

- It should be noted that the Transport (Scotland) Act 2005 requires a **3 month notice period** for all planned works that affect the road network regardless of the need for a Temporary Traffic Regulation Order (TTRO).
- As soon as you decide that you require a temporary traffic restriction you should contact the Roads Network Management Unit: [TempTrafficRestrictionOrder@fife.gov.uk](mailto:TempTrafficRestrictionOrder@fife.gov.uk)
- **Failure to consult the Roads Network Management Unit regarding dates or completing the application form incorrectly or failure to give the full notice period may result in delays.**

### Is the temporary restriction required for works of 5 days or less OR 6 or more days?

**Works 5 days or less....** (Subject to the appropriate Transport (Scotland) Act 2005 notices being issued)

- a) You must discuss your requirements and agree appropriate dates with Roads Network Management **before** you fill in the application form.
- b) **A plan showing the exact area you wish to restrict and the alternative route** you will be signing (for road closures) should be attached to the application form.
- c) You must make sure that the application form is completed and with Roads Network Management with at least 3 weeks (**15 working days' notice**) before your works are to commence.
- d) These restrictions can be processed under Local Roads Authority powers with notices on site, erected on your behalf by Fife Council.
- e) If any neighbourhood notification / press release is needed, you will be required to agree the contents of these with Roads Network Management / Traffic Management teams before you send them out.
- f) The cost for these temporary restrictions is **£225** (this includes the closure notices).

**Works 6 days or more....** (Subject to the appropriate Transport (Scotland) Act 2005 notices being issued)

- g) You must meet with Roads Network Management as above to discuss your requirements and appropriate dates **before** you fill in the application form.
- h) A plan showing the exact area you wish to restrict and the alternative route you will be signing (for road closures) should be attached to the application form.
- i) You must make sure that the application form is completed and with Roads Network Management with at least 6 weeks' (**30 working days' notice**) before your works are to commence.
- j) These restrictions cannot be processed under Local Roads Authority powers but require a Legal Temporary Traffic Regulation Order to be made and this requires to be published in the local press. Thereafter, notices are erected on site on your behalf by Fife Council.
- k) If any neighbourhood notification is needed, you will be required to agree the contents of the notification letter before you send it out – you can request a copy of the legal plan to attach to your letter.
- l) The cost for these temporary restrictions is **£1000** (this includes the closure notices and press publication).
- m) The initial cost covers 14 days of a closure; an additional charge of **£100** per week or part thereof will be charged for closures over 14 days in length.

**Emergency Traffic Restrictions** for emergency works will be charged at a cost of **£225**.

A plan must be enclosed with your application form, showing the exact lengths of affected roads.

### Filling in the Application Form.

#### Works Details.

Describe the works that you require to carry out (E.g. Installation of drainage/ carriageway reconstruction / repair water main, etc.)

Please list all the roads affected, the full extents of the sections of road you are restricting.  
(e.g. From junction with \*\*\*\*\* to junction with \*\*\*\*\*)

State diversion / alternative route that you intend to sign for the duration of the closure period, noting every street name or route number involved.

Check the relevant box for 5 days or less OR 6 days or more.

Check the relevant box for what type of restriction you require – Waiting prohibitions / One Ways / Ban of left/right turn, etc. should be described in the blue box “Other restriction”.

Please ensure that you fill in the exact start and end times and days / dates of your restriction. Multiple dates can be inserted by expanding the blue boxes.

Please check the relevant box to show if restrictions are to be left on throughout the 24hour period or if arrangements will be made to make the site safe overnight to allow it to be unrestricted – explanations can be given in the expanding blue box. Describe any measures to be put in place for pedestrian access.

Residents must be able to access their properties where it is physically possible to do so. Please give a full description of how this access is to be maintained for the duration of the works. Or give reasons why and when this will not be possible. Also confirm initial consultation with affected properties and businesses has been carried out and list any issues that have been identified.

Describe how access is to be maintained for Emergency Service vehicles or whether they will have to use an alternative route.

It is essential to discuss bus routes with the Roads Network Management Unit. Where buses have to be re-directed the Traffic Management team will require 10 extra working days’ notice to carry out consultation with bus companies.

All council services requiring a TTRO have to provide a COMIS code for publication costs for closures of 6 days or more.

#### Other Information.

This box gives you unlimited space to note any other information you feel is relevant or important to your application.

#### Confirm TTRO is required.

This box gives you unlimited space to note other TM considered and why TTRO is necessary.

#### Application Information.

All Blue Boxes must be completed.

- a) Please state the name, telephone number and Email address of the contact in your company who can answer queries regarding the restrictions. The email address will be used to send out a copy of the notice and the legal plan indicating that the closure is in place.
- b) 24 Hour Public Contact Number for Enquiries is required for the public notice that will be posted on site.

- c) The full postal address is required for an invoice to be sent out on completion of the closure process. A company headquarters telephone number is also useful.

THE TEMPORARY TRAFFIC RESTRICTION CHECKLIST MUST BE COMPLETED BEFORE SUBMITTING THE APPLICATION.

Please send the completed application form to [TempTrafficRestrictionOrder@fife.gov.uk](mailto:TempTrafficRestrictionOrder@fife.gov.uk)

**DO NOT SEND A CHEQUE / PAYMENT WITH THE FORM, AN INVOICE WILL BE SENT OUT ON COMPLETION OF THE CLOSURE APPLICATION.**

To agree appropriate restrictions and diversions contact: Roads Network Management Unit for the relevant area. It is the responsibility of the applicant to provide Diversion & Road Closure signage.

North Fife: [John.Brack@fife.gov.uk](mailto:John.Brack@fife.gov.uk)

South Fife: [Julie.Carnell@fife.gov.uk](mailto:Julie.Carnell@fife.gov.uk)