



Form TT/
Receipt Number.....

**REQUEST FOR TEMPORARY TRAFFIC ORDER TO
CLOSE A SECTION OF THE PUBLIC ROAD**

To: Head of Infrastructure & Strategic Projects, Orkney Islands Council, Development and Infrastructure,
School Place, Kirkwall, KW15 1NY

1. Name and address of firm, house or property
owner to whom this consent may be issued

2. Name and address of Contractor

.....
.....
.....

.....
.....
.....

Post Code.....Tel. No.....

Post Code.....Tel. No.

3. Name and address of Agent acting for owner,
if applicable

4. Location of works / operations in road

.....
.....
.....

.....
.....
.....

Tel. No.

Proposed Start Date.....
Proposed Completion Date.....

5. Purpose of works / operations in road and description

.....

6. Payment of fee attached: £.....

7. Signature.....

Print Name.....

Company.....

Date.....

Charges

New Roads and Street Works Act 1991, Section 135 and Liability for Cost of Temporary Traffic Regulations will apply. This fee is payable upon submission of application. In addition, the actual cost of Advertisement in a newspaper circulated in the area will be borne by the applicant. This will be invoiced to applicant once the temporary traffic order has been made.

NOTES FOR GUIDANCE (FORM TT)

Request for Temporary Traffic Order to close a section of the Public Road

Application and Permission

All applications for temporary traffic orders must be submitted at least 28 days prior to closure commencing.

All traffic management associated with the road closure must be agreed with the Roads Authority Officer prior to any permission to close the road being granted.

Two copies of plans indicating the proposals must be submitted with Form TT.

The public road includes the carriageway, footway or verge.

In the interests of public safety, signing, guarding and traffic control shall be in accordance with the "Traffic Signs Manual – Chapter 8" as detailed in "Safety at Street Works and Road Works", a code of practice issued under Section 124 of the New Roads and Street Works Act 1991.

In accordance with the 1991 Act, a qualified supervisor shall supervise all excavation and reinstatement of the road and a qualified operative shall be on site at all times whilst work is being undertaken.

It is a statutory requirement to notify the Roads Authority of ALL portable signal installations and to obtain written approval for those sites, which contain or are near a junction (Form TS).

Charges

Charges are detailed on the Council's website.