

# APPLICATION FORM

## TEMPORARY TRAFFIC REGULATION ORDER

FOR THE PURPOSE OF:

**(STREET WORKS/ROAD WORKS/PUBLIC SAFETY/LITTER  
CLEARING)**

Milton Keynes City Council

Application to temporarily close the highway under Section 14(1)

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 obtained a permit** - You can apply for a permit by contacting the Councils Streetworks Team on 01908 (25)3428. Alternatively you can email the Streetworks Co-ordinator at [streetworkscoordination@milton-keynes.gov.uk](mailto:streetworkscoordination@milton-keynes.gov.uk).
- **You have checked for conflicts** - You can check for conflicts by visiting [one.network](http://one.network)
- **You have allowed for 3-months' to enable the highway authority time to process the application**
- **Please send the completed application form to the following email addresses** [streetworks@milton-keynes.gov.uk](mailto:streetworks@milton-keynes.gov.uk),

The cost of the temporary traffic regulation Order made under section 14(1) is **£2,250.00**

Please be advised that a TTRO made under Section 14(1) of the Road Traffic Regulation Act 1984 can only be made for the following reasons: -

- **Works on or near the highway (Street-Works);**
- **The likelihood of danger or serious damage (Public Safety);**
- **Litter clearing and cleaning (Litter Clearing).**



### Required information

#### SECTION 1 (Applicant Details)



Applicant name:



Company:



Address:



Post code:



Email address:



Telephone number:



Payment method:

☐

Cheque

☐


Purchase Order


☐

Card Payment

Purchase Order Number

## SECTION 2 (Closure/Restriction Details)

 Works reference:

 Type of request (please tick one of the following):

☐ Road closure: (For up to a maximum period of up to 18 months)

☐ Footpath closure: (For up to a maximum period of up to 6 months)

☐ Bridleway closure: (For up to a maximum period of up to 6 months)


☐ Redway closure: (For up to a maximum period of up to 6 months)

☐ No waiting restrictions: (For up to a maximum period of up to 18 months)

☐ Weight restriction: (For up to a maximum period of up to 18 months)  **TONNES**

 Road name:

 Area/Postcode:


 Section of highway:  
(length of road)

 Start Date:

 End Date:


 Times: ☐ 24 hours ☐ Off-Peak (09.30hrs – 16.30hrs) ☐ Overnight (21.00hrs – 06.00hrs)

☐ Other

 Proposed diversion route:  
(If applicable)

 Provisions for emergency services:









 Provisions for public access:  
(Vehicular and Pedestrian)

 Will any bus stops be affected? ☐ **YES** ☐ **NO**

*Please note that there will be an additional charge of £15.00 for every bus stop that is affected in order to cover the costs of the bus stop notices and updates on passenger information.*

 Reason for closure/restriction: (Please provide details below)

### SECTION 3 (Traffic Management Details)

	Company name:	<input type="text"/>
	Contact name:	<input type="text"/>
	Address:	<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)
	Traffic Management Plan:	<input type="text" value="Drawing number"/>
	Public Liability Insurance:	<input type="text" value="Insurance number"/>

### 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:	<input type="text"/>
	Print name:	<input type="text"/>
	Date:	<input type="text"/>

Please return this form to the TRO Team together with:-

- Payment method for the **£2,250.00** application fee;
- A comprehensive traffic management plan with a signing schedule in accordance with Chapter 8 of the Traffic Signs Manual 2006 (Preferably in PDF format if sending by email);
- Copies of your risk assessment, Method Statement and public liability insurance certificate.

*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.*