

## OXFORDSHIRE COUNTY COUNCIL (OCC) TEMPORARY TRAFFIC REGULATION ORDER (TTRO)

### ORDERS & URGENT NOTICES

#### ROAD / FOOTPATH / BRIDLEWAY / B.O.A.T. RESTRICTIONS; CLOSURES; “NO WAITING” RESTRICTIONS; WEIGHT LIMITS; SPEED LIMITS; WIDTH RESTRICTIONS ETC

- 1) The processing time for a Temporary Traffic Regulation Order (TTRO) request commences upon receipt of a properly and fully completed application form and supporting documents. Please note that you need to show exact dates, times and reasons for the application on the application form.
- 2) For each application we require an electronic copy of a formal **Purchase Order** (PO). The PO 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 + Purchase Order Number + Full Invoice address + Company Registration No. + VAT Registration No. + Accounts team / person Phone Number & E-mail.

- 3) Applicants or their contractors are required to hold a **Public Liability Insurance Policy**, which indemnifies the County Council for a minimum of £10,000,000 in respect of any one accident or claim. **Proof of cover must be sent with the Application Form.**
- 4) You should attach to your application an accurate **location (publicity) plan**, indicating (1) the works site, (2) the section of road or footpath etc to be restricted (usually from a junction to a junction) and (3) any proposed diversion route. This should also include details of any temporary restrictions required along any diversion route(s). This electronic plan must be of a quality suitable for OCC to mail out to emergency services etc.
- 5) We require **12 weeks'** notice for the processing of all TTROs for planned works. A TTRO requires advertising in the local press and it is important to note that the **advertisements** can cost approximately £100-£500 each, and that **two advertisements** are required for each TTRO.
- 6) In certain circumstances, for road closures and other temporary restrictions of five days and under, we may be able to use a slightly shortened procedure – restrictions by **Notice**. Advertisements are usually not required for Notices.

## 7) Charges: 2018-19

(applications between and including 1 April 2018 and 31 March 2019)

Type	Duration	Cost
TTRO by Order	Maximum period of a TTRO of 18 months (road).	£1600 + cost of advertisement in the local paper (legal requirement). We ask for a Purchase Order of £2500.
TTRO by Notice (subject to urgency)	For a maximum of 5 consecutive days	£800 (Purchase Order required for £800)
21 day 'Emergency' Notice (Can only be used when serious injury or risk to life is identified. A statement needs to be submitted with the TTRO application outlining the risk to the public)	For a maximum period of 21 days. (If this period needs to be extended we need to be informed ASAP to get a further TTRO in place)	£1300 (Purchase Order required for £1300)
<b>Cancelations / Major Changes:</b> Inform the Network Supervisor and the TTRO Team immediately. Charges will apply for TTROs from the point of your agreement to proceed with the application after Network Coordination has been approved.		

- 8) For all TTROs, it will be the applicant's responsibility to provide appropriate **signage** that complies with Department for Transport regulations with which to **adequately sign the closure and any alternative route(s)**. You can use any Department for Transport approved traffic management (TM) company. Whoever you opt for will need to produce a signage schedule and plan of the signs required, showing where the signs will be placed and giving the exact wording, correct dates and duration of the works. The **signage schedule** will be subject to **OCC approval**. A **site visit must be made** by all applicants and / or their TM company to ensure accuracy of all information provided to OCC. Any existing signage that needs to be temporarily covered must be shown on the signage schedule.
- 9) Any **road markings** disturbed as a result of your operations are to be replaced, before leaving site, to OCC's specification.
- 10) You are required to **inform us** when closed roads, paths etc are **re-opened**.

You will be invoiced by Oxfordshire County Council at the end of the process. Please do not send monies beforehand.

PLEASE NOTE: TTROs on ROADS require a **StreetWorks Notice (SW-N)** to be in place before a TTRO Application is submitted. If you do not have access to EATON to submit the SW-N please contact:

[RoadOpeningsandSection50@Oxfordshire.gov.uk](mailto:RoadOpeningsandSection50@Oxfordshire.gov.uk)

Updated 3/12/2018