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This application form is for: Road Closures, Width/Height/Weight/Length Restrictions, One Way, Banned Turn, Restricted Access, Speed Limit and Parking or Loading Restrictions.

**Please Send Your Applications to:**

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| **Email**  [na.applications@suffolk.gov.uk](mailto:na.applications@suffolk.gov.uk)  **POSTAL**  Please be aware that Suffolk County Council is no longer accepting postal applications. | **Planned Works Fee**   * **Fee** *(payable in advance)***:** £1,560.00 * **Amendment fee:** £450.00   + *Change of dates (start and/or end)*   + *Each additional extension (within 18-month window)*   + *Each additional works phase (within 18-month window)*   **Immediate Works Fee**   * **Notice fee:** £850.00   + *Duration for up to 21 days* * **Additional duration fee:** £450.00   + *If the immediate duration is anticipated to be for longer than 42 days, then an order will be required in addition to these fees at cost of £1,560.00 – please contact Network Assurance.* |

**Do the works:**

* **Affect the A11, A47, A14, A12?**
  + Please visit [Trunk roads maintained by Highways England webpage](https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/trunk-roads-maintained-by-highways-england/) for more information.
  + You must contact Highways England (details below) before applying
* **Affect roads in Essex, Cambridge, and/or Norfolk?** 
  + You must contact the relevant Local Highway Authority before applying.

**Suffolk County Council will not process your application without written confirmation that you have permission to use roads managed by other bodies.**

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| **Highways England Contact Details** | |
| **East Region Road Space Booking** | [EastRegionRoadspace@highwaysengland.co.uk](mailto:EastRegionRoadspace@highwaysengland.co.uk) |

For non-immediate works, please check <https://one.network> for the dates you require to avoid disappointment, as these works possibly could be classed as **Major Works** and may require minimum of **3 months** in advance as outlined in legislation.

**Application**

1. Applications for **Planned** works via the website, must be received **at least 12 WEEKS** ahead of your planned start date (unless prior agreement has been made).
2. Applications for **Emergency** works have no lead in time and are enacted through a Temporary Traffic Regulation Notice (14.2 of the Road Traffic Regulation Act 1984).

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| **Part One: Applicant business details** | | |
| **Applicant Business Name:** |  | |
| **Applicant Business address** (Incl. postcode)**:** |  | |
| **Telephone:** |  | |
| **E-mail:** |  | |
| **Working on behalf of, if different from applicant business?**  *(i.e. Utility Company)* |  | |
| **In conjunction with?** |  | |
|  | Other: |  |

|  |  |
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| **Part Two: Contact details during TTRO/N operation** | |
| **“In Hours” Contact Number:** |  |
| **“Out of Hours” Contact Number:** |  |
| **E-mail:** |  |

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| **Part Three: Order/Notice details** | | | | |
| **Type of TTRO/N to be made or suspended:** |  | | | |
| Other |  | | |
| **Existing restrictions to be suspended?** |  | | | |
| **Road Name:** |  | | | |
| **Town/ Parish:** |  | | **District/Borough:** |  |
| **Reason for TTRO:** |  | | | |
| **Proposed start date:**  *Please refer to permit dates* |  | | **Proposed finish date:**  *Please refer to permit dates* |  |

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| **Please complete for Temporary Speed Limits Only** | | | |
| **What is the existing speed limit of the Road?** |  | | |
| **What temporary speed limit is required?** |  | | |
| **Start Point** | From its junction with... | **End Point** | To its junction with... |
| **Distance (Approx.)** | i.e. 100m | | |

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| **Please complete for Road Closures, Weight/Width/Length/One Way/Banned Turn/Restricted Access Only** | | |
| **Description of affected roads**: | *(Include start and end points, direction and distance in meters e.g. “Fox Street, from a point 20m north of its junction with West Street, north for a distance of 25m)* | |
| **Proposed Diversion Route (including road names and/or numbers).**  *Please state if diversion is vice versa* |  | |
| **Will the proposed Works or Diversion Route affect?**  *Please select either* ***Yes*** *or* ***No*** | **Yes** | **No** |
| Bus route |  |  |
| Highways England road |  |  |
| Road managed by another Local Authority |  |  |
| **Please ensure all permissions and bus service arrangements are attached to application.** | | |
| Is access to properties to be maintained? |  |  |
| Is access to be maintained for emergency service vehicles? |  |  |
| If **No**, please ensure you have liaised with the emergency services prior to sending the application. | |
| Will the road be closed 24 hours? |  |  |
| If **No** - please state time’s road will be closed and please supply a condition on NCT09b for traffic management outside these times. | **Start time:** | **Finish time:** |
| 00:00 | 00:00 |

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| **Part Four: Declaration** | | | | |
| For the purpose of this declaration, the person **Signed** and **Printed** below will be known as the applicant and referred to as “**I**” in the following statements. Furthermore, **Suffolk County Council** the Highway Authority will be referred to as “**SCC**”.  I understand that SCC will request payment for processing the above application and I agree to pay the sum outlined below, **even** if the works are cancelled and/or the closure does not take place:   1. **£1,560** for a Temporary Traffic Regulation Order, 2. **£850** for a Temporary Traffic Regulation Notice, 3. **£450** for an Amendment.   I agree to make such arrangements that this completed application, to the best of my knowledge and any supporting documentation (i.e. Diversion Route drawing) are attached to the corresponding email prior to submittal to SCC. I further understand that failure to attach this application form and any required supporting documentation as part of my submission, may result in the application process being delayed at my own risk and all the associated costs by losing the planned start date.  I have read “Annex A - Operational Requirements” and understand that I must comply with these and they are in addition to conditions which may be applied to a permit. | | | | |
| Please tick this box | |  | | |
| If you freely give your consent to allow Suffolk County Council to share the details provided within this application with other public bodies, organisations, and individuals in relation to these works. | | | | |
| **Name:**  *(Please print)* |  | | **Date:** |  |
| **Signature:** |  | | **Contact details:** |  |
| **Position in company:** |  | | **Name of company:** |  |

**Please submit the completed application to**

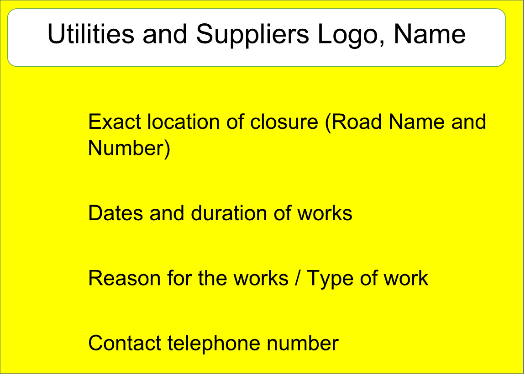
[**na.applications@suffolk.gov.uk**](mailto:na.applications@suffolk.gov.uk)

**And Cc**

[**BSS@suffolk.gov.uk**](mailto:BSS@suffolk.gov.uk)

**Annex A - Operational Requirements**

1. Access may be allowed to Emergency Services **IF** safe passage permits.
2. Pedestrian/Cyclist and Access to properties must be maintained at **ALL** times, unless otherwise agreed.
3. Advance Warning Signs (1050mm by 750mm) **MUST** be placed at all approaches to the site **at least 14 days** prior to the commencement of the closure and **MUST** state the following (please also see example below):
   * Company logo and name
   * Exact location of the closure
   * Dates and duration of works
   * Type of work
   * Contact telephone number
4. Advance Warning Signs **MUST** stay on site throughout the duration of the works and **MUST** be included on your traffic management plan for approval by Suffolk County Council.

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- End -