

1.	APPLICANTS DETAILS	
	<p>Applicant Name: Organisation: Address:</p> <p>Telephone Number: Fax Number: E-mail:</p> <p>Purchase Order No. : Project Code/Job No.: Invoice Address & Contact Name & No. (if different from above):</p>	<p>(your application will not be processed without a PO)</p>
2.	ACTIVITY / WORKS DETAILS	
	<p>Reason for Restriction: (water mains renewal / c/way resurfacing / etc)</p> <p>NRSWA Notice Submitted? Are these emergency works?</p>	
3.	LOCATION DETAILS	
	<p>Road Name & Number:</p> <p>Town or Village:</p> <p>Section to be Restricted (between junctions of...):</p>	
4.	PROPOSED RESTRICTION	
	<p>Proposed Restriction: (For e.g. road closure, please see guidance notes for full list)</p> <p>A4 plan attached Y/N: Signage plan attached Y/N:</p>	

5.	CURRENT RESTRICTIONS	
	Existing Restrictions: (For e.g. one-way, see guidance notes for full list)	
6.	SUGGESTED ALTERNATIVE ROUTE	
	Suggested Diversion Route: (inc. Road Names and Numbers and confirm whether 'vice versa' for both directions of traffic)	
7.	DATES RESTRICTION REQUIRED	
	What date and time will the restriction be implemented: What date and time will the restriction be removed: Is the restriction in place 24hours a day?	
8.	ALLOWABLE ACCESS	
	What access will be made available during the restriction: You must state clearly what access is available through the restriction whilst in force (This must include pedestrian, frontage and emergency access arrangements) Failure to do so may invalidate the Order and constitute an illegal obstruction of the highway.	
9.	WORKS / ACTIVITY MGMT INFORMATION	
	In hours site Contact Name: In hours site Contact Number: Out of Hours Contact Name: Out of Hours Contact Number	
10.	ADDITIONAL INFORMATION	
	Comments:	
	Applicants Signature:	
	Date of Application:	

Please return your completed application form to: nmu@staffordshire.gov.uk
Or alternatively, fax to 01785 854037

For assistance or general enquiries please contact the Network Management Unit on either:
01785 276553
01785 276732

**TEMPORARY ROAD TRAFFIC REGULATION ORDERS
GUIDANCE NOTES FOR COMPLETING APPLICATION FORMS**

APPLICATIONS MUST BE COMPLETED FULLY OR RISK BEING DELAYED

THE STATUTORY PROCESS REQUIRES TWELVE CLEAR WORKING WEEKS DOES NOT BEGIN UNTIL PAPERWORK HAS BEEN RECEIVED AND AGREED AS ACCEPTABLE

TWELVE CLEAR WORKING WEEKS are required in order to consult with the appropriate organisations, including County Councils, Clerks Department, emergency services, bus companies, District and Parish Councils, Local County Councillor. Arrangements are made for Notices to be published in two separate adverts, on two consecutive weeks in the local newspaper.

Please complete all information fully to the best of your knowledge and return with signage plan and an A4 plan indicating the extent of the restriction and also indicating the suggested diversion route. OS plans must include copyright details.

Please send your completed application, A4 plan & signage plan to:

E-mail nmu@staffordshire.gov.uk

Or alternatively: **Fax: 01785 854037**

For assistance or enquiries,
please call the Network Management Unit on: **Tel.: 01785 276553**
Tel.: 01785 276732

Please also note that once your activity/work is completed, you are required to confirm the actual period that the restriction was in place. This request will be issued to you when we notify you that the application has been approved.

1.	APPLICANTS DETAILS
	<p>Ensure that all information is supplied and include your invoicing address if different. This contact information will be used should we have any queries in processing your application therefore, please ensure that the information is specific enough so that we can contact you without delay.</p> <p>Please note: Applications will not be processed without a purchase order number, project code (or your job number) and an invoice address. You will be notified of costs before the invoice is raised.</p>
2.	ACTIVITY / WORKS DETAILS
	<p>Detail the nature of the works or activity. Examples of these are: Water Mains Renewal / Carriageway Resurfacing / Water Main Burst / Gas Leak on Main</p> <p>If an emergency closure is required, please indicate so and ensure that the description above provides adequate justification of the emergency.</p>

3.	LOCATION DETAILS
	<p>Location details must describe the extent of the restriction, what road will be affected and the name of the settlement or nearest settlement. Use focal points to describe the extent as shown in the following example:</p> <p>Alliance Street (U3040) Stafford Between its junctions with Stone Road (A34) and Eccleshall Road (A5013)</p> <p>If these are not easily identifiable then a measurement from the nearest focal point for example:</p> <p>Between its junction with Stone Road (A34) for a distance of 100 metres in a westerly direction.</p>
4.	PROPOSED RESTRICTION
	<p>Please confirm the type of restriction required:</p> <p>Temporary Road Closure, Emergency Road Closure, Temporary Footway Closure, Emergency Footway Closure, Speed Limit Order, One-Way Order, Weight Restriction, Suspension of Existing Order (specify which), Right Hand Turn Only, Left Hand Turn Only, Cycle Lane Closure, etc.</p>
5.	CURRENT RESTRICTION
	<p>Please detail any existing restrictions in place for example:</p> <p>One-Way Order, Weight Restriction, Existing Speed Limit, etc.</p>
6.	SUGGESTED ALTERNATIVE ROUTE
	<p>Detail the alternative route that are suggesting for the Order including all road names, numbers and settlements, for example:</p> <p>Stone Road (A34) , Stafford Eccleshall Road (A5013), Stafford</p> <p>Please also confirm whether the diversion route is for both directions by including 'vice versa' where appropriate. If this is not the case, confirm the diversion route for each direction.</p>
7.	DATES RESTRICTION REQUIRED
	<p>Anticipated start and finish dates must be included. If there are a number of dates and times please include a schedule.</p>
8.	ALLOWABLE ACCESS
	<p>Please confirm whether access will be available through the restriction and who for. For example, is access available through the restriction for frontagers and emergency services? If so, is it available to both or just the Police, Ambulance and Fire Service. If not available and limited access is offered only, please detail which side of the restriction is available if not both.</p>

9.	WORKS / ACTIVITY MANAGEMENT INFORMATION
	Contact information for the activity must be provided, including for queries out of hours, during the period of the restriction.
10.	ADDITIONAL INFORMATION
	Please feel free to include any further information or comments that may assist us in processing your application.