

ROAD TRAFFIC REGULATION ACT 1984 (AS AMENDED)
NEW ROADS AND STREETWORKS ACT 1991
TOWN POLICE CLAUSES ACT 1847

Temporary Traffic Regulation Order Application

Applicant Name:

Company:

Address:

Tel No: E-Mail:

Location of Order:

Type of Restriction:

Reason for Order:

Date/Times Required: Duration of Order:

Date of Application

Swansea Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under Road traffic regulation Act 1984 (as amended). Your information will be used to help us fulfill our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Swansea Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website (www.swansea.gov.uk/privacynotice).

NOTES FOR GUIDANCE

- Procedures are in accordance with the Code of Practice to the Co-ordination of Street Works for Road Purposes and Related Matters November 1992.
- Liaise with the Streetworks Section to ascertain whether a Road Closure or Traffic Restriction is required, a joint meeting with all interested parties present is normally arranged at this stage. If a closure is agreed information signs must be placed on site 7 days prior to the closure taking place informing the public of the closure date, encompassing company name and 24 hour contact details. Letter drops must take place informing residents and stakeholders of the dates and details of the closure.
- Please send an application form along with a location plan and diversionary map (if applicable) to the address below or alternatively by e-mail, **a minimum of 6 weeks** in advance of the required date.
- Applicants are responsible for erection and maintenance of their own signing and guarding which must be agreed with the City & County of Swansea prior to commencing works on site.
- Alternative routes/diversions must be agreed with the City and County of Swansea prior to work commencing on site or the event taking place. City & County of Swansea hold the right to utilise/work within the agreed closure if deemed safe and appropriate, at no additional cost to the authority.
- The cost for processing a Notice is **£702**; Notices are restricted to a maximum duration of 5 calendar days (**Emergency Notice £1030**). Notices for events purposes are charged at a cost of **£290**. Orders for closures over 5 days and up to 18 months duration require mandatory advertising and will incur advertising costs (payable to the City & County of Swansea) of **£2650** (all-inclusive). All applicable fees will be invoiced "post" closure
- All costs for the rerouting of a bus service, providing additional buses or for providing temporary bus stops, etc. will be borne by the applicant.
- The above named Company shall indemnify the Council against all actions, proceedings, claims and liability howsoever arising and Swansea Council will require public liability insurance of at least £5 million. A copy of the current certificate must be submitted with the application. The application will not be processed without proof of insurance.

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod.
To receive this information in alternative format, or in Welsh please contact the above. Valid:
1st April 2019 – 31st March 2020

