Please return completed forms to: Transport and Countryside, Council Offices, Market Street, Newbury, RG14 5LD or email roadclosure@westberks.gov.uk

If you require any assistance, please phone 01635 551111 ask for Streetworks.

|  |  |
| --- | --- |
| Your contact details | |
| Name |  |
| Company/organisation/client |  |
| Address |  |
| Phone number |  |
| Emergency phone number |  |
| Email address |  |
| Your contact details will be published on our website and forwarded to the parties we inform about temporary Traffic Regulation Orders. This is so they can contact the engineer or organiser directly to enquire about the works. | |
| Who is doing the works? If this is not yourselves, please provide the engineer’s contact details. | |
| Name |  |
| Company/organisation/client |  |
| Address |  |
| Phone number |  |
| Emergency phone number |  |
| Email address |  |

# Details of the Traffic Order

|  |
| --- |
| Nature of Temporary Order (eg closure of road or footpath, speed limit, one way system) |
|  |
| Reason for Temporary Order (e.g. maintenance works, demolition etc.) |
|  |
| Please describe the works |
|  |
| Works reference (if applicable) |
|  |
| Name of street/s or part of street to be closed or have restrictions imposed (the postcode and grid references will help to identify the location) |
|  |
| Please attach a plan showing the location and extent of the site.  Please indicate your suggested alternative route for a closure (or indicate this on your plan). |
|  |
| Are you aware of any additional conditions which need to be included in the Temporary Order? (eg parking restrictions, one way system) |
|  |
| Start and finish date of closure/restrictions |
| Start date:  Finish date: |
| Start and finish time the road will be closed each day (if not 24 hours) |
| Start time:  Finish time: |
| Have you considered alternative working methods which would **not** require a temporary Traffic Regulation Order? |
| Yes  No |
| Can the works be conducted under temporary traffic signals? |
| Yes  No |
| If it is considered that there is **no alternative** to a closure, please provide a brief method statement outlining the reasons for the closure. |
|  |
| Will ‘Blue Light’ access be available through the closure? |
| Yes  No |
| Have you consulted with Thames Valley Police? |
| Yes  No  If yes, please provide details: |

Please provide details of your purchase order or how payment will be made, failure to do this may result in delay in finalising the order.

**Fee for a planned closure** (14.1) £3,203 (inclusive of advertising costs).

**Fee for the re-use of an existing (planned closure) order** (to conduct the same works) £1,602 equal to 50% of application fee.

**Fee for an emergency closure** (14.2) £3,203

**An extension of any of the above orders or Notices** will be charged at £801 a fee of 25% of the application fee.

All queries should be sent to - [roadclosure@westberks.gov.uk](mailto:roadclosure@westberks.gov.uk)

**P/O enclosed**

**Payment to be made by other means** (provide details on separate sheet)

It is the **Applicant’s** responsibility to identify and bring to the attention of this Authority, any relevant information or site conditions which might need to be accommodated by the proposed Order.

Applicants **must** make themselves aware of their responsibility to ensure that anyone erecting signs and Notices on the Public Highway, or carrying out works of any description on their behalf is properly insured. Temporary signs must be designed and erected by trained staff in accordance with Chapter 8 of the Traffic Signs Manual.

A copy of your Certificate of Public Liability Insurance, to a minimum of £10Million, is required for our records as a condition of granting this Order. Please ensure that this is included with your application or forward it as soon as it is available.

Certificate enclosed

Certificate to follow

If it transpires that the works will over-run the planned termination date of the Order, the applicant must appraise the Highway Authority to request additional time. If sufficient prior notice is not given to allow time to arrange the application, it may not be possible to grant an extension, In which case the works will be suspended and the Highway opened to traffic until Notices can be published and a new Order made.

**Cancellation of works** – **The applicant must notify WBC 4 weeks in advance** of the start date, notice must be emailed to - [roadclosure@westberks.gov.uk](mailto:roadclosure@westberks.gov.uk) **any cancellation inside of 4 weeks will attract an abortive work/admin fee equal to 50% of the application fee + any advert costs that may have been incurred.**

I hereby apply for the **Temporary Traffic Regulation Order** described above and **agree to reimburse West Berkshire District Council for the cost of the Order**: (except when waived by prior arrangement).

Print name:

Signature:       Date: