



TEMPORARY TRAFFIC REGULATION ORDER

IMPORTANT: you must allow 3 Months advance Notice for TTRO's which require advertising and must include payment of £3,960 for planned works or £682.50 for Events, (Purchase Order Number or Cheque made payable to London Borough of Hillingdon), from date of receipt by LB Hillingdon to process. Emergency closures are to be notified immediately to Wayne Greenshields on T: 01895277553 M : 07411966799 a payment of £1,880 will be payable to London Borough of Hillingdon.

Completed forms to be sent to the relevant Highways Network Management Team	Please attach all completed forms to a relevant permit application, alternatively should you not have access to EToN please send to the following: Wayne Greenshields, Network Operations Manager. Road Network Management Team Email : roadnetworkmanagement@hillingdon.gov.uk
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Applicants name (will appear in notice)		Company name (will appear in notice)	
Address			
Tel: (will appear in notice)		Undertaker (if applicable)	
Details of works/event to be carried out			
Type of restriction			
District			
Town/village			
Road name			
From (junction or point)			
Direction (eg northwards)		Distance	
To (junction or point)			
Diversion route (please provide a plan with the closure indicated as a solid line and the diversion as a dashed line)			
Bus services affected (incl. Operator) & details of bus stops relocations			
Will the road be open for access?			
Predicted start date <i>Enter as DD/MM/YY</i>		Predicted end date <i>Enter as DD/MM/YY</i>	
Actual period that restriction will apply (eg 5 days / 2 Sundays)		Actual times that restriction will apply (eg 09.30-15.30 / 24hr)	
Any other relevant information			

Submitted by	Name		Signature	
Date		Tel	Email	

To be completed by Highways

Highways contact		Tel	
WBS No. / Charge code		Checked by TRO team	

Consultation with Police		Consultation with neighbouring Authorities (if required)	
Consultation with PTU		Consultation with Highways Agency (if required)	

Approved by Street works, Road Network Management Team

Name:		Date:		Requires advertising		Charge Category:	
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Type of restriction	Road Closure		
District			
Town/village			
Road name			
From (junction or point)			
Direction (eg northwards)		Distance	
To (junction or point)			
Diversion route (please provide a plan with the closure indicated as a solid line and the diversion as a dashed line)			



Guidance for Event Organisers and Works Promoters wishing to apply for Temporary Traffic Regulation Orders (TTROs) to introduce temporary waiting restrictions or to close roads when planning Public Events or Essential Works

When planning to introduce temporary waiting restrictions or the closure of roads at the request of the Emergency Services or on advice from the Council the Event Organiser or Works Promoter must:

Prior to the Event / Works

(at least 3 months notice is essential)

1. Contact the Council's Traffic Orders Officer;

Wayne Greenshield
wgreenshield@hillington.gov.uk
01895 277553

to discuss and provide notice of the proposals and request the paper work necessary to fill out an application for the TTRO and arrange payment,

2. Contact the Council's Traffic Management Team to confirm that the Traffic Manager is aware of the proposals and has agreed that the TTRO can be raised for the introduction of the temporary restrictions on the network;

Wayne Greenshield
wgreenshield@hillington.gov.uk
01895 277553,

3. Contact the Metropolitan Police Traffic Management or Safer Neighbourhoods Team to inform them of the proposals if the proposals were not at the request of the Police; contact details will be provided by the Traffic Orders Officer or Traffic Manager,

Once the Council has agreed to raise the TTRO the Event Organiser or Works Promoter must:

4. Inform all affected stakeholders and frontagers of the proposed restrictions in writing two weeks prior to the restrictions raised in the TTRO coming into force;
 - i. Local residents
 - ii. Local businesses
 - iii. Bus and Public Transport Operators (**road closures only**)
 - iv. Local schools, community centres, hospitals
 - v. Any other stakeholders listed by the Council,

5. Erect Public Notices on Lamp Columns in the local area at least 10 days prior to the restrictions raised in the TTRO coming into force;

advice on number and location of Public Notices will be provided by the Traffic Orders Officer; Public Notices will be supplied by the Council,

6. Contact the Highways Operations and Parking Services Offices 10 days prior to the Event or Works to request that 'No Parking' cones be placed in the roads where the restrictions apply during the times specified on the TTRO and Public Notice e.g. 7am to 7pm, and arrange payment for supply of cones;

Highways Operations
Martin Kenealy
mkenealy@hillingdon.gov.uk
01895 277552

For all parking suspensions please contact
Parking Operations (Enforcement)
Roy Clark
rclark@hillingdon.gov.uk
01895 250684

Refers to TTROs raised for temporary Parking Restrictions only

7. Erect 'Advanced Warning' signs on the approaches to the road which is to be closed under the TTRO at least 7 days prior to the restrictions raised in the TTRO coming into force informing road users of;
 - i. The road(s) to be closed
 - ii. The duration of the closure
 - iii. Details of the Works
 - iv. Contact details for information

Refers to TTROs raised for temporary Road Closures only

8. Provide a plan for approval to the Traffic Manager showing the proposed diversion route and the allocation of diversion signage and seek approval from neighbouring authorities if needed 4 weeks prior to closure,

Refers to TTROs raised for temporary Road Closures only