



## Application for a Temporary Road Closure

### Guidance notes

#### 1. Documents that you need:

<a href="#">RC2</a>	Example Diversion Plan	<a href="#">RC3</a>	Sign Schedule
<a href="#">RC4</a>	Pre Application Checklist	<a href="#">RC5</a>	Documentation Checklist
<a href="#">RC6</a>	Application Form		

These Documents are available from Telford & Wrekin Council web site  
[www.telford.gov.uk/roadclosure](http://www.telford.gov.uk/roadclosure)

#### 2. Does the road have to be closed?

Telford & Wrekin Council will only agree to a road closure if no other feasible solution can be found. You will not be granted a temporary road closure to locate site accommodation or store materials on the highway.  
Please complete the pre-application checklist (RC4) and return it with your application.

#### 3. Can the impact of the road closure be minimised?

If a road closure is agreed, it is essential that delays are minimised. Whenever practical you must do the following:

- Maximise the working day e.g. Working 24 hours / 7 days a week
- Avoid closing the road at peak times
- Use temporary traffic lights e.g. Lane closures
- Use a suitable diversion route

#### 4. Which alternative route will drivers use?

The applicant must propose the diversion to be used and it must be agreed by Telford & Wrekin Council.

Where possible a similar or higher class of road should be used as the diversion route, taking into consideration heavy goods vehicles (HGVs) and bus routes. On narrow rural roads consideration should be given to providing separate diversions routes for each direction. In some cases it may be necessary to have a separate HGV route. The proposed route must be agreed by Telford & Wrekin Council before it is implemented.

The applicant must submit a plan showing the length of road to be closed and the proposed diversion route.

This plan must be clear and indicate road names and numbers. Please refer the example (RC2).

The applicant should identify on the plan any restriction or obstruction on the diversion route that may affect the traffic, e.g. low bridges, narrow sections or road, one way streets, weight and height restrictions or movement restrictions. If the proposed diversion route includes roads managed by the Highways Agency or a



neighbouring local authority, the applicant must contact the managing agency and obtain written approval to include these roads in the diversion. .

## **5. Implementing and maintaining the closure**

### **5.1. Notices**

If a road closure has been granted by Order (more than 5 days duration), the applicant will erect a laminated copy of the temporary road closure order (supplied by Telford & Wrekin Council) at either end of the road or section of road to be closed.

On longer sections of road intermediate notices may also be required to be erected. It is the applicant's responsibility to ensure these notices are in place throughout the duration of the works and to remove them as soon as the works are complete.

A road closure is only legally in force while both the closure notice and the chapter 8 traffic signs are in place as outlined below.

The applicant will provide and place yellow advance notice signs on the public highway at either end of the closure, advising of the closure no less than seven days before the proposed closure. The advanced notice will then be replaced with red closed road signs on the first day of the closure.

Applicants must notify all affected properties of the road closure, in writing, not less than seven days before the start date. This must provide the applicant's contact name, telephone number and the proposed start and end dates. A copy should be submitted to Telford & Wrekin Council.

### **5.2. Road Closure and Diversion signs**

The diversion route must be clearly signed to avoid confusion. 'Road Closed' signs must be erected at the start of the closed section. 'Road Closed Ahead' signs may also be required in some circumstances.

For guidance on signage please refer to RC3.

### **5.3. Multiple diversion routes**

Where one closure/diversion route overlaps with another it may be necessary to attach symbols to the diversion signs for clarity.

### **5.4. Information boards**

For the duration of the works, the applicant must display an information board stating of the purpose of the closure and a 24hr contact number.

### **5.5. Signing and safety barriers**



All signing for the temporary road closure and diversion route must comply with the current Traffic Signs Regulations and General Direction (TSRGD) and Chapter 8 of the Traffic Signs Manual. Works within the closure must be signed and safety barriers installed in accordance with chapter 8 of the Traffic Signs Manual, the Safety at Street Works and the Road Works Code of Practice.

## **5.6. Intermittent closures**

When the scope of the works requires an intermittent road closure, signs must only be erected when the road is physically closed. When the works are suspended all signing must be removed from site. It is not acceptable to leave the road closure or diversion sign in place when the road is not physically closed.

## **5.7. Access to properties**

Wherever practical, provision for vehicular access to properties affected by the temporary closure should be maintained at all times. Applicants must ensure that any periods of restricted access are convenient for individual property owners.

## **5.8. Access for pedestrians**

Where it is practical and safe to do so pedestrian access to properties and through the length of the closure should be maintained at all times in accordance with Chapter 8 of the Traffic Signs Manual.

## **5.9. Maintenance of the closure**

It is the applicant's sole responsibility to ensure that all signing and safety systems are inspected and maintained on a regular basis.

## **6. Removing the closure**

Prior to removing the road closure, the applicant must ensure that all work is completed, including reinstatements and road markings. Container and waste must also be removed.

All signs used for the road closure and diversion must be removed as soon as the road is fit to use by the travelling public. If the Council has to remove the signing there will be a retrospective charge for this work and you may be subject to Overrun Charges.

## **7. Road Closures placed without approval**

For any closures placed on the highway sooner than your approved start date, or for any closures placed on the highway without approval, this will require an Urgent Retrospective Notice application and payment. Please note you may also be instructed to remove the closure.

## **8. Making a Formal Application for a Temporary Road Closure**

Applications should be made using form [RC6](#)



Contact Name	This should be a named person responsible for promoting the closure
Company/Organisation	This Should be the Company/Organisation responsible for promoting the closure e.g. Utility/ house owner.
24nr contact Name & Tel No.	This must be a person who can undertake any urgent action required on site. (A call Centre number is not acceptable)
Insurance	The applicant must be covered by public liability insurance with a minimum cover of £5million. The insurance must indemnify Telford & Wrekin Council from and against all actions, losses, claims and expenses in respect to loss of life, personal injury or damage to property, however caused. A copy of the certificate must be provided and the original must be available for inspection if requested.
Chapter 8 Accredited sign Company	The Company used to supply, erect maintain and remove the signs required for the closure and diversion must have Chapter 8 accreditation. Detail of the named, accredited person should be available for inspection.

## 9. Start Date and Duration

A start date and duration must be agreed in writing by Telford & Wrekin Council.

Category/costs	Details	Notice Period	Contact
Road / Footway / Footpath Closure £1725	<ul style="list-style-type: none"> <li>The closure ends within 18 months of the agreed start date</li> <li>(6 months for public rights of way).</li> </ul>	12 weeks	01952 384000
Extension of existing closure £750	<ul style="list-style-type: none"> <li>This will need to be applied for should the road closure be required for a longer period than the original request.</li> <li>This will need to be agreed with Telford and Wrekin Council</li> </ul>	Prior to the expiry of the original closure	01952 384000
Emergency £1265	<ul style="list-style-type: none"> <li>Can be issued immediately</li> <li>Can last up to 21 days</li> <li>Must be replaced by a standard temporary order if the works will exceed 21 days.</li> </ul>	Must be submitted within 2hrs of works starting	01952 384000
Retrospective Licence £1265	<ul style="list-style-type: none"> <li>Must be submitted when requested</li> </ul>	When requested	01952 384000

Where an application is incomplete or is cancelled there will be an administration charge of £75.