

**ROAD TRAFFIC REGULATION ACT 1984 (AS AMENDED)
NEW ROADS AND STREETWORKS ACT 1991
TOWN POLICE CLAUSES ACT 1847**

Temporary Traffic Regulation Order Application

Applicant Name:		Company Name:	
Address			
Telephone:		Email:	
Location:		Phone Number:	
Reason for Order:			
Date/ Time Required:		Duration of Order:	
Date of Application:		Type of Restriction:	

Billing Details

Contact Name:		PO Number:	
Company Name:		Telephone Number:	
Billing Address:			

TERMS AND CONDITIONS

By completing and submitting this application form the applicant acknowledges, and where relevant agrees that they will comply with, the following terms and conditions:

- Procedures shall be in accordance with the Code of Practice to the Co-ordination of Street Works for Road Purposes and Related Matters November 1992. Applicant must comply with the requirements of the New Roads and Street Works Act 1991 and the Safety of Street Works and Road Works Code of Practice where street works are undertaken. When erecting any traffic signs the applicant shall comply with Chapter 8 of the Traffic Signs Manual and the Traffic Signs Regulations and General Directions 2016
- The applicant shall liaise with the Streetworks Department to ascertain whether a Road Closure or Traffic Restriction is required, a joint meeting with all interested parties present is normally arranged at this stage. If a closure is agreed information signs shall be placed on site 7 days prior to the closure taking place informing the public of the closure date, including company name and 24-hour contact details. Letter drops shall take place informing residents and stakeholders of the dates and details of the closure.
- This application form shall be accompanied by a location plan and diversionary map (if applicable) to the above stated address or alternatively by e-mail, **a minimum of 6 weeks** in advance of the required date.
- Applicants are responsible for erection and maintenance of their own signing and guarding the locations of which shall be submitted to the Council and approved where required prior to installation and prior to commencing any works on site or to any event taking place.
- Alternative routes/diversions shall be agreed with Swansea Council prior to work commencing on site or the event taking place. Swansea Council hold the right to utilise/work within the agreed closure if deemed safe and appropriate, at no additional cost to the authority.
- The applicant shall pay all costs associated with this application as follows: The cost for a Notice is **£960**, Notices are restricted to a maximum duration of 5 calendar days (**Emergency Notice £1830**) Notices for events purposes are charged at a cost of **£380**. Orders for closures over 5 days and up to 18 months duration require mandatory advertising and will incur advertising costs (payable to the City & County of Swansea) of **£3,800** (all- inclusive). All applicable fees will be invoiced "**post**" closure.
- All costs for the rerouting of a bus service, providing additional buses or for providing temporary bus stops, etc. shall also be borne by the applicant.
- The applicant shall indemnify the Council **against all actions, proceedings, claims and liability howsoever arising** (including responsibility for trips/slips/falls within the closure area). The authority will require public liability insurance of at least £10 million. A copy of the current certificate must be submitted with the application. This application will not be processed without proof of insurance.

9. Notice of cancellation to any application must be received not less than 14 days prior to the date the Traffic Order was required to take effect. An invoice will be issued for the full relevant fee if the applicant fails to do so.

10. **Welsh Language requirements:**

10a. Applicants must be aware of, and shall fully comply with the Welsh Language (Wales) Measure 2011 or any statutory modification or re-enactment thereof for the time being in force and any Welsh Language Standards made thereunder when erecting any traffic signs or conducting any other public communication. The Welsh Language standards may be found at:
<https://www.welshlanguagecommissioner.wales/public-organisations/welsh-language-standards>

10b. The applicant shall indemnify the Council against any losses including any financial penalty from the Welsh Language Commission, and any liabilities, claims, damages, proceedings, judgments and expenses including without limitation counsel fees, court costs and other legal expenses arising from the applicant's failure to comply with the requirements of clause 10a above.

I dderbyn yr wybodaeth hon mewn fformat arall neu yn Gymraeg, cysylltwch â'r person uchod.
To receive this information in alternative format, or in Welsh please contact the above.

Valid: 1st April 2024 – 31st March 2025