

ROAD /PUBLIC RIGHT OF WAY CLOSURE APPLICATION FORM

Please read notes overleaf and complete sections A, B and C in black ink.

Use block capitals throughout.

Please return complete application to : network.managementtraffic@rbwm.gov.uk or Network Management,
Town Hall, St Ives Road, Maidenhead, SL6 1RF

www.rbwm.gov.uk



SECTION A

Road Name(s) _____

Route Number(s) _____ Town/Village _____

Section of highway to be closed, give precise description of the section in question: (Describe the section of road(s) concerned giving junction names and distances in metres):

SECTION B

Date(s) Required From To Times

Clear and precise information describing the nature of works/event and reason for TM

Alternative/diversion route for traffic affected by measures (also attach a plan)

SECTION C

Name of Applicant Company / Organisation

Address

Post Code

Telephone Number Fax Number

Sign/Signal Contractor Contact Name

Telephone Number Fax Number

Purchase Order number * Name and Address of Organisation to be Invoiced (if different to the above):

I have read the Notes for Guidance and understand the time scales required and any *Fees that the request will incur.

signature: date:

REQUEST FOR ROAD/PUBLIC RIGHT OF WAY CLOSURE - NOTES FOR GUIDANCE

This form has been provided to make your application to the Borough Council easier and will mean that the Council can process your application much more quickly and efficiently. Please read these instructions and complete all of sections A, B and C. Return the form along with the necessary attachments to the address given above.

Further Help – If you require any assistance in completing this form or you would like to discuss anything further with us then call Network Management Team on 01628 796939 between 8.45am and 5.15pm Monday to Friday.

Notice Period - In order to ensure that the temporary traffic management measures you are requesting can be checked and approved in good time by the Council we will need to receive this form well in advance of the works/event start date. Please refer to the table below for an indication of the advance notice required by the Council.

* **Fees** – Refer to the table below for the charges likely to be made in connection with your application.

Insurance – Third party liability insurance will be required to the value of £10 million for all works/events on the highway. A copy of the relevant insurance certificate needs to be included with this form.

Alternative route – If your works/event involves a closure of a footpath or road then you will need to supply a suitable and safe alternative route for pedestrians or traffic affected. Please list the roads to be used as the diversion route in BOTH directions. A plan showing the alternative routes MUST be submitted with this form.

Signing Responsibilities – You will be responsible for the provision and maintenance of all necessary signing associated with your works/event. All signing must conform to Chapter 8 of the Traffic Signs Manual (HMSO publication). This gives detailed guidance on the provision of signs for works on the highway. A plan showing the signing arrangements MUST be submitted with this form.

Signal Guidance – Signals must conform to the DoT Advice Note TA 47/85 and Department Standard TD 21/85. Guidance on the provision of temporary traffic signals on the highway can be found in the booklet ‘Safety at Street Works and Road Works – A Code of Practice’ and in the booklet ‘An Introduction to the Use of Vehicle Actuated Portable Traffic Signals’. Both booklets are HMSO publications.

Signal authorisation – The highway authority must approve the use of temporary traffic signals on the highway that involve three or more stages or if temporary signals are to be used at a site which contains a junction. Written approval from the Council MUST be sought prior to their use. Please refer to the booklet ‘Safety at Street Works and Road Works – A Code of Practice’.

Sensitive Streets - Some roads in the Royal Borough are classified as sensitive streets and special arrangements may need to be made to accommodate your works/event. The Council will inform you on receipt of your application if your works/event are likely to affect sensitive streets and of any special arrangements that will need to be made as a result.

Working hours – In certain roads where traffic flow is particularly heavy it may be necessary to restrict the hours or days of operation to off-peak periods. This will sometimes mean working at weekends or, for example, between 10.00am and 4.00pm during weekdays. The Council will inform you as soon as possible if restricted working is required for your works.

Consultation – Sometimes works on the highway will involve considerable disruption to local residents and businesses and it will be necessary to carry out local consultations. The Council will let you know whether a local consultation needs to be carried out in advance of your works and how this can be done.

Streetworks Permit – Notification of intended street works is required in accordance with the New Roads and Street Works Act 1991. Works that require a temporary traffic order are automatically classed as Major Works and require at least three months notice and the procedures set out in Chapter 8 will apply. The submission of this form WILL NOT be considered as notification of intended works under the provisions of this Act. You will still need to submit a permit application for the intended works to the Council in accordance with the New Roads and Street Works Act 1991.

Road closure required	Advance Notice Required	Maximum Charge	Temporary Order Required	Alternative Route Required
Road and Public Right of Way closure (for works on or adjacent to the highway)	3 months minimum	£1814 (reduced by £800 if previous valid TTRO remains in place)	Yes	Yes
Closure of 1 Road /Public Right of Way closure for events	3 months minimum	£2630 (reduced by £1000 if advertising covered by the Organiser)	Yes	Yes
Closure of 2 - 5 Roads/Public Right of Way closure for events	3 months minimum	£5000 (reduced by £1000 if advertising covered by the Organiser)	Yes	Yes
Closure of 6 - 9 Roads/Public Right of Way closure for events	3 months minimum	£6000 (reduced by £1000 if advertising covered by the Organiser)	Yes	Yes
Closure of 10 or more Roads/Public Right of Way closure for events	3 months minimum	£7500 (reduced by £1000 if advertising covered by the Organiser)	Yes	Yes
Road and Public Right of Way closure for Charitable or Local Community Interest events (Charity Number has to be supplied)	3 months minimum	£134 (plus advertising costs) ❶	Yes	Yes

❶ **The cost of all of the legally required advertisements will also be payable, costs vary depending on advertisement size and geographical area of publication and will have VAT added.**

ANY assistance with the development of Temporary Traffic Management Plans - charge Per Hour: £85.00

❷ **Switching On/Off Permanent Traffic Signals:- Working hours: Minimum Charge: £349.00; Evenings, and Saturdays: Minimum Charge: £526; Sundays and Bank Holidays: Minimum Charge: £698.00**

In order for the application to be considered the following has to be provided:

- Certificate of Third Party Liability Insurance
- Purchase Order or equivalent to cover Fees
- Plan showing alternative route
- Plan showing signage layout/and schedule
- Method statement if applying for Event

www.rbwm.gov.uk



RBWM, Network Management, Telephone: 01628 796939

The personal details supplied on this form will be held by the Royal Borough of Windsor and Maidenhead and processed in accordance with the [Data Protection Act \(DPA\)](#) and [privacy notices](#).