# HAMPSHIRE COUNTY COUNCIL STREET WORKS TEAM MUST HAVE AGREED THE DATES, WORKS, DIVERSION PLANS AND ANY LICENCES PRIOR TO SUBMISSION OF THIS FORM TO THE LOCAL AUTHORITY.

# HAMPSHIRE COUNTY COUNCIL ARE CONTACTABLE VIA THEIR WEBPAGE: [www.hants.gov.uk/roads](http://www.hants.gov.uk/roads)

# APPLICATIONS THAT HAVE NOT RECEIVED APPROVAL FROM HAMPSHIRE COUNTY COUNCIL WILL BE REFUSED

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| ***Hampshire County Council Street Works licence submitted (if applicable)*** | |  | | ***NSWRA Reference:***  *from Hampshire County Council Street Works Team* | | |  | | | | |
| ***Road space must be booked via Hampshire County Council and be visible on roadworks.org before your request will be approved*** | | | | | | | | | | | |
| *Applicants Company:* | |  | | | | | | | | | |
| *Applicants Name:* | |  | | | | | | | | | |
| *Applicants Address:*  *(Inc. Postcode)* | |  | | | | | | | | | |
| *Applicants Telephone Number:* | |  | | | | | | | | | |
| *Applicant Email:* | |  | | | | | | | | | |
| *Invoice Address:*  *(if different to above)* | |  | | | | | | | | | |
| *Purchase Order Ref:* | | ***NO ORDERS SHALL BE PROCESSED UNLESS A PURCHASE ORDER REFERENCE IS PROVIDED.*** | | | | | | | | | |
|  | |  | | | | | | | | | |
| ***Date of Request:*** | |  | | | | | | | | | |
| **PLEASE NOTE ALL WORKS REQUIRE A MINIMUM OF 6 WEEKS NOTICE UNLESS EMERGENCY WORKS ARE REQUIRED** | | | | | | | | | | | |
| ***Works START Date:*** | |  | | | ***Day Start Time:*** |  | | ***Day Finish Time:*** |  | ***24 hrs*** |  |
| ***Estimated Duration of Works:*** | | |  | | | | | | | | |
| ***Location Details:*** | ***Road Name(s):*** | |  | | | | | | | | |
|  | ***Description of length of road:***  ***(if not entire length)*** | |  | | | | | | | | |
| ***Reason for the Closure***  ***(nature of the works)*** | | |  | | | | | | | | |
| **Please detail the alternative route will be via AND provide a scale plan highlighting routes and exact closure location(s):** | | | | | | | | | | | |
| **Diversion Route:** | | | | | | | | | | | |
| ***Who is carrying out the Works?***  ***Name and Address:***  ***Contractor 24hr Emergency Contact Number*** | | |  | | | | | | | | |
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**Temporary Regulation Order Details: *Check relevant boxes.***

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| Request for: | | |  | Temporary TRO (Planned Works) | | |  | Extension to 21 day Notice  (under Section 14(2))  Please attach a copy of the Notice | | |
|  | | |  | Emergency TRO | | |  | Suspension of Existing TRO  (Please detail in ‘Other’) | | |
|  | | |  | | | | | | | |
| **Please tick the relevant box(es) to indicate the TRO type required:** | | | | | | | | | | |
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|  |  | Road Closure | | |  | Bridleways Closure | | |  |  |
|  |  | Speed Limit | | |  | Footpath Closure | | |  |  |

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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? 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)**  [passenger.transport.roads@hants.gov.uk](mailto:passenger.transport.roads@hants.gov.uk)  **or 01962 846924** | | | | |  |  | Yes |
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**Temporary Traffic Regulation Order Notes:**

1. Applications will be returned unprocessed where:
   * + plans / descriptions are inaccurate or ambiguous.
     + diversion plans have not been agreed by HCC.
     + road space has not been booked.
2. All requests (except emergency closures) will require a **minimum of 6 weeks notice**.
3. Fees:

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| --- | --- |
| TTRO under RTRA Section 14(1) (all pre planned works) | **£1850 + 2 adverts\*** |
| TTRO under RTRA Section 14(2) (emergency closure) | **£2150.00 (+ 2 adverts if > 21 days duration)** |

**\*** Advert costs refer to the actual cost of placing public notices in the local press but are usually in the region of £150 per advert.

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).
2. Applicants will be informed via email of the outcome of their request via email.
3. Public Notices / Orders 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. Please ensure that for any closure that you have booked the road space and been granted a licence by Hampshire County Council Street Works **prior** to submitting this form.  The H.C.C. Street-Works Team is contactable via their webpage:

[www.hants.gov.uk/roads](http://www.hants.gov.uk/roads)

1. Applicants will be invoiced once the TTRO is approved.
2. No refunds will be given for cancelled / withdrawn applications following approval of the request for a TTRO.
3. 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.

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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** |