

APPLICATION FOR A TEMPORARY ROAD CLOSURE

Email completed form to: hereford.streetworks@bblivingplaces.com or post to

NRSWA Team, Balfour Beatty Living Places, Unit 3, Thorn Business Park, Rotherwas, Hereford, HR2 6JT

ALL APPLICATIONS ARE REQUIRED TO BE RECEIVED A MINIMUM OF 8 WEEKS BEFORE YOUR START DATE

ROAD CLOSURE DETAILS						
Road Name:					Road No: e.g. A4123	
Location of works:	Easting :		Northing :		USRN:	
Details 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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NRSWA NOTICE NUMBER (Also referred to as Job No)	If the works are for a Utility Company you must provide this information.

If the application is for Private works then the NSRWA Notice 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.</i>				
Company:			Purchase Order No:	
Invoicing address:				

DECLARATION	
<p>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.</p>	
Signed:	Date:

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GUIDANCE NOTES

1. Herefordshire Council requires **a minimum of eight weeks** advance notice in order to prepare a Temporary Traffic Regulation Order. This does not dispense with the requirement under the Traffic Management Act 2004 that a minimum of three months advance notice is required for the intended works. Applications must be received in sufficient time for them to be examined before an Order is processed and granted.
2. The applicant must append **a plan showing the length of road to be closed**, together with the recommended diversion routes.
3. The applicant should also **supply a traffic management plan** to identify the signage and other measures that will be taken to alert other road users of the closure and the diversion route.
4. Where applicable you must provide written approval to use any part of a neighbouring county or other highways authority's network.
5. Where works are planned to take place between the hours of 23:00 and 07:00 prior separate written permission must be sought from this office.
6. A minimum of two weeks before the commencement of the road closure applicants must erect, at the site of the proposed closure, Advance warning signs giving the public advance warning of the proposed closure. They should be (compliant with the TSRGD) of a suitable size to be read from a passing vehicle, give details of the date and times of the closure and a contact telephone number.
7. Applicants are also responsible for the erection, maintenance and removal of all necessary road closure and diversion signs (these should be removed as soon as possible after the works are completed) and should be aware that the road should remain open for pedestrians and access to frontages.
8. You must supply details of your communication plan (letter drops etc.) for local residents. 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. A copy of the letter should be sent to the NRSWA Team with your application.
9. Where the closure will affect local businesses or residents you must also supply us details of your communication plan for these business, and ensure "Businesses Open As Usual" signs are displayed where appropriate. The location of these should be included in your traffic management plan.
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; minimum cover to be £5 million. 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. Administrative costs of £1,300 will be invoiced in due course to cover the preparation of the Order and advertising costs.

For **Emergency /Urgent** closures under a Temporary Notice the administration costs to be invoiced will be £250.00

Please note that if your order is cancelled fees may also be charged. Cost to be determined 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 160400 Bank Account No. 31336726

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