TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES

1 Request made by
   Date
   Address
   Email Address

2 a) Contact during working hours
   Name
   Telephone

   b) Contact outwith working hours
   Name
   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 ☐
   b) One-way ☐
   c) Prohibition of Waiting ☐
   d) Weight Limit ☐
   e) Speed Limit ☐ (mph)
   f) Other ☐ (please specify)

5 Reason for Request

6 Date from which the restriction is required to apply
   For the period of days

7 A standard charge will be payable for the above Temporary Restriction and a supplementary payment for any additional period (refer to Guidance Notes).
   Amount Payable £

FOR OFFICIAL USE ONLY

8 Alternative route avoiding restriction via

9 Emergency Service/Statutory Undertakers/Others, etc, advised (as indicated X)
   ☐ Applicant
   ☐ Community Council
   ☐ Chief Fire Officer
   ☐ Chief Ambulance Officer
   ☐ Public Transport Unit
   ☐ Head Postmaster
   ☐ Environmental Services
   ☐ Ward Councillors
   ☐ Police
   ☐ Principal Roads Engineer
   ☐ Roads Inspector
   ☐ Legal & Gov. (Woodhill)
   ☐ Business Support Officer
   ☐ Corporate Comms.
   ☐ Service Point Advisors
   ☐ Contact Centre
   ☐ Others

10 Suggested newspaper for advert

11 Request approved by

12 Technical enquiries to: Tel. No.
   E-mail @aberdeenshire.gov.uk

Reference Number:
GUIDANCE NOTES

THIS FORM MUST BE SUBMITTED TO THE LOCAL ROADS OFFICE
(see list below)

Infrastructure Services – Banff & Buchan Area and Buchan Area
St. Leonards, Sandyhill Road, Banff, AB45 1SD (Tel. 01467 533164)

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

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

The standard charges for temporary restrictions (during 2016/17) are as follows:

- For Planned Works up to 5 days (ie “Temporary Notice”): £401
- For Planned Works in excess of 5 days but not more than 18 months (ie “Temporary Order”): £717
- For an extension to a temporary restriction (where permissible – see notes): £401
- For sporting or gala events: Free

Any additional expenditure incurred in special signing of a closure or other restriction will be charged at actual cost by the Head of Roads and Landscape Services.

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.

For sporting or gala events, 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 2016 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).............................