

**The Road Traffic (Temporary Restrictions) Act 1991**  
**APPLICATION FOR TEMPORARY RESTRICTION**  
 (including guidance notes)



Name ..... Company .....

Address *(see note 10)* .....

..... Postcode .....

Telephone .....

E-mail .....

If applying on behalf of a third party give company's name .....

Are works Registered (If NO State Reason) YES / NO

Scottish Road Works Register (SRWR) Works Registration Ref No ..... *(see note 2)*

Purpose of Temporary Restriction application

Road Closure       Suspension of Parking       Other *(see note 3)* .....

Duration of Closure/Restriction  urgent works *(see notes 4 & 5)* or

planned works *(see note 4)* or

emergency works *(see note 5)*

**28 days notice is required**

Dates of Restriction: from .... / .... / .... to .... / .... / .... Times of Restriction: from .... : .... to .... : .....

Name of Road..... Town.....

Extent of Closure/Restriction *(see note 6)* .....

Reason for Closure/Restriction .....

**Is a Diversion Route required?**       Yes *(see note 7)*  No

Do you require Stirling Council to design, erect and maintain the Traffic Management required for the diversion route? *(see note 7 and 8)*  Yes       No

**EMERGENCY CONTACTS** *(see note 9)*

Name ..... Company ..... Tel No. ....

Name ..... Company ..... Tel No. ....

I / We agree to meet the costs set by Stirling Council in respect of the processing of this application.  
 I / We agree (where indicated above) to meet the costs of design, erection and maintenance of suitable Traffic Management .

**Customer Order / Reference No.** *(see note 8)* .....

Signed ..... Date .....

**Please return completed forms to:-**

**Stirling Council  
 Network Management  
 Endrick House  
 Kerse Road  
 Stirling  
 FK7 7SN**



## Notes for Guidance

1. Temporary Restriction Charges as of 1 April 2018

- Emergency Works - £250
- Urgent Work – £725
- Planned Work - £725
- Extensions will be charged at £500
- Additional costs may apply for the closure/restriction if Stirling Council have been asked to undertake the design, erection and maintenance of signing

**Please note that unless the TTRO relates to Emergency Works, full payment is required prior to processing. Payment can either be made by submitting a cheque, made payable to Stirling Council, or providing the name and contact telephone number of someone who can be contacted to make the payment by debit / credit card.**

**Contact Name..... Telephone Number .....**

2. **Failure to provide valid SRWR No will result in application not being processed.**

Category of works you are requesting a Road Restriction for.

**1(a) Public Utility. Intending to carry out road opening other than emergency works.**

It is an offence under the NRSWA 1991 113(5) & 114(5), to fail to give advance notice in the Scottish Road Works Register of certain works and notice of start date for all non mobile works.

**1(b) Road Works Authority intending to carry out works for road purposes.**

It is an offence under the NRSWA 1991 112(B) **as amended by the TRANSPORT Scotland act 2005 S19.** To fail to give advance notice of certain works & notice of start date for all non mobile works in the SRWR.

**1(c) Company or Person**

**Intending to open or occupy the road to store building materials, erect staging /scaffolding, position a skip, or other reasons**

**It is an offence under the Road Scotland Act 1984 to fail to apply for consent from the Local Authority. The local Authority has a duty under the NRSWA 1991 as amended by the TRANSPORT Scotland act 2005 S19. to give advance notice of certain works and notice of start date for consents granted, in the SRWR.**

**1(d) Company or person intending to apply for a temporary restriction for an event or other reason under the road Traffic Regulations 1984.** The local Authority has a duty under the NRSWA 1991 **as amended by the TRANSPORT Scotland act 2005.** to give advance notice at certain locations and notice of start date of events, in the Scottish Road Works Register.

3. Examples of other restrictions may include applications for waiting restrictions, one-way systems, speed restrictions or suspension of parking places. If you consider that you require a temporary restriction for any other purpose other than those listed please contact our Traffic Management Team on telephone number 01786 404040 who will advise.
4. A **minimum** of 28 days notice is required for all temporary restrictions (excluding emergency works), applications for Urgent works will be assessed on an individual basis.
5. If a temporary restriction is required to accommodate emergency or urgent works the applicant should contact the Traffic Management Team on telephone number 01786 404040 for guidance.
6. Details of the extent of the restriction should include information such as postal address points e.g. between number 52 and 92 Main Street, or details of geometry such as road junctions and special features such as bridges, traffic signals etc.
7. If the applicant proposes to erect and maintain the traffic signs associated with any diversion route, these must be designed and erected in accordance with the requirements of the Traffic Signs Regulations and General Directions 2002 and the Traffic Signs Manual (Chapter 8). Any proposed diversion route should be shown on a plan of a suitable scale and submitted with the application form. The plan should highlight the position of each sign and show the sign face and diagram number for approval by the Traffic Management Team.
8. If the applicant requests the diversion route to be designed and erected by Stirling Council, an Order / Reference Number must be provided
9. Two emergency contacts should be provided with all requests for temporary restrictions. Where the applicant proposes to erect and maintain the traffic signs associated with the temporary restriction and/or diversion route one of these contacts should be available at any time (24 hours) to deal with any emergency associated with the signing or diversion route which may arise.