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

**Please 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 roads, there is an alternative form for various types of Footpaths.**

**CHECK LIST**

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

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| **Traffic Management plan(s)** showing Road 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 TTRO process has been 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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| **PERMIT REFERENCE NUMBER**  This is a requirement. If you are unable to Permit your works, then please refer to the OCC website at [Road Opening | Oxfordshire County Council](https://www.oxfordshire.gov.uk/cms/content/road-opening-licence-excavation-highway) before submitting this form. | |
| Give your Permit Reference Number here: |  |

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| **LOCATION OF WORKS** |
| District (Oxford City, Cherwell, West Oxon, Vale, South Oxon): |
| Parish / Town / Village: |
| Road name:  Between Junctions / House No / Landmarks of: |

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| **DIVERSION ROUTES** |
| Proposed diversion route: |
| Will the alternative route include a Trunk Road that is not maintained by OCC? Yes/No:  (If yes it is the applicant’s responsibility to obtain agreement from the Highways England and provide us with a copy of the agreement). |

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| **TYPE OF RESTRICTIONS REQUIRED**  Road Closure / No Waiting / Speed Limit / One Way / Weight Limit / No Loading or Unloading etc.  **Please give full details of all restrictions**: | |
| Are buses allowed to pass through the works? |  |
| Will bus stops be closured off (out of use)? Or require relocating? (charges apply see online guidance) |  |
| Are school buses allowed to pass through the works if applicable? (times can be provided) |  |
| Will access to cyclists and pedestrians be maintained (if No please note that alternative arrangements will be required and conditions added to your closure) |  |
| Will Emergency Services be able to pass? |  |

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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 / lifts / storage on highway) |  |

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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 & 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: | Contact Name: |
| Phone: | Mobile: |

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

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| **Please add any comments that may further 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.