This application form is for: Road Closures, Width/Height/Weight/Length Restrictions, One Way, Banned Turn, Restricted Access, Speed Limit and Parking or Loading Restrictions.

**Please Send Your Applications to:**

|  |  |
| --- | --- |
| **Email**  [na.applications@suffolk.gov.uk](mailto:na.applications@suffolk.gov.uk)  **POSTAL**  Please be aware that Suffolk County Council is no longer accepting postal applications.  **PLANNED WORKS FEE**   * **Fee** *(payable in advance)***:** £1,700.00 * **Amendment fee:** £450.00   + *Change of dates (start and/or end)*   + *Each additional extension (within 18-month window)*   + *Each additional works phase (within 18-month window)* | **IMMEDIATE WORKS FEE**   * **Immediate - Emergency Notice fee:** £1,000.00 * **Immediate - Emergency Additional duration fee:** £1,000.00   + *If the immediate - emergency duration is anticipated to be for longer than 42 days, then an order will be required in addition to these fees at the cost of £1,700.00 – please contact Network Assurance.* * **Immediate - Urgent Notice fee:** £1,000.00   + *This is for ‘Urgent Works’ which has a maximum duration of up to 5 days from the date of the issued notice. The reasonable period/duration agreed for the occupation of ‘Road Space’ may be shorter than the maximum allowed duration of the Temporary Traffic Regulation Notice.* |

**Do the works:**

* **Affect the A11, A47, A14, A12?**
  + Please visit [Trunk roads maintained by National Highways webpage](https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/trunk-roads-maintained-by-highways-england/) for more information.
  + You must contact National Highways (details below) before applying.
* **Affect roads in Essex, Cambridge, and/or Norfolk?** 
  + You must contact the relevant Local Highway Authority before applying.

**Suffolk County Council will not process your application without written confirmation that you have permission to use roads managed by other bodies.**

|  |  |
| --- | --- |
| **National Highways Contact Details** | |
| **East Region Road Space Booking** | [EastRegionRoadspace@nationalhighways.co.uk](mailto:EastRegionRoadspace@nationalhighways.co.uk) |

For non-immediate works, please check <https://one.network> for the dates you require to avoid disappointment, as these works possibly could be classed as **Major Works** and may require minimum of **3 months** in advance as outlined in legislation.

**Application**

1. Applications for **Planned** works via the website, must be received **at least 12 WEEKS** ahead of your planned start date (unless prior agreement has been made).
2. Applications for **Emergency** works have no lead in time and are enacted through a Temporary Traffic Regulation Notice (14.2 of the Road Traffic Regulation Act 1984).

|  |  |  |
| --- | --- | --- |
| **Part One: Applicant business details** | | |
| **Applicant Business Name:** | Please enter Business/Company name here... | |
| **Applicant Business address** (Incl. postcode)**:** | Please enter business address here... | |
| **Telephone:** | Please enter telephone number here... | |
| **E-mail:** | Please enter email address here... | |
| **Working on behalf of, if different from applicant business?**  *(i.e. Utility Company)* | Please enter text here... | |
| **In conjunction with?** | Please select | |
| Other: | Please enter text here... |

|  |  |
| --- | --- |
| **Part Two: Contact details during TTRO/N operation** | |
| **“In Hours” Contact Number:** | Please enter text here... |
| **“Out of Hours” Contact Number:** | Please enter text here... |
| **E-mail:** | Please enter text here... |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part Three: Order/Notice details** | | | | |
| **Type of TTRO/N to be made or suspended:** | Please select...  *Select “Other” if you require more than one from the dropdown above add write them in the “Other” box below.* | | | |
| Other | Please enter text here... | | |
| **Existing restrictions to be suspended?** | Please enter existing restrictions here… | | | |
| **Road Name:** | Please enter Road Name and Number here… | | | |
| **Town/ Parish:** | Please enter Town/Parish here… | | **District/Borough:** | Please enter District here… |
| **Reason for TTRO:** | Please enter the reason for the TTRO here… | | | |
| **Proposed start date:**  *Please refer to permit dates* | Please enter date dd/mm/yyyy | | **Proposed finish date:**  *Please refer to permit dates* | Please enter date dd/mm/yyyy |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please complete for Temporary Speed Limits Only** | | | |
| **What is the existing speed limit of the Road?** | Please enter existing speed limit here… | | |
| **What temporary speed limit is required?** | Please enter temporary speed limit required here… | | |
| **Start Point** | From its junction with… | **End Point** | To its junction with… |
| **Distance (Approx.)** | i.e., 100m | | |

|  |  |  |
| --- | --- | --- |
| **Please complete for Road Closures, Weight/Width/Length/One Way/Banned Turn/Restricted Access Only** | | |
| **Description of affected roads**: | (Include start and end points, direction and distance in meters e.g. “Fox Street, from a point 20m north of its junction with West Street, north for a distance of 25m) | |
| **Proposed Diversion Route (including road names and/or numbers).**  *Please state if diversion is vice versa* | Please enter Diversion route and list roads and state vice versa (If applicable) | |
| **Will the proposed Works or Diversion Route affect?**  *Please select either* ***Yes*** *or* ***No*** | **Yes** | **No** |
| Bus route |  |  |
| National Highways (formerly Highways England) road |  |  |
| Road managed by another Local Authority |  |  |
| **Please ensure all permissions and bus service arrangements are attached to application.** | | |
| Is access to properties to be maintained (by foot or vehicles)? |  |  |
| Is access to be maintained for emergency serviced (by foot or vehicles)? |  |  |
| If **No**, please ensure you have liaised with the emergency services prior to sending the application. | |
| Will the road be closed 24 hours? |  |  |
| If **No** - please state time’s road will be closed and please supply a condition on NCT09b for traffic management outside these times. | **Start time:** | **Finish time:** |
| 00:00 | 00:00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part Four: Declaration** | | | | |
| For the purpose of this declaration, the person **Signed** and **Printed** below will be known as the applicant and referred to as “**I**” in the following statements. Furthermore, **Suffolk County Council** the Highway Authority will be referred to as “**SCC**”.  I understand that SCC will request payment for processing the above application and I agree to pay the sum outlined below, **even** if the works are cancelled and/or the closure does not take place:   1. **£1,700** for a Temporary Traffic Regulation Order, 2. **£450** for an Amendment to a Temporary Traffic Regulation Order, 3. **£1,000** for a Temporary Traffic Regulation Notice.   I agree to make such arrangements that this completed application, to the best of my knowledge and any supporting documentation (i.e. Diversion Route drawing) are attached to the corresponding email prior to submittal to SCC. I further understand that failure to attach this application form and any required supporting documentation as part of my submission, may result in the application process being delayed at my own risk and all the associated costs by losing the planned start date.  I have read “Annex A - Operational Requirements” and understand that I must comply with these and they are in addition to conditions which may be applied to a permit. | | | | |
| Please tick this box | |  | | |
| If you freely give your consent to allow Suffolk County Council to share the details provided within this application with other public bodies, organisations, and individuals in relation to these works. | | | | |
| **Name:**  *(Please print)* | Click or tap here to enter text. | | **Date:** | dd/mmm/yyyy |
| **Signature:** | Signature | | **Contact Email:** | Email |
| **Position in company:** | Job Title/Position | | **Name of company:** | Company Name |

**Please submit the completed application to**

[**na.applications@suffolk.gov.uk**](mailto:na.applications@suffolk.gov.uk)

**And Cc**

[**BSS@suffolk.gov.uk**](mailto:BSS@suffolk.gov.uk)

**Annex A - Operational Requirements**

1. Access may be allowed to Emergency Services **IF** safe passage permits.
2. Pedestrian/Cyclist and Access to properties must be maintained at **ALL** times, unless otherwise agreed.
3. Advance Warning Signs (1050mm by 750mm) **MUST** be placed at all approaches to the site **at least 14 days** prior to the commencement of the closure and **MUST** state the following (please also see example below):
   * Company logo and name
   * Exact location of the closure
   * Dates and duration of works
   * Type of work
   * Contact telephone number
4. Advance Warning Signs, and any additional ‘Special Signs’ requested, **MUST** stay on site throughout the duration of the works, and these **MUST** alsobe included on your supporting illustrations which forms parts of your application to allow Network Assurance (Suffolk County Council) to review.

**A yellow sign with black text

Description automatically generated**

- End -