

## APPLICATION FOR A TEMPORARY CLOSURE

Email completed form to: [pro@herefordshire.gov.uk](mailto:pro@herefordshire.gov.uk)

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

CLOSURE DETAILS						
PROW Name:				PROW No: <i>e.g. KS26</i>		
Location of works:	Easting:		Northing:		USRN:	
Details of where PROW will be closed from / to:						
Date of commencement:			Date of Completion:			
Reason for closure:						
Description of diversion route: <i>(note – you must also attach a plan showing your diversion route where possible)</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:						

<b>NRSWA NOTICE NUMBER</b> <small>(Also referred to as Job No)</small>	<i>If applicable</i>

APPLICANT DETAILS					
Name of applicant:			Tel No:		
Email address:					
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:				

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### DECLARATION

I declare that the section of road detailed above needs to be closed to facilitate works. 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 (where applicable). I have read and understood fully the guidance notes provided and will adhere to all responsibilities / duties enforced by this document.

Signed:

Date:

### GUIDANCE NOTES

1. Herefordshire Council requires **a minimum of eight weeks** advance notice in order to prepare a Temporary Traffic Regulation Order. 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 PROW to be closed**, together with the recommended diversion routes.
3. Where applicable 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).
4. If applicable 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 PROW Team with your application.
5. 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.
6. 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.
7. 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 Herefordshire Council