**TEMPORARY TRAFFIC ORDER APPLICATION FORM**

**UNDER SECTION 14 OF ROAD TRAFFIC REGULATION ACT 1984**

**NOTE:** Please refer to the guidance notes below before completing the form

Please complete this application in **BLOCK CAPITALS**

**Your details**

|  |  |
| --- | --- |
| Contact name |  |
| Utility/company name |  |
| Working on behalf of? (if applicable) |  |
| email |  |
| Contact number |  |
| Name of LBHF Network Coordinator |  |
| Cost Code (internal only) |  |

**Description of works**

|  |
| --- |
|  |

**Location and Traffic Management Details**

|  |  |
| --- | --- |
| Site location |  |
| Name of Road(s) affected by closure/ restrictions |  |
| From and To  (describe which junction or property number the restriction will start and end) |  |
| **Describe the type of traffic order required**: i.e. road closure, diversion of vehicular or pedestrian traffic, suspension of bays or traffic / parking restriction, banned movement, speed, weight or width limit etc. |  |
| Diversion Route (if applicable)  Please state the diversion route whilst works are undertaken; please do not state ‘refer to TM plans’ |  |

**Dates and Duration of works**

|  |  |  |
| --- | --- | --- |
| Total Duration of Works (Dates from and to) |  | |
| Back-up dates, for crane operations only, see guidelines below |  | |
| **Stages of Works (if applicable)** | | |
|  | Location | Dates |
| Stage 1 |  |  |
| Stage 2 |  |  |
| Stage 3 |  |  |
| **Diversion Route for each stage** | | |
|  | Diversion Route | |
| Stage 1 |  | |
| Stage 2 |  | |
| Stage 3 |  | |

**Declaration**

|  |
| --- |
| ***I hereby certify that all the information I have given in this application is correct and I undertake to conform to the under mentioned conditions.*** |

|  |  |
| --- | --- |
| Signed: | Dated: |

**Guidance Notes**

**Please note the additional requirements for this application:**

* You must submit your application at **least 6 weeks** in advance of your intended start date.
* You must provide a **Traffic Management Plan** of the location which indicates the limits of any temporary restrictions/ prohibitions.
* You must provide a **diversion plan** if applicable.
* You must make payment within **10 days** from receipt of invoice.
* Applications that do not meet the above criteria’s will not be processed

**Submitting your application form**

* Your completed form and associated plans must be emailed to [traffic.orders@lbhf.gov.uk](mailto:traffic.orders@lbhf.gov.uk) and to [londonpermitscheme@lbhf.gov.uk](mailto:londonpermitscheme@lbhf.gov.uk)
* A member of the Network Management team will assess your application and make a decision. They may contact you to discuss your application and/or arrange a site meeting.
* A member of the Traffic Orders team will issue you with a traffic order reference number. Once Network Management have confirmed approval, an invoice requesting payment will be sent.
* Your dates are not guaranteed and are subject to coordination of other activities on the highway.

**Back-up dates**

Back-up dates are only given for Crane Operations. We understand that for various reasons crane operations cannot always be carried out on the date scheduled therefore we allow alternative back-up dates for your convenience. Back-up dates cannot be used in addition to the planned operational date(s).

**Parking Suspensions**

Traffic Orders do not cover parking bay suspensions. If you require bay suspensions or re-location of any disabled bays to enable your works to be carried out, then you must also contact the Parking suspension desk on 02087533328 to arrange this.

**Emergency Works**

If you require an emergency order, please email the Traffic orders team at [traffic.orders@lbhf.gov.uk](mailto:traffic.orders@lbhf.gov.uk) and Network Management at [londonpermitscheme@lbhf.gov.uk](mailto:londonpermitscheme@lbhf.gov.uk)

**Cancellations & Amendments**

To cancel your application please send an email to [traffic.orders@lbhf.gov.uk](mailto:traffic.orders@lbhf.gov.uk)

* **S14(1)** applications- If you cancel your application after the Council has advertised the Notice of Proposal, refunds will not be issued.
* For any date changes you must agree this with Network Management and inform the Traffic Orders Team within 10 Days from receipt of application.
* **S14(2)** applications - Due to the nature of emergency works, refunds will not be issued.

**Costs and Payment**

|  |  |
| --- | --- |
| **Fees for the year 2019/20** | |
| Temporary Order under Section 14(1) | **£2,420.00** |
| Emergency traffic order under 14(2 | **£1448.00** |

Payment is requested via invoice and you will have a choice of payment methods.

Please note that we do not accept cheques for this service.

To receive invoices, you need to have a customer account with us.

If don’t already have an account with us, please complete the details below so that we can set one up.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company Name** | **Customer Name** | **Email**  Invoices will be sent to this email address, this must be an email address which is regularly checked and ideally accessible by more than 1 person | **Address (incl postcode)** | **Telephone number 1** | **Telephone number 2** |
|  |  |  |  |  |  |