

Caerphilly County Borough Council – Engineering Services Division

GUIDANCE NOTES FOR

TEMPORARY TRAFFIC REGULATION ORDER APPLICATIONS

1. There is a standard charge of **£1500 (plus VAT)** to cover the legal costs of making a temporary Traffic Regulation Order. Your full payment must accompany this application (either by BACS or cheque).
2. To allow the statutory procedures to be completed, **please allow a minimum of 8 weeks from submitting the application form**, to the commencement of the Order.
3. The attached form must be completed in all cases, in its entirety, before your application can be considered. All applications must be accompanied by a plan to Ordnance Survey standard and to an appropriate scale, (plan to be provided by the applicant), showing the location of the temporary Order and the proposed alternative route(s) for diverted traffic and pedestrians as appropriate.
4. An additional plan and sign schedule must also be provided as part of the application, detailing all temporary signing which you propose to use to implement the Order and divert traffic and pedestrians. All signing must comply with Chapter 8 of the Traffic Signs Manual and with The Traffic Signs Regulations and General Directions 2002. Permission to proceed with the Order will not be granted until signing details have been submitted and approved.
5. In the event of a road closure being requested, suitable signing must be provided at the site, giving at least 7 days advance notification for road users.
6. Additionally, in the event of the Order being a closure, the applicant must notify in writing, local residents and businesses in the affected roads. Wherever possible, access to premises should be maintained and where this is not possible, contingency arrangements must be made for access in the event of an emergency.
7. A separate works notice under the Traffic Management Act must be completed within appropriate timescales. For further information on this please contact our Street Works Section on **01495 235706**.

BACS payments should be made to: Barclays Bank, Blackwood Branch, Leicester LE87 2BB, CCBC Control Account A/c No. – 93455750, Sort Code – 20-10-26.