# HAMPSHIRE COUNTY COUNCIL STREET WORKS MUST HAVE AGREED THE DATES AND DIVERSION ROUTE IF APPLICABLE FOR ROAD CLOSURE AND ANY LICENCES PRIOR TO SUBMISSION OF THIS FORM TO THE TRAFFIC MANAGEMENT TEAM.

# HAMPSHIRE COUNTY COUNCIL ARE CONTACTABLE VIA: [roads@hants.gov.uk](mailto:roads@hants.gov.uk)

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| ***Hampshire County Council approval obtained*** | | |  | ***Hampshire County Council (Street Works Team) reference*** | | | |  | | | |
| *Applicants Company:*  *(if applicable)* | |  | | | | | | | | | |
| *Applicants Name:* | |  | | | | | | | | | |
| *Applicants Address:*  *(Incl. Postcode)* | | ***Address to which copies of the first public notice should be sent*** | | | | | | | | | |
|  | |  | | | | | | | | | |
| *Applicants Telephone Number:* | |  | | | | | | | | | |
| *Applicants Email:* | |  | | | | | | | | | |
| *Invoice Address:*  *(if different to above)* | |  | | | | | | | | | |
| *Invoice Ref:* | | ***PLEASE PROVIDE A UNIQUE REFERENCE NUMBER FOR INVOICE PURPOSES*** | | | | | | | | | |
|  | |  | | | | | | | | | |
| ***Date of Request:*** | |  | | | | | | | | | |
| ***Event START Date:*** | |  | | | | ***Day Start Time:*** |  | | ***Day Finish Time:*** | |  |
| ***Estimated Duration of Event:*** | | | |  | **Days (legal maximum 3 days)** | | | | |
| ***Closure Location Details:*** | ***Road Name(s):*** | | |  | | | | | | | |
|  | ***Description of length of road:***  ***(if not entire length)*** | | |  | | | | | | | |
| ***Any additional information*** | | | |  | | | | | | | |
| **Please provide a scale plan highlighting routes and exact closure location(s) with alternative diversion route if applicable (see guidance notes)** | | | | | | | | | | | |
| **Diversion Route:** | | | | | | | | | | | |
| ***Traffic Management company or accredited Event Management company***  ***Name and Address:*** | | | |  | | | | | | | |

**Temporary Traffic Regulation Order Details: *Please check relevant boxes.***

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| **Vehicular access to premises along the affected length of road:** | | | | | |
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|  |  | **No properties are affected** | | | |
|  |  | **Access will be maintained at all times to properties, but remains a ‘No Through Route’** | | | |
|  |  | **State what arrangements are to be made for access to properties:** | | | |
|  |  | Access Arrangements: | | | |
| **You MUST ensure nearby properties been notified of closure and informed of diversion route if applicable. Please confirm you have undertaken this consultation.** | | |  |  | Yes |
| **You MUST ensure HCC Passenger Transport are contacted if your proposed closure is on a bus route. Please confirm you have contacted HCC Passenger Transport (details below)**  [**ptgenquiries@hants.gov.uk**](mailto:ptgenquiries@hants.gov.uk) **or 01962 846924** | | |  |  | Yes |

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**Temporary Traffic Regulation Order Guidance Notes:**

1. Direction of traffic on the public highway may only be undertaken:
2. by an appropriately indemnified Traffic Management Company using a suitably signed diversion route if a section of road is to be closed to vehicular traffic, even for a short period, or
3. by an organisation specifically approved to do so by the Police under the Community Safety Accreditation Scheme if vehicular traffic is managed by ‘rolling’ road closures. A list of companies currently accredited with Hampshire Constabulary is available at: <http://www.hampshire.police.uk/internet/about-us/working-with-businesses/csas-accredited-companies>
4. All road closure requests will require a **minimum of 6 weeks notice**.
5. Fees:

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| TTRO under RTRA(SE) Section 16A (closure) | **Current fee + adverts\*** |

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| Road closure/diversions - Legal & administrative work | £123.00 |
| Road closure/diversions - Larger Events Charge, min £50 - Hour Rate | £28.80 |
| Road closure/diversions - National events or where no street trading | £0.00 |

(\* Advert costs refer to the actual cost of placing public notices in the local press.)

1. Please ensure that for any closure that you have agreed the dates and diversion route (if applicable) with Hampshire County Council Street Works **prior** to submitting this form.  The H.C.C. Street-Works Team is contactable via their webpage

<https://www.hants.gov.uk/transport/licensesandpermits/events>

1. Please attach an electronic copy of the plan (PDF format preferred) showing precise position of the closure/restrictions (red) and the alternative route(s) (green) with a definitive signing schedule. Applications will be returned unprocessed where plans / descriptions are inaccurate or ambiguous.
2. Traffic management plans are to be reviewed by the Traffic Management Team prior to the applicant receiving confirmation of the outcome of the request via email.
3. Public Notices provided by the Traffic Management Team are to be erected onsite, by the applicant, at least 7 days prior to the commencement of works.
4. No refunds will be given for cancelled / withdrawn applications following approval of the request for a TTRO. Where the applicant requests an amendment to an application, after the original application has been approved, the applicant will be charged a second full fee associated with the type of TTRO, for the amended Order.
5. Applicants will be invoiced once the TTRO is approved.
6. Any length of road closed using this legislation can only be closed once per year unless approval is gained from the Secretary of State.

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| **The completed form and attachments should be sent to the Traffic Team**  **via one of the following methods (email preferred):**  **E-mail address:** [**trafficteam@easthants.gov.uk**](mailto:trafficteam@easthants.gov.uk)  **Post: Parking & Traffic Management, PO Box 263, Petersfield, GU32 9FD** |