**APPLICATION FOR TEMPORARY   
TRAFFIC REGULATION ORDER (TTRO)**

* **Telephone :** 01332 641824
* **Email:** [**ttro@derby.gov.uk**](mailto:ttro@derby.gov.uk)

**PLEASE NOTE:**

**A copy of your Purchase Order must be provided and included with this Application. We are unable to process any Applications which are submitted without a Purchase Order (Purchase Order Number alone will not be acceptable).**

**No TTRO restrictions are to be implemented without prior written Approval.**

**Applicant name and address:** ………………………………………………………………………………………………………………………………………

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**Contact name:** ……………………………………………………………………………………………………………………………………………………………..

**Telephone:** ……………………………………………………..Email**:**…………………………………………………………………………………………………

**Type of restriction** (eg. Road closure, one-way, speed limit)**:**……………………………………………………………………………………….

**Location of restriction** (please attach plan): …………………………………………………………………………………………………………………

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**Length of restriction (metres) From:** …………………………………………………….……**To:** ……………………..…………..………………………

**Type of works:** …………………………………………………………………………………………………………………………………………………………….

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**Start date:** ………………………………………………………………………. **Finish date:** ………….…………………………………………………………..

**Proposed diversion route**: …………………………………………………………………………………………………………………………………………..

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**Capital scheme:** **Yes / No** (for internal use only) ………………………………………………………………………………………………………….

**Company to be invoiced:** …………………………………………………………………………………………………………………………………………….

**Applicants order number:** ……………………………………………………………………………………………………………………………………………

**Signed:** ………………………………………………………………………….…………….. **Date:** ……………………………………………………………………

There is a strict six-week lead in period. This gives time for Derby City Council to produce a legal order.

Please do not apply more than ten weeks in advance of the start date as we cannot start the legal process before this time.

Please note that the Authority does not operate “road space booking”. We cannot guarantee proposed closure dates due to unforeseen circumstances, such as emergencies on other parts of the City’s Highway Network.

**Note:**

**Fees (No VAT Applicable):**

**Temporary Traffic Regulation Order (TTRO) - £1000**

**Temporary Traffic Regulation Notice (TTRN) - £300**

**Emergency Temporary Traffic Regulation Order - £300**

**The applicant will be responsible for signing the diversion route and maintaining the necessary signs. You should submit a detailed traffic management plan, which should include a detailed diversion plan, to this office no later than six weeks before the commencement of the temporary order so that it can be approved.**

**The applicant will be responsible for consultation with key stakeholders that may be affected by the restriction. Derby City Council will require written proof that consultation has taken place. An inclusive, but not exhaustive, list of consultees would be: residents, businesses, bus operators, schools, hospitals and doctors’ surgeries.**

**N.B.** Unless specifically requested a road closure applies to “Through Traffic” only. Legitimate vehicle access for residents and businesses must be maintained. Pedestrian access must also be maintained.

Charges will be made for advertising the proposals in the press and posting public notices on the street. There will be a charge for the Council’s administration expenses in accordance with the scale of charges set out in the New Roads & Streetworks Act.

**Checklist for TTRO Application:**

**(1). Fully completed Application Form, with dates and signature (giving six weeks advance notice)**

**(2). Supply detailed Traffic Management Plan**

**(3). Copy of Purchase Order**