

Guidance Notes on Procedure for Temporary Traffic Restrictions for Roadworks Purposes & Other Works

- 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 or **Julie Carnell** South Fife: 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)

- You must discuss your requirements and agree appropriate dates with Roads Network Management before you fill in the application form.
- 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.
- 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.
- These restrictions can be processed under Local Roads Authority powers with notices on site, erected on your behalf by Fife Council.
- 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.
- 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)

- You must meet with Roads Network Management as above to discuss your requirements and appropriate dates before you fill in the application form.
- 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.
- 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.
- 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.
- 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.
- The cost for these temporary restrictions is **£1000** (this includes the closure notices and press publication).
- 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...

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.

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 of 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. – 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 – what do the works involve? Please list all the roads affected, diversions required, etc.	(A plan showing the location of the works and any diversion route must be provided with this form)
Description of works:	a) Full resurfacing works in carriageway and footways with drainage and new street lighting
Roads affected:	b) Any Street and Another Avenue, Town from One Street to Another Road.
Diversion route:	c) Diversion route for through traffic will be via Second Street, First Drive and Last Road.

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

Example:

Temporary Restrictions	5 days or less: <input checked="" type="checkbox"/>	Temporary Restrictions	6 days or more: <input type="checkbox"/>
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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:	Road Closure: <input type="checkbox"/>	Other Restriction: <input checked="" type="checkbox"/>
Other Restriction:	Revocation of the One Way will be required for safe access at the discretion of the site manager.	

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:

Times:	From	9am	to	4pm	Date(s): On / From	Monday	01	/	04	/	22	to	Friday	05	/	04	/	22
		10am		6pm		Saturday	06		04		22		Sunday	07		04		22
		9am		4pm		Monday	08		04		22		Friday	12		04		22

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.

Example:

Are temporary restrictions to be removed overnight during works?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If NO:	Site to be made safe and opened to vehicles between 4pm and 9am
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Is access to be maintained for pedestrians?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If YES:	Sections of footway will be made safe and made available for pedestrians in line with works.
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Aug 2022 – Accessibility checked.

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.

Example:

a) Is access to be maintained for residents vehicles?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If YES:	Sections of footway will be made safe and made available for pedestrians in line with works.
b) Has initial consultation been carried out with affected properties and businesses?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Describe any issues:	Pharmacy requires delivery access from 5:30am. Rear access road will be cleared each evening to allow delivery before site opens again at 8am.

Describe how access is to be maintained for Emergency Service vehicles 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"/>	Describe Access:	On demand as required and supervised by site staff
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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.

Example:

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

Example:

Council Works Only

If you are applying for a TTRO as part of a Fife Council job please supply the COMIS Code for closures of 6 days or more.	6BR17123	And Staff Diary Code	A76532
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Other Information – this box gives you unlimited space to note any other information you feel is relevant or important to your application.

Example:

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.

Confirm TTRO is required – this box gives you unlimited space to note other TM considered and why TTRO is necessary.

Example:

CONFIRM THAT ALTERNATIVE TRAFFIC MANAGEMENT HAS BEEN CONSIDERED AND DISCOUNTED BEFORE APPLYING FOR THE TTRO:

Other TM not considered due to location of site at junction. Complexity of works dictates timescale.

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) 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.

Example:

Applicant Information – Full details of the contact in your company who can answer queries regarding the restrictions.

Name:	Ann Employee	Email:	A.Employee@company.co.uk
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Contact Phone No.:	01383 765432	24hr Public Contact Phone Number to be displayed on Public Notice:	0800 000 0099
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Applying on behalf of:	Company
Address for Invoice:	Company House North Street Glenrothes KY1 2YZ
Company HQ Telephone Number	0345 020 45661
Date of Application:	01/05/2022

The Temporary Traffic Restriction Checklist must be completed before submitting application.

Please send the completed application form to 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	South Fife
Tel.	03451555555 Ext 493692	03451555555 Ext 480117
Email.	John.Brack@fife.gov.uk	Julie.Carnell@fife.gov.uk

The Information gathered on this form will be held by Fife Council for the purpose of determining (grant/refuse) an application under the Road Traffic Regulation Act 1984 Section 16A OR Roads (Scotland) Act 1984 Section 62. It will be shared with Statutory Undertakers and third parties using the Scottish Roadworks Register 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.fife.gov.uk

Temporary Traffic Regulation Order Procedure for Roadworks

