



## Guidance notes

This form is for use by applicants seeking a Temporary Traffic Regulation Order under the Road Traffic Regulation Act 1984 Section 14, affecting any public highway (whether road, footpath, cycleway, bridleway, etc) in Bracknell Forest Council, where a closure or restriction is in order to effect works on, within or adjoining the highway, or is necessary in the interests of public safety because of such works or other circumstances.

**Notice:** For all Temporary TROs by Order we require a minimum of 3 months' notice to enable an order and notice to be issued. The fee for commercial and statutory undertaker applications is £770.80. Advertising in the local press will be recharged at cost, and the cost of site Notices is included in the fee. It is important that the period of closure requested is adequate to cater for any possible contingency as an extension applied for at a later stage cannot be guaranteed. The maximum period that the highway or right of way is expected to be closed must be indicated, and will be advertised in any publicity given by the Authority. Please note that the maximum duration of an Order for a highway is 18 months and 6 months for a footpath/bridleway.

**Type of Order:** An Order or Notice temporarily prohibiting through vehicular traffic from using a highway has the effect of closing the highway in question, but normally protects pedestrian use and rights of access to properties along the affected highway.

Similar arrangements exist in relation to the closure of footpaths/bridleways where Orders or Notices prevent pedestrians, cyclists or horse riders from using a particular route. In the case of an Order affecting a non-vehicular route, it will be assumed that complete closure of the right of way is sought, unless otherwise stated.

Should circumstances necessitate the extension of an Order or Notice already made or material changes to an Order, notice of which has already been advertised, application should be made by letter together with any additional payment towards expenses that will be incurred by the Authority.

**Signage:** Applicants will be required to ensure that all necessary signage requirements are met during the period of operation of the closure and use of any alternative route(s), and applicants must submit their proposals for the approval of the Authority no less than two weeks before the requested effective date of the Notice or Order. They will also be required to arrange for information boards showing who is responsible for the works, the proposed start date and duration, to be erected at either end of the affected length of road or right of way, at least two weeks prior to works beginning.

**Application:** Applicants should complete all parts of Part A overleaf, and the form should be submitted to Bracknell Forest Council together with:-

- a) a plan indicating clearly the affected section of road or right of way and the alternative route(s)
- b) a cheque for the fee. The cost of advertisements will be invoiced when the actual cost is known.

**Please return the completed form and other items to:**

**Rights.OfWay@bracknell-forest.gov.uk**