

Tel: 01724 297319

Network.management@northlincs.gov.uk

Highway Services
8 – 9 Billet Lane
Scunthorpe
North Lincolnshire
DN15 9YH

Application for Temporary: Road Closure / Road Restriction / Footpath Closure

Contact Name	
Contact Number	
Contact Email	
Company Name	
Company Address	
Invoice Details (If different from above) Name Address Contact Number Email Address	
Permit Number	
Purchase Order 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. Do not send any payment via BACS prior to this **

Purchase order number not required if works are carried out under a S50

** Cheques accepted on application, as won't be cashed until S50 has been processed**

Applications for a temporary road closure are made under the Road Traffic Regulations Act 1984 Section 14(1) or Section 16A.

Are you applying under	
Section 14(1)	
Section 16A	

If applying under Section 14(1), please confirm which of the following apply.

Where works are or are proposed to be carried out on or near the road	
Because of the likelihood of danger to the public or of serious damage to the road that is not attributable to those works	
To allow an authority to perform its duties in respect of litter clearing and cleaning under Section 89 of the Environmental Protection Act 1990 (duty to keep land and highways clear of litter etc.	

If applying under Section 16A, please confirm which of the following apply.

To facilitate the holding of a relevant event	
To enable members of the public to watch a relevant event	
To reduce the disruption to traffic likely to be caused by a relevant event	

Are you a Registered Charity? If so, what is your Reference Number?

Please confirm whether the event is:

	Type of Event	Description of Event
Sporting		
Social		
Entertainment		

Road Name & Number				
Village / Town				
Borough / District				
Prohibition / Restriction Required (Select One)	Road Closure	<input type="checkbox"/>	Bus Lane Closure	<input type="checkbox"/>
	Parking Bay Suspension	<input type="checkbox"/>	Waiting Restriction	<input type="checkbox"/>
	Banned Left / Right Turn	<input type="checkbox"/>	Width Restriction	<input type="checkbox"/>
	One Way	<input type="checkbox"/>	Weight Restriction	<input type="checkbox"/>
	Speed Limit Restriction	<input type="checkbox"/>	Footpath Closure	<input type="checkbox"/>
	Other (Please Specify)	<input type="checkbox"/>		

Nature of works	
Reason why restriction must take place	

Start point coordinates		Finish point coordinates	
Start point location / junction			
Finish point location / junction			
Length of prohibition or restriction (in metres)			

Planned start date		Planned end date	
Time it will be invoked		Time it will be removed	
Working hours			

Will the prohibition / restriction be removed outside of your working hours?	
---	--

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

Will the site be supervised outside of your working hours? (Yes or No)	
---	--

If No Please give detail of how site will be secured during periods of non - occupation

Will the emergency services have access <u>through the site</u> during working hours?	
Will the emergency services have access <u>through the site</u> outside working hours?	

If yes to either of you above please give detail how this will be managed

If no to either of the above please detail the reasons why and the alternative arrangements

Will vehicular access to properties <u>within the restriction</u> be maintained during working hours? (Yes or No)	
Will vehicular access to properties <u>within the restriction</u> be maintained outside working hours? (Yes or No)	

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

If no to either the above please detail the reasons why and the 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 or No)	
Will pedestrian access be maintained outside working hours? (Yes or No)	

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

If no to either the above please detail the reasons why and the alternative arrangements

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

Will equestrian and cyclist access be maintained during working hours? (Yes or No)	
Will equestrian and cyclist access be maintained outside of working hours? (Yes or No)	

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

If no to either the above please detail the reasons why and the 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 site? (Yes or No)	
--	--

Is there a bus lane within the area of the site? (Yes or No)	
--	--

Will buses/bus stops be affected (Yes or No)	
--	--

If yes you must contact: public.transport@northlincs.gov.uk for all necessary arrangements

You must cc: network.management@northlincs.gov.uk into all correspondence

Will traffic signals require switching out? (Yes or No)	
---	--

If yes, you must contact traffic.management@northlincs.gov.uk for all necessary arrangements

you must cc: network.management@northlincs.gov.uk into all correspondence

Will refuse collections be affected? (Yes or No)	
--	--

If yes you must contact: wastemanagement@northlincs.gov.uk for all necessary arrangements

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

- The extent of the prohibition/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 prohibition/restriction start date

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 highway being prohibited/restricted

Does the proposed diversion route apply for both directions? (Yes or No)	
---	--

If no, please state an alternative route.

Does the proposed diversion have any of the following existing restrictions? (Yes or No)			
Weight		One Way	
Height		Banned Right Turn	
Width		Banned Left Turn	

<u>If Yes, please state where and what appropriate action is to be taken</u>

Eg. suspend one way/alternative diversion for HGVs
--

--

Does the diversion route extend outside of North Lincolnshire into other Counties? (Yes or No)	
---	--

If Yes, which authority(s)?	
------------------------------------	--

If yes you must contact the relevant authority for approval to use their roads.
You must cc: network.management@northlincs.gov.uk into all correspondence.

Site contact name/s	
24HR Emergency contact Name	
24HR Emergency mobile Number	

We confirm we hold £10,000,000 Public Liability Insurance?	
---	--

****Please enclose a copy of your insurance****

****Completed forms should be returned to: network.management@northlincs.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 12 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 12 weeks** to check and process an application.
6. An application fee of £1,000.00 (£370.00 for emergency closures, £500.00 for re-advertising TTRO after extension request) is payable to North Lincolnshire Council. This is to cover the cost of creating the legal closure order and advertising in the local press. This must be met by the applicant.
7. 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.
8. Applicants or their contractors are required to hold a public liability insurance policy, which indemnifies the county council for a minimum of £10,000,000 in respect of any one accident or claim.

9. Any damage caused to highway assets, as a result of your operations are to be replaced before leaving site.
10. You are required to inform us when closed roads, paths are re-opened.
11. Closure and diversion signage must be checked at least on a daily basis to ensure signs remain in place and are legible
12. **It is the applicant'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.
13. Environmental Health approvals for works out of hours must be supplied.
14. 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"
15. 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.
16. 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.
17. All frame mounted signs shall be adequately weighted using sand bags, and shall be accompanied by cones and lamps.
18. No works within the road closure shall be permitted until all diversionary and advisory signs are positioned correctly.
19. 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.

20. 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.
21. Any TM plans provided may be distributed to statutory consultees and the applicant has a duty to make these legible, clearly identifying the restriction length and any diversion routes to be in place.
22. Upon cancellation of a closure application, administration fees may still be charged.
23. Upon cancellation of a closure application, advertisement fees will still be charged.

DECLARATION

I HAVE READ AND AGREE TO THE CONDITIONS LAID OUT ABOVE

SIGNATURE	
------------------	--

NAME	
-------------	--

DATE	
-------------	--