# 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  **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****Post: Parking & Traffic Management, PO Box 263, Petersfield, GU32 9FD** |