversions
2. If there are no conflicts the council will check to make sure emergency services and public transport will be offered access and egress.
3. Central Bedfordshire Council will approve a diversion route and notify Ward Members and relevant Town or Parish Councils of proposals for feedback.
4. Central Bedfordshire Council will then circulate the details to the relevant emergency services, public transport providers, Highways engineers and other stakeholders for feedback.

What you need to ensure

1. Show that you have clearly consulted local stakeholders such as residents and business owners by providing copies of letters and any other correspondence
2. Provide Central Bedfordshire Council with your diversion signing schedule – your traffic management provider can do this for you.
3. hold public liability insurance for the event for minimum cover of £5 million

Summary of TTRO Dates and Terminology

The following Terms are part of the process for fulfilling Central Bedfordshire Council statutory requirements, to ensure that the Order is legally enforceable and that your Event can start as planned.

In Force Date - the date the order becomes legally enforceable from

The Making Date - the date when the Order is signed and becomes a legal document

Notice of Intention publication date - date the public notice informing that works are proposed is published in a local newspaper.

Notice of Making publication date - date the public notice informing that the work is going ahead is published in a local newspaper

Publication Arrangements - date when the above notices are arranged to be sent for publication

Send to Legal - date when the order is emailed to Central Bedfordshire Council Legal department to draft the legal Order

The table below demonstrates how Central Bedfordshire Council calculates the dates.

Start Date of Event	The Event begins
In Force	The order becomes enforceable – at least 1 week before the start of the Event
Made Date	The order is sent to CBC Legal where it signed – a minimum of 1 week before the in force date
Notice of Making	The second notice appears in 1 local newspaper – during the same week the order is made
Notice of Intention	The first notice appears in 1 local newspaper – a minimum of 2 weeks before the notice of making
Signature	The order and regulation 4 certificate are sent to the Central Bedfordshire Team Leader for checking and signing
Publication Arrangements	The notice of intention and notice of making are arranged by CBC to be sent for publication in 1 local newspaper – at least 2 weeks (10 working days) before the notice of intention is published
Drafting	The order is drafted and sent to the Head of Orders for checking – this take between 2 & 5 days

EXAMPLE TTRO PROCESS DATES:

Start of Event	20 September 2013
In Force Date	13 September 2013
Making Date	9 September 2013
Has made notice	6 September 2013
Intends to notice	26 August 2013

Signature	23 August (send for signature) and 2 September (returned by)
Publication Arrangements	16 August 2013
Central Beds Council Approval	31 July 2013

Don't Forget

The first date in the process is (after drafting the Order and public notice) contacting Central Bedfordshire Council to confirm that the documents, as drafted, would achieve the desired affect. This will be approximately 6 weeks prior to the start of the event.

HOWEVER – the orders section need to receive the application **10 weeks** prior to the start of the event, this allows for:

- current work loads
- time to draft the Order and Public Notices
- time for the Order and Public Notices to be checked by Head of Orders to ensure they are legally enforceable, and
- time for Central Bedfordshire Team Leader to undertake their checks
- time for any errors or insufficient descriptions on the TTRO applications to be challenged and rectified

When you receive an electronic copy of the draft order and public notice you will be given a deadline for approval but you should submit your request for approval as soon as possible.

CHECK LIST – THINGS TO THINK ABOUT

Carriageway Closures

- Provide clear points where you intend to close the road.
- How many roads could your Event affect or close.

Speed Restrictions

- Provide clear terminal points – measurements must be exact
- If a speed restriction is being used in conjunction or a closure, does the speed restriction begin prior to the start of the closure?

NB We will query this, as usually traffic is slowed down prior to the start of Events or before being diverted from the carriageway as result of a closure.

Cyclists/Horses/Pedestrians/Buses

- Will movements of cyclists, horses, pedestrians and buses be restricted?
- Will footway/footpath or bridle paths be closed?

Who is to have access?

- Emergency services must be given full access. If access is not possible, please provide a brief comment stating why.
- Central Bedfordshire Highways Officers should be allowed access as a matter of course. Again, if access is not permitted please provide a brief comment stating why.
- The public must always have access to their property or business. Access must be maintained for pedestrians to any property which can only be accessed from the highway.

Events Period

- You must state clearly when the Event is to start and finish.
- If the Event is to be continuous e.g. 24 hour, a start and finish date and time is required.

IMPORTANT - if you have various restrictions or prohibitions in operation at different times you must make this clear on the application. For example, a speed limit may be in operation for 24 hours a day before the Event to enable safe installation of equipment, barriers or lighting. If the works are to be carried out in separate stages you must let us know so that we can make allowances in the Order. For each stage we need the start and end date and hours to be worked.

Please note the following advice from our Legal Department: - a Temporary Traffic Regulation Order restricts and/or prohibits traffic movements, therefore when an Order is in place to enable Events to be undertaken, the Event must begin promptly, i.e. the Event must begin on the given start date and at the stated time and should only be delayed due to unforeseen circumstances, such as bad weather conditions.

Existing restrictions on the Event Road?

If there are any existing restrictions on the length of road affected by your Order that require suspending e.g. weight restriction, then please provide a copy of the Order and state the extent to which the suspension applies.

Are there any diversion routes?

A diversion route must be clearly and simply defined. A plan showing the diversion route should also be included. Please note diversion routes are not described in the Orders, only in the public notices. We have a statutory obligation to publish diversion routes.

Does the Highway Authority for the alternative route/s agree to their use?

A written copy of the agreement from the local authority allowing us to divert traffic onto their roads must be included with the TTRO submission.

Any Other Comments?

Is there any thing further we need to know? For example, do HGV's need escorting through the works? Will Traffic Signals be in operation? Will gateman be on hand to escort vehicles through the works to properties?

Let Us Know Who You Are?

Please always provide a contact name, postal address, email address and telephone number.

Plans, very important –

Have you submitted with the TTRO application the following plans:-

(1) a plan with the extent of the Event (the terminal points) clearly marked, and (2) a plan clearly indicating the diversion route, if applicable. (**PLEASE SHOW A NORTH POINT**).

They should be in sufficient detail to show the length(s) of road(s) affected, the layout of any junctions affected by the Event, the locations of accesses, side roads or gaps. The locations and extent of traffic management highlighted, in colour, be suitable and capable of being copied and preferably be no more than A3 size. All place names, road names and numbers and junctions etc should be clearly named and numbered.

Key Points to Remember

- Remember the 12 weeks lead time (this will usually be extended over holiday periods and Bank Holidays due to CBC requiring extended lead times for publications),
- Always state the nature of the event, why do you need the traffic management?
- Give accurate descriptions of road.
- Events periods must be clear. Make sure you indicate if there is a difference in time and duration for each prohibition/restriction,
- Include clear and suitable plans detailing the extent of the Event and diversion route, if applicable, and
- Please bear in mind when completing the TTRO application that by following the guidance in these notes may help to reduce the number of queries or returned applications.

And FINALLY THE EVENT

You need to:

1. Display the TTRO on site
2. Display advance warning signs on the road network two weeks before the event
3. Display closure and diversion signs appropriately on the day of the event and remove them afterwards.

Thank you for taking the time to read these guidance notes. They are offered to help and advise all parties who complete the forms and Central Bedfordshire Council who check them. We hope you find them useful and that they make your job easier.