

# APPLICATION FORM

## TEMPORARY TRAFFIC REGULATION ORDER

FOR THE PURPOSE OF HOLDING A PUBLIC EVENT ON THE HIGHWAY:

(ROAD RACE/CHARITY EVENT/FESTIVAL/FAYRE)

The Council of the Borough of Milton Keynes

When applying to temporarily close the highway under Section 16A

Of the Road Traffic Regulation Act 1984

[www.milton-keynes.gov.uk](http://www.milton-keynes.gov.uk)

MKC REF:

*For office use only*

**ATTENTION:** Before you begin completing this application, please check the following:-

- **You have checked for conflicts** - You can check for conflicts by visiting [www.roadworks.org](http://www.roadworks.org)
- **You have allowed for 10-weeks' to enable the highway authority time to process the application**

Please be advised that a TTRO made under Section 16A of the Road Traffic Regulation Act 1984 can only be made for the following reasons:-

- **facilitating the holding of a relevant event (road race/charity event/festival/fayre);**
- **enabling members of the public to watch a relevant event, or;**
- **reducing the disruption to traffic likely to be caused by a relevant event.**

If the reason for this application does not fall within the list above then please contact the Councils TRO Team on 01908 (25)3428. Alternatively you can email [hannah.prater@milton-keynes.gov.uk](mailto:hannah.prater@milton-keynes.gov.uk).



Required information

### SECTION 1 (Applicant Details)



Applicant name:



Name of Event:  
(Reason for closure)



Address:



Post code:












Email address:









Telephone number:

## SECTION 2 (Closure Details)

 Road name:	<input type="text"/>
 Area/Postcode:	<input type="text"/>
 Section of highway: (length of road)	<input type="text"/>
 Start Date:	<input type="text"/>
 End Date:	<input type="text"/>
 Times:	<input type="text"/>
 Proposed diversion route: (If applicable)	<input type="text"/>
 Provisions for emergency services:	<input type="text"/>
 Provisions for public access: (Vehicular and Pedestrian)	<input type="text"/>

## SECTION 3 (Traffic Management Details)

*\*Please note: this section only needs to be completed where the closure is on high speed roads (of 40mph or above)*

 Company name:	<input type="text"/>	
 Contact name:	<input type="text"/>	
 Address:	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
 Post code:	<input type="text"/>	
 Contact telephone:	<input type="text"/>	Normal office hours
 Contact telephone:	<input type="text"/>	24 hour emergency (out of hours)

#### SECTION 4 (Highways Data Protection Privacy Statement)

We collect and use information about you so that we can provide you with Highway services under the relevant Legislation. Full details about how we use this data and the rights you have around this can be found at <https://www.milton-keynes.gov.uk/highways-and-transport-hub/highways-privacy-notice> . If you have any data protection queries, please contact the Data Protection Officer at [data.protection@milton-keynes.gov.uk](mailto:data.protection@milton-keynes.gov.uk)

#### SECTION 5 (Declaration)

I being the applicant hereby state that I have read and understood the above application and that the information provided is correct.

I understand that as the applicant of these works I am responsible for its safe, orderly and proper conduct.

I have read the Criteria, Guidance Notes and Conditions attached and agree to abide by them. I will be responsible for all third party or other claims or costs arising out of the above application.



Signature:



Print name:



Date:

Please return this form to the TRO Network Manager, Highways Department, Milton Keynes Council, Synergy Park, Chesney Wold, Bleak Hall, MK6 1LY together with:-

- A map indicating clearly the affected section of road or right of way and the alternative route(s) in PDF format if sending by email;
- If you intend to close a road or divert traffic on a road with a 40mph speed limit (or greater) then a comprehensive traffic management plan with a signing schedule for the closure and alternative route in accordance with Chapter 8 of the Traffic Signs Manual 2006 in PDF format if sending by email;
- A copy of your risk assessment and Method Statement.

Please note that whilst Milton Keynes Council reviews temporary traffic management proposals in order to secure and facilitate expeditious movement of Traffic as required by the Traffic Management Act 2004, it is the responsibility of the statutory undertakers or any other person carrying out works or activities on the road network to ensure that the proposals are safe and that any works or activities are carried out in a safe manner. The statutory undertakers or any such other person may be liable in the event of an incident and should therefore ensure that they have adequate insurance in place in the event of any claims of liability resulting from the works or activities. The Council and its officers will not accept liability for any incidents arising from such works and will seek indemnity from the statutory undertakers or such other persons as applicable should it suffer any loss as a result.

#### Additional Information