



Perth & Kinross Council

Environment & Infrastructure

Application for Temporary Traffic Restriction Order

**The application will not be processed until ALL the conditions below are fully met.
"A road CANNOT be closed without permission from the Roads Authority".**


Applicant Details			
Company/Organisation			
Contact Name			
Address			
Email			
Tel			
Temporary Traffic Restriction Order Details			
Type of Restriction			
Road Number, Name & Address			
Start Point & Co-ordinates		End Point & Co-ordinates	
Length Of Closure (metres)			
Proposed Diversion Route <i>(Must be detailed on this form)</i> <i>"As per attached TM plan" is not acceptable"</i>			
Reason For Closure <i>(including proof of this)</i>			
Description Of Works			
Activity Reference Number			
The application should be made a minimum of six weeks prior to the proposed start date.			
Proposed Start Date		Proposed End Date	
Financial Code (Internal Use Only)			

Charges

**The application will NOT be processed until the £1000 charge has been paid and confirmed.
All extensions to the original dates will be charged at £410.
The charge for an emergency road closure is £545.**

Please contact the Traffic & Network Team to discuss all the payment options on
roadsnetworkmanagement@pkc.gov.uk

Conditions of Restrictions

1. A Road Restriction will only be granted where proof that the guidelines set out in Code Of Practice 'Safety At Street Works And Road Works' cannot be met.
<https://roadworks.scot/sites/default/files/publications/add/safety-at-streetworks-Oct2014.pdf>
 2. The £1000 fee **must be** paid in advance before the Temporary Traffic Restriction Order process begins. The charge for an emergency road closure is £545. (There is also a further £410 charge for any extension to the original dates)
Once this application has been processed and approved, this fee is non-refundable.
 3. The application **must be** made a minimum of six weeks prior to the proposed start date.
Submission of application does not mean automatic approval until local authority permission has been sent
 4. The application **must be** accompanied by a traffic management plan illustrating all the proposed signage, including the diversion route and advanced warning signage.
 5. If the Restriction impacts a neighbouring Roads Authority, or Trunk Road, their written approval **must be** included with the application.
 6. The applicant is responsible for the provision, erection, maintenance and removal of all signage, barriers, cones, etc. All personnel deploying signs, cones & barriers within the public road must be qualified and accredited to do so.
All temporary signage should be fit for purpose, and compliant with the Traffic Signs Regulations & General Direction (2016) and they must be removed immediately after the restriction is removed.
 7. Advance Information Signage **must be** placed at both ends of the restriction a minimum of two weeks prior to the restriction. Signs **must** include a contact number, dates and purpose of works. Photographic evidence must be available on request.
 8. Parking Bay Suspensions & Loading/Parking Restrictions can only be enforced, if the correct procedure has been followed. Contact Parking Services for further info. parkingservices@pkc.gov.uk
It is the responsibility of the applicant to install no waiting cones and no parking signs if a parking restriction has been approved. See Signage example
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9. All traffic management, whether hired or owned by the applicant, must be checked once per 24 hours including weekends/public holidays and will be subject to an immediate maintenance contract for the duration of the works.
 10. All excavations **must be** permanently reinstated before the Road Restriction is removed.
 11. The applicant **must** notify the Roads Authority one working day prior to the road re-opening and again immediately upon the re-opening of the road.

- 12.** The applicant **must** inform, in writing, all residents / businesses affected by the Road Restriction.
 A draft copy of this letter must be included with the application.
 This letter must be distributed a minimum of 2 weeks prior to the restriction start date.
 A record of what addresses have been notified must be available for Perth and Kinross Council to request.
- 13.** All costs incurred by Perth & Kinross Council in relation to the promotion of the Road Restriction will be re-charged to the applicant.
- 14.** Application to be returned to:

Roads Network Management
 Environment & Infrastructure
 Ruthvenfield Depot
 Ruthvenfield Road
 Inveralmond Industrial Estate
 Perth
 PH1 3EE
 Tel: 01738 476476 Email: roadsnetworkmanagement@pkc.gov.uk

Signed Application and Approval

**A signature is required to confirm that all the above Conditions have been read and agreed.
 If any of the conditions are not adhered to, we reserve the right to cancel the restriction without notice.**

Signed		Date	
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Signed on Behalf of	
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Office Use Only

Application Approved	Yes		No	
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Processed By		Date	
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Approved on the following conditions	
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