

**Temporary traffic regulation
order application form.**



Your completed application form should be sent to the following address:

Engineering Team
Woking Borough Council
Gloucester Square,
Woking,
Surrey,
GU21 6YL

Email: Town.Centre@woking.gov.uk

**Application for Temporary: Road Closure/ Footway
Closure/ Traffic Regulation Order**

Contact name _____

Contact number _____

Contact email _____

Company name _____

Company address _____

Invoicing address
(If different) _____

Purchase order/ Job number _____

An official purchase order number from your company **MUST be included for the process to proceed.**

****Please note that you will be invoiced at the end of the process****

****Please do not send any monies prior to this****

Woking Town Centre:
Road Name & number _____

Nature of works _____

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Length of closure/restriction (in metres) _____

Start point co-ordinates _____ **Finish point co-ordinates** _____

Start Point address _____ **Finish point address** _____

Planned start date _____ **Planned end date** _____

Time it will be invoked _____ **Time it will be removed** _____

Working hours _____

Will the closure/restriction be removed outside of working hours? **Yes / No**

If no you will be expected to employ extended working hours, most commonly 07:00 to 19:00 Monday to Friday 09:00 to 17:00 Saturday and 09:00 to 13:00 Sunday and Public Holidays.

Will the site be supervised outside of working hours? **Yes / No**

If no please detail how the site will be secured during periods of non occupation.

Will Emergency Services have access through the site during working hours? **Yes / No**

Will Emergency Services have access through the site outside of working hours? **Yes / No**

If yes to either of the above please detail how this will be managed.

If no to either of the above please detail alternative arrangements.

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Will vehicular access to properties be maintained during working hours?

Yes / No

Will vehicular access to properties be maintained outside working hours?

Yes / No

If yes to either the above please detail how this will be managed.

If no to either the above please detail alternative arrangements.

****Please note vehicle access can only be restricted for residents for a maximum of 8 hours within a 24 hour period****

Will pedestrian access be maintained during working hours?

Yes / No

Will pedestrian access be maintained outside of working hours?

Yes / No

If yes to either the above please detail how this will be managed.

If no to either of the above please detail alternative arrangements.

****Please note only in exceptional circumstances should pedestrian access be denied. ****

Will equestrian and cyclist access be maintained during working hours?

Yes / No

Will equestrian and cyclist access be maintained outside of working hours?

Yes / No

If yes to either the above please detail how this will be managed.

If no to either the above please detail alternative arrangements.

****Please note only in exceptional circumstances should equestrians and cyclists access be denied. ****

Is there a cycle lane within the area of the closure/restriction?

Yes / No

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Will buses/bus stops be affected

Yes / No

If yes you must contact passenger.transport@surreycc.gov.uk for all necessary arrangements.
You must cc: Town.Centre@woking.gov.uk into all correspondence.

Is there a bus lane within the area of the closure/restriction?

Yes / No

Will traffic signals require switching out?

Yes / No

If yes, you must contact streetworks@surreycc.gov.uk for all necessary arrangements.
You must cc: Town.Centre@woking.gov.uk into all correspondence.

Will refuse collections be affected?

Yes / No

If yes you must contact the relevant borough council for all necessary arrangements.
You must cc: Town.Centre@woking.gov.uk into all correspondence.

Diversion route – written description including road names and numbers

****Please note the diversion route must be suitable for all vehicle types who use the section of road being closed.****

Does the proposed diversion route apply for both directions?

Yes / No

If no please state an alternative route

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Does the proposed diversion have an environmental weight/height/width limit? **Yes / No**

If yes please state where

Please attach a site plan and diversion route map to show the following.

- **The extent of the closure/restriction (width and length)**
- **Signage and barriers to be used on site**
- **Diversion route with all signage including text**
- **Advanced warning signs (where they will be located and when they will be on site)**

****Please note advanced warning signs must be in place a minimum of 2/3 weeks before the closure/restrictions start date****

Does the diversion route extend outside of Surrey into other Counties? **Yes / No**

If Yes, which authority(s)? _____

If yes you must contact the relevant authority for approval to use their roads.

You must cc: Town.Centre@woking.gov.uk into all correspondence.

Is the diversion route within 1 mile of Highways Agency roads? **Yes / No**

(These are M25, M3, M23, A23, A30, A3113)

If yes you must contact the Highways Agency for approval to use their roads.

You must cc: Town.Centre@woking.gov.uk into all correspondence.

Site contact name/s _____

24HR Emergency contact Name _____

24HR Emergency mobile Number _____

We confirm we hold £5,000,000 Public Liability Insurance

(Please enclose a copy of your insurance)

☐

Please tick

Signature _____

Name and date _____

****Completed forms should be returned to
Town.Centre@woking.gov.uk ****

****Please note incomplete forms will not be processed****

Conditions

1. This application cannot be processed without the full completion of all the above information.
2. Incomplete applications will be sent back to be amended. This will restart the eight week process.
3. It should be noted that there is a maximum period of 18 months during which a road can be closed. A public right of way/ public footpath/Cycle track may be closed up to a maximum of 6 months. (This may be extended on application to the secretary of state but would require exceptional reasons).
4. There must be a gap of 3 months between consecutive closures on the same length of road.
5. The county council requires a **minimum period of 8 weeks** to check and process an application.
6. There is a standard charge of £734 plus the cost of the necessary two adverts which could take the total cost of the road closure to £2,500. This must be met by the applicant.
7. There will be additional charges for relocation of services e.g. the relocation and suspension of Bus Stops/ SCC / WBC attendance to switch on/off traffic signals.
8. For all closures, it will be the applicant's responsibility to provide appropriate signs that comply with Department for Transport regulations with which to adequately sign the closure and alternative route. You must use a Department for Transport approved (NRSWA, chapter 8) company. Whoever you opt for will, however, need a schedule of the signs required, the exact wording if site specific and when and where they should be placed. You or the supplier must produce this diversion signing schedule and this will be subject to our approval before commencement of the above processing periods.
9. Applicants or their contractors are required to hold a public liability insurance policy, which indemnifies the county council for a minimum of £5,000,000 in respect of any one accident or claim.
10. Any damage caused to highway assets, as a result of your operations are to be replaced before leaving site.
11. You are required to inform us when closed roads, paths are re-opened.

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12. Closure and diversion signage must be checked at least on a daily basis to ensure signs remain in place and are legible
13. **It is the requestor's responsibility to inform all stakeholders likely to be affected by the road closure.** This will include residents, parish councils, schools, businesses and churches. Every application is different so all stakeholders in the area affected by the road closure will have to be carefully considered, then informed and or consulted with. This allows stakeholders to make alternative travel arrangements during the closure period.
14. Environmental Health approvals for works out of hours must be supplied.
15. The applicant shall be responsible for erecting advance warning signs in the location agreed two weeks before the works commence. They shall have the legend 'Advance Notice" - "Name of Road Closed from XX/XX/XXXX to XX/XX/XXXX" - "Reason for Closure" - Contact telephone number"
16. An '**Information Board**' must be placed by the applicant advising of the purpose of the closure and a 24 hours contact number (sign 7) during the road closure. Additionally where applicable the permit number must be displayed.
17. The applicant is responsible for erecting and maintaining signs indicating that any business etc which are affected by the closure are still open for business as usual, and from which direction access is possible. The signs shall have the following (or similar) legend 'For (name of business) follow diversion' and 'Access to (name of business)' and shall be erected at either end of the closure.
18. All frame mounted signs shall be adequately weighted using sand bags, and shall be accompanied by cones and lamps.
19. No works within the road closure shall be permitted until all diversionary and advisory signs are positioned correctly.
20. It is the applicants responsibility to cover or lay flat diversion signage when not in use. It is not acceptable to leave 'road closed', or diversion signs on site when the road is not restricted.
21. All signs used for the restrictions, road closure and diversion route will be removed as soon as the road is fit to return to the travelling public.