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|  | **TRANSPORT**  **Brighton & Hove City Council**  **Network Co-ordination**  **Room G13**  **Hove Town Hall**  **Hove BN3 4AH** |  |

**BRIGHTON & HOVE CITY COUNCIL**

# TEMPORARY TRAFFIC REGULATION ORDER APPLICATION PACK

**Notes for Guidance for Applicants:**

Scale of Charges

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| Type of Restriction | Fee | Notice Period |
| Temporary Traffic Regulation Orders –  Certain Planned Works/Events | £1884.00 (includes £354 admin charge). If the advertising costs exceed this figure a further fee may be charged. | 10 weeks |
| Temporary Traffic Regulation Notices – Temp/Emergency Notices  (Certain works of a duration 5 consecutive days or less and emergency works) | £354.00 | 4 Weeks |

Please note that a cheque for the full amount must be submitted with this application, made payable to Brighton & Hove City Council. (If further advertising costs are incurred these will be invoiced at a later date). Please note that all fees are non-refundable. **Please note these fees are applicable until 1st April 2021**

**Any queries, please email** [**permit.admin@brighton-hove.gov.uk**](mailto:permit.admin@brighton-hove.gov.uk)

**Applicants Responsibilities:­**

1. It is the applicants responsibility to arrange, install, maintain and meet the cost of all site signing (including diversion route where applicable) in accordance with Chapter 8 of the Traffic Signs Manual and/or Traffic Signs Regulations and General Directions throughout the duration of temporary restriction. Traffic management plans must be submitted with this application.
2. It is the applicants responsibility to ensure that appropriately accredited operatives/supervisors are employed to place signage on the Highway network. A copy of the supervisors and operatives accreditation must be submitted with this application.
3. The applicant must carry Public Liability Insurance to the value of £10 million. A copy of the insurance certificate must be submitted with this application.
4. The applicant must maintain pedestrian and vehicular access to frontages at all times.
5. The applicant must notify all interested parties including local Ward Councillors by signed, dated letter at least two weeks before works commence.

Ward Councillors contact details can be found using the link <https://www.brighton-hove.gov.uk/content/council-and-democracy/councillors-and-committees/your-councillors-and-local-politicians-0>

1. The applicant must provide and maintain advance notice signs, these shall be erected a minimum of a week in advance of the work.
2. The applicant should also be aware that other licences may be required from the Council for example Section 50 (New Roads & Street Works Act 1991) Road Opening Licences, materials on the highway, hoardings etc. For further information please contact The Highway Enforcement Team on [Street.licensing@brighton-hove.gov.uk](mailto:Street.licensing@brighton-hove.gov.uk) or 01273 292090.

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|  | **APPLICATION FOR A TEMPORARY TRAFFIC RESTRICTION** |

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| **Section 1** | | | | | | ***Applicant Details*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Organisation: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Address: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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| Tel No: | | | | | |  | | | | | | | | | | | Mob No: | | |  | | | | | | | | | | | | | Email: | | | | |  | | | | | | | | | | |  | | |
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| **Section 2** | | | | | | ***Restriction Details*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Type of Restriction:** | | | | | | | | | | Temporary Traffic Regulation Order – Planned Works/Events | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  | |
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|  | | | | | | | | | | Temporary Traffic Regulation Notice – Temp/Emergency Notice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |  | |
| Road Name: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Start Point: | | | | | | | |  | | | | | | | | | | | | | | | Finish Point: | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |
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| Type of Restriction: | | | | | | | | | Road Closure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
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|  | | | | | | | | | Traffic Direction (e.g. one way restriction) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
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|  | | | | | | | | | Parking Restriction (e.g. double yellow lines) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
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| Reason for Restriction: | | | | | | | | | Street Works | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
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|  | | | | | | | | | Highway Authority Works | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
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|  | | | | | | | | | Development (including S278 works) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
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|  | | | | | | | | | Other | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
| Please provide details of works: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | |  | |
|  | | | | | | | | | From: | | | |  | | | | | | | | | To: | | |  | | | | | | | | | | | | Times: | | | | | |  | | | | | | |  | |
| Period of Restriction: | | | | | | | | |  | |
| Alternative Route: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **Section 3** | | | | | ***Emergency Contact Details*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 Hour Contact Name: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 24 Hour Tel No: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| E-mail: | |  | | | | | | | | | | | | | | | | | | Mob No: | | | | | |  | | | | | | | | | | | | | Fax No: | | | | | |  | | | | | |  |
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| **Section 4** | | | | | | | ***Traffic Management Contractor Details*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| Address: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| E-mail: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | Tel No: | | | | | | | |  | | | | | | | | | |  | |
| 24 hour Tel: | | | | | | |  | | | | | | | | | Mob No: | | |  | | | | | | | | | | | | | Fax No: | | | | | | | |  | | | | | | | | | | |  |
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| **Section 5** | | | | | | | ***Additional Information*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please supply any additional information you would like to provide in support of your application: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
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| **Section 6** | | | **Declaration by Applicant** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I acknowledge that I have read and understood the Notes for Guidance on page 1 of this document and I confirm that the foregoing details are correct.  I enclose with this form the following documentation: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheque for the full amount made payable to Brighton & Hove City Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |
| (I understand that if further advertising costs are incurred I will be invoiced for these at a later date). **Please note that all fees are non-refundable.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | |
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| If you prefer to receive an invoice for the closure please attach a **Purchase Order with invoice address** ………………………………………………………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | |  |
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| A plan illustrating the temporary restriction, diversion route and signing details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |
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| A copy of the applicants Public Liability Insurance to a minimum value of £10 million | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |
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| A copy of site operatives and supervisors NRSWA accreditation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |
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| Signed | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | Date | | | | | |  | | | | | | | | | | | | | | |  |
| In the Capacity of | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| On behalf of: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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