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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT DETAILS** | | | | | | | | |
| **Name:** | |  | | | **Tel no.:** |  | | |
| **E-mail:** | |  | | | | | | |
| **Organisation:** | |  | | | | | | |
| **Address:** | |  | | | | | | |
| **TEMPORARY RESTRICTION DETAILS** | | | | | | | | |
| **Type of restriction:**  (please tick order required) | | **Road closure:**  **Public Right of Way closure:**  **One-way order:**  **Speed restriction:**  **Other:** | | | | | | |
| **Location of restriction:**  (road name) | |  | | | | | | |
| **Grid reference:** | | **Easting:** |  | | **Northing:** |  | | |
| **Extent of restriction:**  (from/to) | |  | | | | | | |
| **Is the affected road a bus route:** (please tick) | | **Yes:**  **No:** | | | **Will emergency service access be maintained?** | | | **Yes:**  **No:** |
| **Proposed diversion route:** please attach plan | |  | | | | | | |
| **WORK DETAILS** | | | | | | | | |
| **Description of works:** | |  | | | | | | |
| **Works promoter:** | |  | | | | | | |
| **Street works notice ref:** | |  | | | | | | |
| **Works contractor:** | |  | | | | | | |
| **Planned / emergency:**  (please tick) | | **Planned:**  **Emergency:** | | | **Purchase order number / cost centre:** | | | |
|  | | | |
| **Invoice address:** | |  | | | | | | |
| **OPERATIONAL DETAILS** | | | | | | | | |
| **Start date:** | | DD/MM/YYYY | | | **Start time:** | |  | |
| **End date:** | | DD/MM/YYYY | | | **Finish time:** | |  | |
| **Duration:** | | **24 hours**  **Weekdays 9.30 am to 3.30 pm**  **Other:** | | | | | | |
| **EMERGENCY CONTACT DETAILS** | | | | | | | | |
|  | **Daytime contact** | | | **24 hour contact** | | | **Traffic management supplier:** | |
| **Name:** |  | | |  | | |  | |
| **Organisation:** |  | | |  | | |  | |
| **Tel. no:** |  | | |  | | |  | |

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| --- | --- | --- | --- | --- |
| **Declaration:** | | | | |
| I have completed all the above fields, read and understood the conditions and guidance notes. I attach a plan showing the section of road/footpath affected and proposed diversion route with signing details. | | | | |
| **Name:** | | | **Signature:** | **Date: DD/MM/YYYY** |
| **Conditions and Guidance Notes** | | | |
| 1 | Notice / scale of charges:  Planned works – a minimum of 6 weeks’ notice is required before the start date due to the statutory notices and orders to be issued.  Emergency works – immediate risk likely to cause danger to persons and/or property on or adjacent to the highway.  The maximum time limit a temporary order can be made for is 18 months and 6 months for a footpath, bridleway, cycle track or byway.  If it becomes apparent the order will exceed the maximum time limit the order can be made for, the authority will need to apply to the Secretary of State for Transport to extend the period of the order beyond the period it was originally made for. Formal written notification stipulating the reasons and period of extension required must be submitted. The Secretary of State for Transport is unable to authorise an extension to an order if it has already expired. | | |
| 2 | To view the associated costs please visit: <http://www.wolverhampton.gov.uk/article/9051/Temporary-traffic-management> | | |
| 3 | The applicant must attach a plan to show the proposed traffic management and diversion route with the application form submitted. Traffic should only be diverted onto roads of the same type/category as the road closed. | | |
| 4 | It is the applicant’s responsibility to provide, erect and maintain on site advance warning notice signs at either end and on all approaches of the section of road affected to advise traffic of the restriction. This sign must be positioned on site two weeks prior to the restriction commencing stipulating the start date and duration the restriction will operate. | | |
| 5 | The applicant must inform the properties (residents and businesses) affected by the order, by letter, two weeks prior to start of the restrictions. The letter should provide the applicant’s contact details, nature of works, start date and duration of the restriction. A copy of this letter must also be submitted to the Network Co-ordination department. | | |
| 6 | It is the responsibility of the applicant to notify the bus companies affected in order to suspend the bus stops accordingly. | | |
| 7 | It is the responsibility of the applicant to contact any other authority / agency where any associated signage or diversion routes are proposed on neighbouring networks not adopted by the City of Wolverhampton Council. Formal approval by the authority /agency must be obtained and attached with this application. | | |
| 8 | Vehicular access to frontages must be maintained at all times within the road closure.  Safe access for pedestrians must also be maintained at all times. | | |
| 9 | The provision, operation and maintenance of all signs, lighting and guarding of the works/temporary traffic management is the responsibility of the applicant and shall be in accordance with requirement of the Safety at Street Works and Road Works code of practice, Traffic Signs Manual, Chapter 8 and New Roads and Street Works Act 1991. | | |
| 10 | All signs must be inspected each day (regularly) whilst the restriction is in operation. | | |
| 11 | The applicant must ensure that all works are complete (including reinstatement) to ensure the site is safe prior to the removal of the road closure/restriction. All associated signage must be removed as soon as the road is fit to return to the traveling public. | | |
| 12 | The completion and submission of the application form does not guarantee or automatically entitle the restriction to take place. The City of Wolverhampton Council Network Co-ordination department will grant and provide formal approval accordingly. Incomplete applications will result in delays. | | |
| 13 | If a temporary restriction is agreed it is essential that delays to road users are minimised by maximising the working day such as working hours/days; avoid closing the road at peak times etc. | | |
| 14 | The applicant must submit a programme of work and method statement to support the application. | | |
| 15 | The applicant must be covered by Public Liability Insurance – a copy of the insurance certificate must be submitted with the application. | | |
| 16 | The applicant must contact the Network Co-ordination department if any amendments are required to the start/end date. | | |
| 17 | Please return completed applications to:  E-mail: [traffic@wolverhampton.gov.uk](mailto:traffic@wolverhampton.gov.uk)  Alternatively, please post to:  Wolverhampton City Council  Urban Traffic Control, Network Co-ordination  Civic Centre  St Peter’s Square  Wolverhampton  WV1 1RP  Tel: 01902 555791 for more information. | | |