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| **APPLICATION FOR A TEMPORARY TRAFFIC REGULATION ORDER (TTRO)**  Section 14 Road Traffic Regulation Act 1984 |  |

**Return this form to:** [**TTRORequests@oxfordshire.gov.uk**](mailto:TTRORequests@oxfordshire.gov.uk)

**OCC Require 3 Months (12 weeks) notice to process a TTRO**

**For advice phone 0345 310 11 11 and ask for the Temporary Traffic Regulation Team**

**This application form is for Footpaths /Bridleways/ Public Rights of Way. There is an alternative form for roads**

**CHECK LIST**

We can only accept applications which are supported by the correct documentation.

The following plans & documents must be attached with this TTRO application:

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| **Traffic Management plan(s)** showing Footpath/Bridleway/PRoW Closure, Signage and Diversion Route | Tick |
| **Confirmation of £10 Million Public Liability Insurance (PLI)** (document).  Must cover the period of the TTRO, including any extensions etc. that may occur. A letter of intent to renew any policy expiring prior to works completion must be sent in addition to the current policy. | Tick |
| **Purchase Order Document** (to cover legal fees & advertising etc.)  This is a promise to pay only as we invoice once the works are completed.  The PO document is to include:  The amount (£) as per the cost breakdown below + Purchase Order Number + Full Invoice address + Company Registration No. + VAT Registration No. + Accounts team / person Phone Number & E-mail.  **TTRO Fees :**  **Notice ( maximum 5 consecutive days ) - £ 1001**  **Notice of Order ( up to 18 months ) - £2343**  **Emergency Notice ( up to 21 consecutive days ) - £1639** | Tick |

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| **PERMISSIONS** |
| Approval is required from OOC Countryside Access team (countryside@oxfordshire.gov.uk). Has permission for your works / closure been granted? Yes/No: |
| Are any parts of the closure or diversion route on privately owned land? Yes/No:  If yes, permission from the land owner(s) is required. We may ask to see written proof of this. |

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| **LOCATION OF WORKS** |
| District (Oxford City, Cherwell, West Oxon, Vale, South Oxon): |
| Parish / Town / Village: |
| Footpath / Restricted Byway / Bridleway / BOAT: Name & Number if known. Including any other helpful descriptions – e.g. Between Junctions / House No / Landmarks of: |
| Proposed diversion route: |

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| **TYPE OF RESTRICTIONS REQUIRED**  Specify closure or other type of restriction: | |
| Will access to cyclists and pedestrians be maintained (if No please note that alternative arrangements will be required and conditions added to your closure) |  |

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| **NATURE OF WORKS** | |
| Description of works:  This description will be used to inform the public. |  |
| Details of licensable apparatus (cranes / cherry pickers / scaffolds / hoarding) |  |

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| **PROPOSED DATES OF TTRO**  (This will need to be confirmed by OCC) | |
| Start Date & Time? |  |
| End Date & Time? |  |
| 24h restriction? / If not state restriction hours: |  |
| Are Weekends included? |  |

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| **APPLICANTS DETAILS & INVOICING ADDRESS** (contacts may be used for public distribution) | | | |
| Applicant Name: | |  | |
| Business/Company Name: | |  | |
| Business/Company Address: | | | |
| Invoicing Address & Finance Contact (if different from above): | | | |
| Phone: | Mobile: | | Email: |

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| **24 HOUR SITE CONTACT DETAILS** (contacts may be used for public distribution) | |
| Company: | Name: |
| Phone: | Mobile: |

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| **TRAFFIC MANAGEMENT COMPANY DETAILS FOR TEMP** **SIGNING** (if different from site contact) | |
| Company: | Name: |
| Phone: | Mobile: |

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| **Please add any comments below that you feel may assist the application:** |

**Full address:**

https://www.oxfordshire.gov.uk/cms/content/requesting-temporary-traffic-regulation-order-ttro

**Applicant’s Declaration**

**I / We understand and agree that by submitting this application form:**

* To pay the councils fees as set out on Oxfordshire County Councils website
* That it is my responsibility to recover costs from other parties if the costs are to be shared with others.
* To fully repair any damage to the surface caused by the works.
* Maintain pedestrian access to properties at all times.

Oxfordshire County Council will invoice for the TTRO after we have finished our process. Please do not send any monies prior to this.