



Roads And Transportation Services

Guidance Notes on Procedure for Temporary Traffic Restrictions for Roadworks

- 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 relevant area Roads Network Management Unit:

Maggie Baird North Fife: 03451 55 55 55 + Ext 493692

Julie Carnell South Fife: 03451 55 55 55 + Ext 480117

★ **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.**

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

1.1 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 **15 working days notice** ★ i.e. 15 clear working days 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).

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

- a) You must meet with Roads Network Management as above to discuss your requirements and appropriate dates 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 **30 working days notice** ★ i.e. 30 clear working days before your works are to commence.
- d) 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.
- e) 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.
- f) The cost for these temporary restrictions is **£575** (this includes the closure notices and press publication).
- g) 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.

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

2. A plan must be enclosed with your application form, showing the exact lengths of affected roads.
3. Filling in the Application Form...

The blue highlighted boxes indicate where information is required – all of these boxes expand as you type to allow you to give as much detail as you can. Samples / examples are given below each section.

3.1 Works Details

- a) Describe the works that you require to carry out (E.g. Installation of drainage/ carriageway reconstruction / repair water main, etc.)
- b) Please list all of the roads affected, the full extents of the sections of road you are restricting. (eg. From junction with ***** to junction with *****.)
- c) State diversion / alternative route. – For road closures please state the exact alternative route that you intend to sign for the duration of the closure period, noting every street name or route number involved.

Example

Description of works: **Full resurfacing works in carriageway and footways with drainage and new street lighting**

Roads Affected: **Any Street and Another Avenue, Town from One Street to Another Road.**

Diversion Route: **Diversion route for through traffic will be via Second Street, First Drive and Last Road.**

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

Example

Temporary Restrictions 5 days or less Temporary Restrictions 6 days or more

- e) 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”.

Example

Type of Restriction Full Road Closure Other Restriction (Please specify below)

Other Restriction: **Revocation of the One Way will be required for safe access at the discretion of the site manager.**

- f) 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.

Example

Work Times: From **9am** to **4pm** Date(s): On / From **Monday** **01 / 04 / 17** to **Friday** **05 / 04 / 17**
10am **6pm** **Saturday** **06 / 04 / 17** **Sunday** **07 / 04 / 17**
9am **4pm** **Monday** **08 / 04 / 17** **Friday** **12 / 04 / 17**
am / pm am / pm Day dd mm yy Day dd mm yy

- g) 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.

Example

Are temporary restrictions to be removed overnight during works? YES NO Please explain **Site to be made safe and opened to vehicles between 4pm and 9am.**

- h) Please check the relevant box to show if your works permit access for pedestrians – explanations can be given in the expanding box.

Example

Is access to be maintained for pedestrians? YES NO Please explain **Sections of footway will be made safe and made available for pedestrians in line with works.**

- i) Please check the relevant box to show if your works permit access for residents – explanations can be given in the expanding box.
It is essential to discuss the access provision with the Roads Network Management Unit of the area involved. 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.

Example

Is access to be maintained for residents vehicles?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Please explain	Only overnight between 4pm and 8am.
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- j) Please check the relevant box to show if your works permit access for emergency service vehicles – explanations can be given in the expanding box.
It is essential to discuss the access provision with the Roads Management Unit of the area involved. Explain whether Emergency service vehicles will be able to access the restricted section of road or whether they will have to use an alternative route.

Example

Is access to be maintained for emergency service vehicles?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Please explain	On demand as required and supervised by site staff
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- k) Please check the relevant box to show if your works permit access for public service bus vehicles – explanations can be given in the expanding box.
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.

Examples

Are public transport services (bus routes) affected?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	Please explain	Not a bus route
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OR

Are public transport services (bus routes) affected?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Please explain	Buses pass every 10 minutes in each direction.
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3.2 All council services requiring a TTRO have to provide a COMIS code for publication costs for closures of 6 days or more.

Example

If you are applying for a TTRO as part of a FC job please supply the COMIS Code	6BR17123	And Staff Diary Code	R76532
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3.3 Other Information – this box gives you unlimited space to note any other information you feel is relevant or important to your application.

Other Information

Any other information that may be relevant to your application

Letters will be posted through all residences 2 weeks in advance of start of works.

3.4 Applicant 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) A 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.
- d) Please supply a re-charge number or a job reference/works order number which will be quoted on the invoice.

Examples

Full Name: **Ann** **Employee** Email: **A.Employee@company.co.uk**
First Surname

Contact Phone No.: **01383 765432** **Contact phone number to be displayed on Public Notice:** **0800 000 0999**

Applying on behalf of: **Company** Company Purchase Order No. **PO12345**
Company/ FC Unit

Address for Invoice: **Company House, North Street** **Glenrothes** **KY1 2YZ**
(Public notice will be sent to this address if no email given) Building name / No. & Street Town Postcode

Remember: Failure to consult Roads Network Management regarding dates / completing the application form incorrectly or failure to give the full notice period will result in delays.

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

Please return the application form to the appropriate local Assets, Transportation & Environment Office:

North Fife

**Fife Council
 Roads & Transportation
 Services
 Bankhead Central
 Bankhead Park
 GLENROTHES
 KY7 6GH
 Maggie Baird
 Tel : 03451 555555 extn 493692**

South Fife

**Fife Council
 Roads & Transportation
 Services
 Bankhead Central
 Bankhead Park
 GLENROTHES
 KY7 6GH
 Julie Carnell
 Tel : 03451 555555 extn 480117**

The Information gathered on this form will be held by Fife Council for the purpose of determining for the Grant/Refusal of a Roads (Scotland) Act 1984 application. It will be shared with Statutory Undertakers and third parties using Symology the New Roads & Streetworks Act Roadworks Register used for roadwork co-ordination, etc

All collection, use and storage of personal information will be in accordance with the Data Protection Act 1998. Further information is available on the website www.fifedirect.org.uk

Signature of Applicant _____

Date _____

Temporary Traffic Regulation Order Procedure for Roadworks

