



Transportation and Infrastructure

TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES

Notes for Guidance – October 2008

The following notes explain the procedures that must be followed for the implementation of temporary traffic restrictions. These can take the form of “One-Way”, “Prohibition of Waiting”, “Weight Limit” restrictions, etc but the most common usage is for “Road Closures” and “Speed Limits”, typically for roadworks.

TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES

Temporary Restrictions for Planned Works

“Planned Works” includes surfacing, footway renewals/maintenance, surface dressing, programmed utility works or indeed any works that are routinely included in a programme of work.

A temporary restriction for planned works up to a maximum duration of 5 days is implemented using a “temporary notice”. It is not possible to extend this 5 day period using another temporary notice.

A temporary restriction for planned works with a duration exceeding 5 days must be implemented using a “temporary order”. It is possible to extend a temporary order up to a total duration of 18 months.

Temporary Restrictions for Emergency Works

“Emergency Works” are those works required in order to avoid/overcome a situation whereby there is the likelihood of danger to the public, or of serious damage to the road or adjacent buildings (eg serious flooding, landslip, bridge collapse, etc). Emergency works do not include any planned works.

A temporary restriction for emergency works up to 21 days duration is implemented using a “temporary notice”. It is possible to extend this (only once) by implementing a further “temporary notice” of up to 21 days duration. Alternatively, the restriction could be extended by means of a “temporary order” up to a total duration of 18 months.

A temporary restriction for emergency works greater than 21 days duration is implemented using a “temporary order”. It is possible to extend a temporary order up to a total duration of 18 months.

Temporary Restrictions for Gala Events

“Gala Events” tend to take the form of local parades, street parties or celebrations organised by the local community.

A temporary restriction for a gala event is seldom required for a period greater than a few days. The restriction would be processed in the same manner as planned works. Therefore, a temporary restriction up to a maximum duration of 5 days is implemented using a “temporary notice”. A temporary restriction with a duration exceeding 5 days must be implemented using a “temporary order”.

It is worth noting that for Planned Works and Emergency Works the Local Councillors are notified of the temporary restrictions. However, for Gala Events the Local Councillors must be consulted in advance of implementing the temporary restriction.

TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES

Application for a “Temporary Notice” or “Temporary Order”

A “temporary notice” or a “temporary order” can be obtained by completing an application form (copy attached) and submitting it to the Local Roads Office for approval. Local Roads staff must be satisfied that the proposed temporary restriction is genuinely required and that any other alternatives have been considered. There is no obligation to grant permission for a temporary restriction.

It will be expected, rather than the exception, for the road to be open to traffic when works are not in progress. For example, if it is not intended to work over weekends and the road can be made safe for traffic to use, then it must be kept open. This will avoid any unnecessary inconvenience to the public.

There is a standard charge (reviewed annually) for processing each application (applications in relation to road improvement works are exempt from charges; applications in relation to gala events are exempt from charges).

At least 14 days notice is required for each application for a “temporary notice”, other than for most emergency works, whereby procedures should be undertaken as soon as possible.

At least 21 days notice is required for each application for a “temporary order”. Local Roads staff should forward completed application form to Law & Administration as soon as possible but no later than 3 working days after receipt.

At least 6 weeks notice is required for each application for a “temporary notice” or “temporary order” that involves the introduction of either restriction on a **Traffic Sensitive Route**.

Staff will notify those individuals/organisations listed opposite the ticked boxes on the application form by sending them (via mail or e-mail) a copy of the completed form.

Local Councillors, the local Business Support Officer (Education Service) and the Public Transport Unit will be given a minimum of 7 days notice for a “temporary notice”, a minimum of 14 days notice for a “temporary order” and a minimum of 21 days notice for either restriction on a Traffic Sensitive Route.

Should a diversion route for a temporary road closure extend into a neighbouring ward then consideration should be given to notifying the local Councillors for that ward.

Applicants are encouraged to provide as much notice as possible of proposed temporary road closures in order to enable issues such as diversion routes and temporary signage to be fully discussed, and also to ensure that any inconvenience to road users is minimised.

Processing a “Temporary Notice”

There is no requirement for staff to notify the Law & Administration Service of a “temporary notice”.

On completion of the application form, staff will prepare a site notice (copy attached) and make arrangements for copies to be displayed on site and maintained throughout the duration of the restriction.

Although there is no requirement for a formal press notice, Local Roads staff should, where appropriate, make the local press and, where appropriate, local radio stations aware of the full details of the forthcoming work and traffic restrictions. This should be done through Corporate Communications as early as possible.

On receipt of the completed (approved) application form the applicant will make arrangements for signing the proposed restriction(s). The applicant must abide by the conditions attached to the form.

Processing a “Temporary Order”

The Law & Administration Service must be notified of an application for a “temporary order”. Law & Administration staff will produce the temporary order and will send copies of the site notice to Local Roads staff who will make arrangements for them to be displayed on site and maintained throughout the duration of the restriction.

Law & Administration staff will make arrangements for formal press notices to be displayed in the local press.

Local Roads staff should, where appropriate, make the local press and, where appropriate, local radio stations aware of the full details of the forthcoming work and traffic restrictions. This should be done through Corporate Communications as early as possible.

On receipt of the completed (approved) application form the applicant will make arrangements for signing the proposed restriction(s). The applicant must abide by the conditions attached to the form.

General

1. Surface Dressing Programme

Surface dressing work involves a squad of men and equipment working at one site for usually a day or two (sometimes as little as half a day) before moving on to the next site. The whole surface dressing programme, covering a large number of sites, can be completed within a month or two in each Area. However, it is weather dependent and there can be delays. Bearing this in mind it is almost impossible to establish a firm timetable, in advance, for the purposes of

processing individual “temporary notices” for each location. **It has been agreed that one “temporary order” will be approved for each Area that covers all the locations in the surface dressing programme for that Area.** Each location will require to be listed in the order along with an approximate start and completion date for the overall programme (not start/completion dates for individual locations). Operations staff should attach a schedule of locations to the application form. Operations staff will be responsible for erecting site notices (prepared by Law & Administration) at each location prior to commencement of the works. These notices must be removed on completion of the works.

This will provide the public with as much information as possible, without incurring unnecessary paperwork. **This method only applies to the surface dressing programme – it will not be approved for other programmes of planned work.**

2. Publishing Information on Aberdeenshire Council Website

Local Roads staff are responsible for providing weekly updates of temporary restrictions for inclusion on the Council’s website. This will include mapping information for temporary road closures.

The applicant must notify Local Roads staff when the works have been completed and the road(s) opened to traffic. The applicant must also notify Local Roads staff of any changes to his programme of work that might affect the period of closure. For example, if the work is completed one week earlier than originally anticipated then the Local Roads staff must be informed so that they can update the website.

3. Signing on Site

The applicant should be advised that for all closures in rural areas, on site information via signs legible by passing motorists, must be provided with the following information:-

Extent of closure

Period of closure

Reason for closure

Apology for delay (where appropriate)

ABERDEENSHIRE COUNCIL

TRANSPORTATION AND INFRASTRUCTURE

TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES

1 Request made by _____ Date _____
Address _____

2 Applicant's representative who can be contacted:-

a) during working hours _____ b) outwith working hours _____

Name _____ Name _____
Address _____ Address _____

Telephone _____ Telephone _____

3 Road: _____ Grid Ref: _____
From: _____ to _____

Pedestrian access to be maintained

Vehicular access to affected properties to be maintained whenever possible

4 Type of Temporary Restriction requested (indicate as appropriate X)

a) Closure	<input type="checkbox"/>	d) Weight Limit	<input type="checkbox"/>
b) One-way	<input type="checkbox"/>	e) Speed Limit (xx mph)	<input type="checkbox"/>
c) Prohibition of Waiting	<input type="checkbox"/>	f) Other	<input type="checkbox"/>

5 Reason for request _____

6 Date from which restriction is required to apply
for the period of _____

7 A standard charge will be payable for the above Temporary Restriction and a supplementary
payment for any additional period (Refer to Guidance Notes on reverse of form for details).

Amount Payable £ _____

FOR OFFICIAL USE ONLY

8 Alternative route avoiding restriction via _____

9 Emergency Service/Statutory Undertakers/Others, etc, advised (as indicated X).

<input type="checkbox"/>	Applicant	<input type="checkbox"/>	Environmental Services	<input type="checkbox"/>	Business Support Officer
<input type="checkbox"/>	Police	<input type="checkbox"/>	Councillors - Ward No. ...	<input type="checkbox"/>	Corporate Communications
<input type="checkbox"/>	Chief Fire Officer	<input type="checkbox"/> Community Council	<input type="checkbox"/>	Others
<input type="checkbox"/>	Chief Ambulance Officer	<input type="checkbox"/>	PNE - Operations	<input type="checkbox"/>	
<input type="checkbox"/>	Public Transport Unit	<input type="checkbox"/>	Roads Inspector (Ops)	<input type="checkbox"/>	
<input type="checkbox"/>	Head Postmaster	<input type="checkbox"/>	Law & Admin (Woodhill H)	<input type="checkbox"/>	

10 Request approved byDate _____
Local Roads Manager

11 Technical Enquiries to ***** Tel No *****
Fax No *****
E-mail *****@aberdeenshire.gov.uk

Ref N/1/220/2/1/1 – TR/07/

GUIDANCE NOTES

THIS FORM MUST BE SUBMITTED TO THE LOCAL ROADS OFFICE

(see list below)

Transportation and Infrastructure – Banff & Buchan Area and Buchan Area
Cape House, 21 Seafield Street, Banff, AB45 1ED (Tel. 01261 - 813407)

Transportation and Infrastructure – Formartine Area and Garioch Area
Gordon House, Blackhall Road, Inverurie, AB5 9WA (Tel. 01467 - 628282)

Transportation and Infrastructure – Kincardine & Mearns Area and Marr Area
Carlton House, Arduthie Road, Stonehaven, AB39 2QP (Tel. 01569 - 768484)

The standard charges for temporary restrictions (during 2008/09) are as follows:-

For Planned Works up to 5 days (ie “Temporary Notice”): £310

For Planned Works in excess of 5 days but not more than 18 months (ie “Temporary Order”): £550

For an extension to a temporary restriction (where permissible – see notes): £310

Any additional expenditure incurred in special signing of a closure will be charged at actual cost by the Head of Roads.

For Planned Works, a restriction of up to 5 days duration requires an application to be lodged with the appropriate Local Roads Office at least 14 days prior to the start date of the restriction.

For Planned Works, a restriction exceeding 5 days duration requires an application to be lodged with the appropriate Local Roads Office at least 21 days prior to the start date of the restriction.

For Planned Works on a **Traffic Sensitive Route**, a restriction of any duration requires an application to be lodged with the appropriate Local Roads Office at least 6 weeks prior to the start date of the restriction.

CONDITIONS

- 1 Aberdeenshire Council shall be indemnified against any claims arising directly or indirectly as a result of the operation to be undertaken.
- 2 The surfaces of both carriageway and footway and the Statutory Undertakers services lying therein are to be protected.
- 3 Reinstatement of any areas of carriageway or footway disturbed by the applicant’s operations may be carried out at his expense, by Aberdeenshire Council.
- 4 Adequate measures are to be taken to ensure the safe passage of vehicular and pedestrian traffic.
- 5 Pedestrian access to be maintained. Vehicular access to affected properties to be maintained whenever possible.
- 6 The signing of the works is to be in accordance with Chapter 8 of the Traffic Signs Manual.
- 7 The signing of the restriction is to be in accordance with the Traffic Signs Regulations and General Directions 2002 and Chapter 3 of the Traffic Signs Manual. A draft copy of the signing plan must accompany an application for a temporary road closure.
- 8 The signing of the restriction and any necessary diversion to be agreed in consultation with the Local Roads staff, and shall include extent of closure, period of closure, reason for closure and apology for delay.
- 9 The applicant must notify Local Roads staff when the works have been completed and the road(s) opened to traffic. The applicant must also notify Local Roads staff of any changes to his programme of work that might affect the period of closure. For example, if the work is completed one week earlier than originally anticipated then the Local Roads staff must be informed so that they can update the website.
- 10 Additional Conditions (if applicable).....



ROAD CLOSED

ROAD TRAFFIC REGULATION ACT 1984

NOTICE OF CLOSURE OF ROAD

.....NUMBER / NAME OF ROAD & SETTLEMENT.....

ABERDEENSHIRE COUNCIL HEREBY GIVE NOTICE THAT,
OWING TO THE LIKELIHOOD OF DANGER TO THE PUBLIC
DUE TO ***...REASON FOR CLOSURE...***

ROAD ***...NUMBER / NAME OF ROAD...***

HAS BEEN CLOSED TO VEHICULAR TRAFFIC

FROM ***...START POINT...***

TO ***...END POINT...***

FOR A PERIOD OF ***..WEEKS/DAYS..*** FROM ***..START DATE..***

THE ALTERNATIVE ROUTE IS Via ***....DIVERSION ROUTE....***

PEDESTRIAN ACCESS TO BE MAINTAINED. VEHICULAR ACCESS TO AFFECTED PROPERTIES TO BE MAINTAINED WHENEVER POSSIBLE.

ABERDEENSHIRE COUNCIL
TRANSPORTATION & INFRASTRUCTURE
...Address of Local Roads Team...

(Tel. ***********)