



**TEMPORARY TRAFFIC REGULATION ORDER APPLICATION FORM**

(For temporary road/footpath closures, speed limits, parking restrictions, one way traffic and other temporary amendments to traffic regulation orders) Please arrange for a temporary traffic order to be advertised in accordance with the following details:

**CONTACT DETAILS**

<b>Applicant's (business) name</b>	
<b>Applicant's (business) address</b>	
<b>Contact name</b>	NOTE: This may be published as a point of contact within the press advert.
<b>Contact telephone number</b>	NOTE: This may be published as a point of contact within the press advert.
<b>E-mail address</b>	
<b>Invoice address (If different from above)</b>	
<b>Order number (or job reference to which the invoice can refer)</b>	
<b>NRSWA Permit Number (Where applicable)</b>	

<input type="checkbox"/>	Applicants are required to carry Public Liability Insurance to the value of £10 million per claim. A copy of the applicants Public Liability Insurance certificate should accompany this application. <b>Tick box to confirm this has been attached to the application.</b>
<input type="checkbox"/>	Applicants are required to include a detailed plan indicating exactly where the closure or amendment is to take place and any diversions (where relevant). <b>Tick box to confirm this has been attached to the application.</b>
<input type="checkbox"/>	<b>Tick box to confirm applicant agrees to meet the council's technical &amp; Legal fees and all advertisement costs</b> (which could be up to £500) associated with this application

**Privacy Notice**

Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk) or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)

The personal information you provide will be used to process your application for a temporary traffic order. It is necessary for you to provide this information to us so that we can process your application.

- We may share your information with other teams within the council and County Council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so
- Your name and contact details will be published on the temporary traffic regulation order notice advertised in press and on site.
- we will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud
- your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy

For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) or email [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)

