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**Surrey County Council**

**Street Works Dept**

**Unit 4 Mole Business Park**

**Station Road**

**Leatherhead**

**KT22 7BA**

# **Application for Temporary and Emergency: Road Closure/Road Restriction/ Footway Closure / Townpath Closure**

## Applicants details

| **Question** | **Answer** |
| --- | --- |
| Contact name |  |
| Contact number |  |
| Contact email |  |
| Company name |  |
| Company address |  |
| Invoicing address  (if different) |  |
| Purchase order number |  |
| 24HR Emergency contact name |  |
| 24HR Emergency contact number |  |

An official purchase order number from your company **must** be included for the process to proceed. Please note that you will be invoiced at the end of the process.

## Restriction details

| **Question** | **Answer** |
| --- | --- |
| Type of Restriction  (Delete as appropriate) | Temporary / Emergency |
| Name of Road(s) plus Town or Village |  |
| Nature of works |  |
| Type of Restriction required (Delete as appropriate) | Road Closure / Speed Limit Restriction  Bus Lane Closure / Waiting Restriction  Banned Left Turn / Width Restriction  Banned Right Turn / Weight Restriction  One Way / Footpath / Townpath Closure |
| Reason Restriction is required |  |
| Section of road affected  (start and finish point) |  |
| Start date |  |
| End date |  |
| Working hours |  |
| Is the restriction required 24/7 |  |

## Access Arrangements

Will access through the site be maintained for the following (delete yes or no as appropriate):

Emergency Services: Yes / No

Residents within the closure: Yes / No

Pedestrians: Yes / No

Cyclists & Equestrians: Yes / No

If no to any of the above please detail the reasons why and the alternative arrangements.

Will buses/bus stops be affected? Yes / No   
(If buses/bus stops are affected you must contact passenger.transport@surreycc.gov.uk for all necessary arrangements)

Will refuse collections be affected?: Yes / No

## Traffic management plans

Please attach a site plan and diversion route map to show the following:

* The extent of the prohibition/restriction (width and length)
* Signage and barriers to be used on site
* Diversion route with all signage including text
* Advanced warning signs if applicable (where they will be located and when they will be on site)

## Diversion

|  |  |
| --- | --- |
| **Question** | **Answer** |
| Please provide details of a diversion route (Please state all required routes for both directions. For example, please provide an alternative HGV route if required) |  |
| Does the diversion extend outside of Surrey into other Counties? (yes or no) If yes which county? |  |
| Is the diversion route within 1 mile of Highways England roads? (yes or no) |  |

Please note the diversion route must be suitable for all vehicle types who use the section of highway being prohibited/restricted.

If the proposed diversion requires use of other authority or Highways England’s network then please provide the agreement to do so.

Highways England roads within Surrey are M25, M3, M23, A23, A30, A3113 and A3

## Declaration

I have read and agree to the conditions laid out on pages 4 and 5.

We confirm we hold £10,000,000 Public Liability Insurance (Please enclose a copy of your insurance)

Signature:

Name and Date:

**Completed forms should be returned to roadclosures@surreycc.gov.uk**

**Please note incomplete forms will not be processed**

## Conditions / Advice Notes

1. This application cannot be processed without the full completion of all the above information. Incomplete applications will be sent back to be amended. This will restart the 12 week process for temporary restriction requests.
2. It should be noted that when applying for a temporary restriction there is a maximum period of 18 months during which a road can be closed. A public right of way/ public footpath/Cycle track may be closed up to a maximum of 6 months. (This may be extended on application to the secretary of state but would require exceptional reasons).
3. There must be a gap of 3 months between consecutive closures on the same length of road.
4. The county council requires a **minimum period of 12 weeks** to check and process all temporary restriction applications.
5. There is a standard charge for temporary restriction requests of £1026 plus the cost of the necessary two adverts which could take the total cost of the road closure to £2,500. This must be met by the applicant. There is a standard charge of £824 that must be met by the applicant for emergency restriction requests.
6. There will be additional charges for relocation of services e.g. the relocation and suspension of Bus Stops/ SCC attendance to switch on/off traffic signals.
7. For all closures, it will be the applicant’s responsibility to provide appropriate signs that comply with Department for Transport regulations with which to adequately sign the closure and alternative route. You must use a Department for Transport approved (NRSWA, chapter 8) company. Whoever you opt for will, however, need a schedule of the signs required, the exact wording if site specific and when and where they should be placed. You or the supplier must produce this diversion signing schedule and this will be subject to our approval before commencement of the above processing periods.
8. Applicants or their contractors are required to hold a public liability insurance policy, which indemnifies the county council for a minimum of £10,000,000 in respect of any one accident or claim.
9. Any damage caused to highway assets, as a result of your operations are to be replaced before leaving site.
10. You are required to inform us when closed roads, paths are re-opened.
11. Closure and diversion signage must be checked at least on a daily basis to ensure signs remain in place and are legible
12. It is the applicant’s responsibility to inform all stakeholders likely to be affected by the road closure. This will include residents, parish councils, schools, businesses and churches. Every application is different so all stakeholders in the area affected by the road closure will have to be carefully considered, then informed and or consulted with. This allows stakeholders to make alternative travel arrangements during the closure period.
13. Environmental Health approvals for works out of hours must be supplied.
14. The applicant shall be responsible for erecting advance warning signs for temporary restrictions in the location agreed two weeks before the works commence. They shall have the legend ‘Advance Notice" - "Name of Road Closed from XX/XX/XXXX to XX/XX/XXXX" - "Reason for Closure" - Contact telephone number"
15. An **‘Information Board’** must be placed by the applicant advising of the purpose of the closure and a 24 hours contact number (sign 7) during the road closure. Additionally where applicable the permit number must be displayed.
16. The applicant is responsible for erecting and maintaining signs indicating that any business etc which are affected by the closure are still open for business as usual, and from which direction access is possible. The signs shall have the following (or similar) legend ‘For (name of business) follow diversion’ and ‘Access to (name of business)’ and shall be erected at either end of the closure.
17. All frame mounted signs shall be adequately weighted using sand bags, and shall be accompanied by cones and lamps.
18. No works within the road closure shall be permitted until all diversionary and advisory signs are positioned correctly.
19. It is the applicants responsibility to cover or lay flat diversion signage when not in use.It is not acceptable to leave ‘road closed’, or diversion signs on site when the road is not restricted.
20. All signs used for the restrictions, road closure and diversion route will be removed as soon as the road is fit to return to the travelling public.
21. Any TM plans provided may be distributed to statutory consultees and the applicant has a duty to make these legible, clearly identifying the restriction length and any diversion routes to be in place.
22. Upon cancellation of a closure application, administration and advertisement fees may still be charged.