



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

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

<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. Tick box to confirm this has been attached to the application.
<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). Tick box to confirm this has been attached to the application.
<input type="checkbox"/>	Tick box to confirm applicant agrees to meet the council's technical & Legal fees and all advertisement costs (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 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

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 or email dpo@basingstoke.gov.uk

DETAILS OF PROPOSED TEMPORARY TRAFFIC ORDER

Type of temporary order (e.g. road closure, speed limit)	
Reason(s) for the order <i>(Works to be undertaken – brief description)</i>	
Road/location of closure or temporary traffic order	
Town/Village	
Extent of temporary traffic order (distance from junction, property or local landmark)	
Diversion route(s) if applicable (e.g. for a road closure) <i>Please list all roads in diversion route</i>	
Duration of the order: from Until <i>Please allow a minimum of six weeks prior to commencement for the application to be processed.</i>	<i>Please list if works are night time or off peak and hours where applicable.</i>
	NOTE: For public relations it is important that the applicant is committed to the 'from' date (weather permitting and as far as is reasonably practical) so that the closure actually commences on the advertised date.

Please be aware that a NRSWA permit may also be required and can be obtained by contacting the Highway Authority – Hampshire County Council.

Works should not proceed until confirmation has been received by the County Council and the Borough Council.

FOR OFFICIAL USE:				
Length of order (e.g. 3 months/6 months):				
INITIAL IF AGREED WITH HCC			DATE FORWARDED TO HEAD OF LEGAL SERVICES	
Fees to apply	Standard Technical	1no.	@ £1,236.00	£1,236.00
	TOTAL *(excluding advert cost, which could be up to £500)			£1,236.00
I confirm that this application has been approved and the temporary road closure requested should be developed.				
Print name: Engineer				
Date: date				