

TEMPORARY TRAFFIC ORDER APPLICATION FORM

UNDER SECTION 14 OF ROAD TRAFFIC REGULATION ACT 1984

NOTE: Please refer to the guidance notes below before completing the form

Please complete this application in **BLOCK CAPITALS**

Your details

Contact name	
Utility/company name	
Working on behalf of? (if applicable)	
email	
Contact number	
Name of LBHF Network Coordinator	
Cost Code (internal only)	

Description of works

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Location and Traffic Management Details

Site location	
Name of Road(s) affected by closure/ restrictions	
From and To (describe which junction or property number the restriction will start and end)	

<p>Describe the type of traffic order required: i.e. road closure, diversion of vehicular or pedestrian traffic, suspension of bays or traffic / parking restriction, banned movement, speed, weight or width limit etc.</p>	
<p>Diversion Route (if applicable)</p> <p>Please state the diversion route whilst works are undertaken; please do not state 'refer to TM plans'</p>	

Dates and Duration of works

<p>Total Duration of Works (Dates from and to)</p>		
<p>Back-up dates, for crane operations only, see guidelines below</p>		
Stages of Works (if applicable)		
	Location	Dates
<p>Stage 1</p>		
<p>Stage 2</p>		
<p>Stage 3</p>		
Diversion Route for each stage		
	Diversion Route	
<p>Stage 1</p>		
<p>Stage 2</p>		
<p>Stage 3</p>		

Declaration

I hereby certify that all the information I have given in this application is correct and I undertake to conform to the under mentioned conditions.

<p>Signed:</p>	<p>Dated:</p>
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Guidance Notes

Please note the additional requirements for this application:

- You must submit your application at **least 6 weeks** in advance of your intended start date.
- You must provide a **Traffic Management Plan** of the location which indicates the limits of any temporary restrictions/ prohibitions.
- You must provide a **diversion plan** if applicable.
- You must make payment within **10 days** from receipt of invoice.
- Applications that do not meet the above criteria's will not be processed

Submitting your application form

- Your completed form and associated plans must be emailed to traffic.orders@lbhf.gov.uk and to londonpermitscheme@lbhf.gov.uk
- A member of the Network Management team will assess your application and make a decision. They may contact you to discuss your application and/or arrange a site meeting.
- A member of the Traffic Orders team will issue you with a traffic order reference number. Once Network Management have confirmed approval, an invoice requesting payment will be sent.
- Your dates are not guaranteed and are subject to coordination of other activities on the highway.

Back-up dates

Back-up dates are only given for Crane Operations. We understand that for various reasons crane operations cannot always be carried out on the date scheduled therefore we allow alternative back-up dates for your convenience. Back-up dates cannot be used in addition to the planned operational date(s).

Parking Suspensions

Traffic Orders do not cover parking bay suspensions. If you require bay suspensions or relocation of any disabled bays to enable your works to be carried out, then you must also contact the Parking suspension desk on 02087533328 to arrange this.

Emergency Works

If you require an emergency order, please email the Traffic orders team at traffic.orders@lbhf.gov.uk and Network Management at londonpermitscheme@lbhf.gov.uk

Cancellations & Amendments

To cancel your application please send an email to traffic.orders@lbhf.gov.uk

- **S14(1)** applications - If you cancel your application after the Council has advertised the Notice of Proposal, refunds will not be issued.
- For any date changes you must agree this with Network Management and inform the Traffic Orders Team within 10 Days from receipt of application.
- **S14(2)** applications - Due to the nature of emergency works, refunds will not be issued.

Costs and Payment

Fees for the year 2019/20	
Temporary Order under Section 14(1)	£2,420.00
Emergency traffic order under 14(2)	£1448.00

Payment is requested via invoice and you will have a choice of payment methods. Please note that we do not accept cheques for this service.

To receive invoices, you need to have a customer account with us.

If don't already have an account with us, please complete the details below so that we can set one up.

Company Name	Customer Name	Email <i>Invoices will be sent to this email address, this must be an email address which is regularly checked and ideally accessible by more than 1 person</i>	Address (incl postcode)	Telephone number 1	Telephone number 2