

Any person completing this application form should be aware of the requirements of the following:

- o The Road Traffic Regulation Act 1984
- o Street Works Regulations 1995 (Accreditation Units 1 and 2)
- o Traffic Signs Manual, Chapter 8 (2006), (as amended)
- o Department of Transport Departmental Standard TD 21/85 & TA 47/85
- o The Traffic Signs Regulations and General Directions 2002

- 1) Worcestershire County Council requires a minimum of three months advance notice in order to prepare road closures. Therefore applications must be received in sufficient time for processing before they are forwarded to the Legal Department.
- 2) Failure to provide a Works/Permit Reference Number will result in the application not being submitted. (Emergency works are exempt from this rule).
- 3) Applicants will be held responsible for the erection and maintenance of all road signing required by Worcestershire County Council.
- 4) Applicants are advised that in accordance with Section 76 of the NRSW Act 1991 they will be invoiced for costs incurred in the preparation of the temporary closure order.
- 5) A purchase order no. or payment must be supplied at the point of application
- 6) The reason for road closure should include details of whether it relates to a development, particularly a signed Section 278/38 Highways Act 1980 Agreements that may be in place or being negotiated.
- 7) Applicants must erect, at each end of the diversion, an information sign giving the public advance warning of the proposed diversion. The design of these signs must be agreed with Worcestershire County Council and they must be in position at least ten working days before the commencement of the road closure.
- 8) You are also responsible for the erection, maintenance and removal of all necessary road closure and diversion signs and you should be aware that the road must remain open for pedestrians and access to frontages.
- 9) Statutory undertakers must arrange appropriate media publicity in advance of the road closure.
- 10) All applicants must indemnify the County Council against any third party claims and any additional costs arising from the closure, including those associated with the diversion of any public and school transport routes.
- 11) If closure is on a bus route, WCC Integrated Passenger Transport will need to review any impact on local bus and school bus services. If affected, they may contact you to confirm what alternative arrangements you will need to provide.
- 12) Local businesses must be contacted individually to assess what problems that they may have and it may be necessary for you to produce information signs for this purpose. All residents likely to be affected must also be notified.
- 13) Where possible, you must remove the closure at the end of each working day.
- 14) Applicants should ensure that bus stop suspension notices are displayed during the works and are removed once works are completed (where a bus stop is inside the site of works or within 200 metres of the work area)
- 15) Applicants must inform Worcestershire County Council on completion of the works via the relevant stop notice.
- 16) The information in this form cannot be treated as private as it is given in an official capacity. Also traffic restrictions are a public law function and must be carried out transparently.