

Application Pack for Temporary Traffic Restrictions

Temporary restriction of traffic to facilitate work (including road closures)

Road Traffic Regulations (Temporary Restriction) Act 1984

C27 Sections 14(1), 14(2), & 15(2)

Highways Act 1980 C66 Part IX Section 137

This application pack includes:

Application Form & Indemnity

Please complete all parts of the application form and indemnity.

Application Guidelines

The application guidelines have been prepared to help you complete the application form and help you to understand the application process. The application guidelines cover the following:

- Part 1: Types of Temporary Traffic Restriction, application timescales & associated fees
- Part 2: Temporary Traffic restrictions to facilitate a crane operation
- Part 3: Operational Dates and Back-up Dates
- Part 4: Works affecting the Strategic Route Network (SRN)
- Part 5: Working out of hours
- Part 6: Parking Suspensions
- Part 7: Traffic Management
- Part 8: Cancelled Applications
- Part 9: Supporting documents/references
- Part 10: How to pay
- Part 11: Submitting your application
- Part 12: Useful Contacts

Terms and Conditions

These are the terms and conditions that you agree to abide by when you submit your application form and indemnity. The terms and conditions are split into 4 parts:

- Part 1: Before Works Commence
- Part 2: During Works
- Part 3: On Completion of Works
- Part 4: General Conditions

Temporary Traffic Restriction Application Form



Application to temporarily traffic restriction to facilitate work (including road closures)

Road Traffic Regulations (Temporary Restriction) Act 1984 C27 Sections 14(1), 14(2), & 15(2)
Highways Acts 1980

Engineering Service
London Borough of Camden
Floor 4, 5 PS
Judd Street
London
WC1H 9JE
Tel 020 7974 5960
www.camden.gov.uk/temporary-traffic-restrictions
ttr@camden.gov.uk

Under the provision of the Highways Act 1980 Section 137/137a it is an offence for anyone without lawful authority or excuse to obstruct the free passage along the highway. Under the Road Traffic Regulations Act 1984 the Local Authority, if satisfied, may issue an order to restrict, regulate, or prohibit traffic from any road.

Temporary restrictions on Red Lines are implemented on your behalf by Transport for London (TfL). You will need to contact TfL Forward Planning at TMANotifications@tfl.gov.uk

Please complete this application in **BLOCK CAPITALS**

Part A: Your details

Company Name	<input type="text"/>			
Address	<input type="text"/>		Postcode	<input type="text"/>
Company Contact	<input type="text"/>			
Contact No.	<input type="text"/>	Out of hours No	<input type="text"/>	
Email	<input type="text"/>			

Part B: What type of traffic restriction would you like to put in place?

Refer to parts 1 and 2 of the guidelines. **Tick** the appropriate box to indicate which type of restriction you will require

S14(1) **S14(2)** **S15(2)**

If you will be placing a crane on the public highway within the closure, please **tick** box below and complete the Crane Application Form

Crane Operation

Part C: What works will you be carrying out?

Please describe the work you will be carrying out that will require traffic to be temporarily restricted:

Statutory undertakers only: Permit reference associated with these works:

Part D: Where will you be working and what roads will be affected?

Road name(s)	<input type="text"/>		
Nearest property (name or number)	<input type="text"/>		
Postcode	<input type="text"/>	<input type="text"/>	

Part E: When would you like the restriction to start and for how long do you need it?

Indicate the **dates and times** that you would like the restriction to be in place **Note: Applications received that state "ASAP" or "To be confirmed" will not be progressed.**

For Crane Operations only. Preferred back-up dates, see part 3 of the guidelines:

Part F: Do you require parking bay suspensions?

If you require parking bay suspensions, please see **part 6** of the guidelines on how to apply.

Please enter the number of parking bays in total that you will require to suspend (in box)

Part G: How would you like to pay?

Processing fees, and ways to pay, are detailed in parts 1 and 10 the guidelines. Remember to include the payment for a crane operation licence if you will be operating a crane on the public highway.

Please contact on to take a payment by credit/debit card.

Part H: Who can be contacted regarding this licence?

We may need to contact someone about the works when they start or in the case of an emergency, often this can be someone other than the person who made the application. **Note: These contact details will be placed on advance warning signs erected on street, any crane licence issued, and on the Council website for the duration of the works.** Please state who we should contact:

Contact Name(s)

Contact Number(s) Emergency Number

Part I: Agreement and Indemnity

We confirm that the details given in Parts A to H above are correct.

We hereby agree to indemnify and save harmless the LONDON BOROUGH OF CAMDEN, their servants and agents against all liabilities costs expenses damages and losses suffered or incurred by the LONDON BOROUGH OF CAMDEN due to any instance where traffic restrictions are breached or arising out of or in connection with the transportation, erection, dismantling and or use of equipment or machinery, whether by means of defect (latent or otherwise) in the said equipment or otherwise, pursuant to the authority of the LONDON BOROUGH OF CAMDEN granted as a result of this application.

I confirm on behalf of the company named in Part A that I have read and understood the terms and conditions and that they will abide by these terms and conditions and any decision made by the London Borough of Camden with regard to the suitability, or timing, of the proposed traffic order.

Name: Signature: Position in company: Date:

What happens next

Details of how to submit your application are given in **part 11** of the guidelines.

You will need to submit supporting documentation with your application. It is important that these are submitted with your application form. Refer to **part 9** of the guidelines.

Once we have received your completed application, supporting documentation and payment we will begin to process your application. We will contact you for payment if you have stated in part F of this application form that you wish to pay by credit/debit card.

For all applications we will need to liaise with the emergency services. For some applications we will also need to liaise with London Buses, Transport for London and/or a neighbouring borough. This may affect the time taken to process your application. Refer to parts 1 and 4 of the guidelines.

What you should do next

Refer to the terms and condition's part 1 and ensure where applicable parts 1.1 to 1.5 are completed before carrying out works.

Privacy Statement and Data Protection

As a Local Authority and Data Controller, London Borough of Camden collects holds and processes a considerable amount of information, including personal information about residents, people it provides services to, and other people. It does this to provide its services in the most effective and efficient way that it can

The Council recognizes that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you

If you would like general information about Data Protection, the law and good practice please see the Information Commissioner's website. The Information Commissioner is the Data Protection statutory governing body for England and Wales.

Who is the data Protection Officer?

The name and contact details of the Data Protection Officer:

London Borough of Camden
Judd Street
London
WC1H 9JE

0207 974 4444

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at: dpo@camden.gov.uk

What information do we collect about you and for what purpose?

We may collect personal or company data about you, which covers basic details such as name, address, telephone number, postcode and email address. We will always explain to you why and how this information will be used.

We process personal or company information to enable us to provide a range of services within the Streetworks Team, which are governed by government legislation.

We will process personal or Company data for the following purposes:

For the purpose to which you provided the information. (e.g., processing information for the purpose of processing your application forms), and to monitor the Council's performance in responding to your request

To allow the Council to be able to communicate and provide services appropriate to your needs,

Where necessary for the Council's Law Enforcement functions, e.g., licensing, planning enforcement, trading standards, food safety, etc. where the Council is legally obliged to undertake such processing

Where you have consented to the processing or for the purpose of a contract/application you have entered into with us

Where otherwise permitted under data protection legislation e.g., disclosure to comply with legal obligations.

Departments in Camden that have personal and sensitive information on you will only allow designated officers to access or process this information. If an external agency asks us to provide any information that is sensitive and personal to you, we will only disclose it once we have your specific consent to do so or where we are legally required or legally able to do so.

Camden Council may also use your personal or company data, after it has been anonymized, to allow the statistical analysis of data to allow the Council to effectively target and plan the provision of services

The legal basis of processing:

It is necessary for the performance of a contract or application form

It is necessary for the compliance of Government legislation

When do we share your personal data with third parties?

The Council may disclose personal or company data to third parties, but only where:

It is necessary to comply with a legal obligation, or

Where permitted under data protection legislation, e.g., where the disclosure is necessary for the purposes of the prevention and/or detection of crime; or

Where it is necessary to allow a third party working for or on behalf of the Council and/or to provide services to you. The information you provide us may be shared with other Local Authorities, the Department of Work and Pensions (DWP), HMRC and the Home Office. There will be times that the information will be disclosed to our partner organisations that provide services on behalf of Camden. Once your details are no longer required, they will be deleted securely. The Council will take all reasonable steps to make sure personal data we hold is kept safe. Were your information is disclosed to a third party, the Council will seek to ensure they have sufficient systems and procedures in place to keep your data safe and prevent its loss.

If you choose to complete any of our online forms, Camden Council will not use the personal information you give us for marketing purposes without first gaining your consent. We may pass your details on to third party service providers who are contracted to Camden Council in the course of dealing with your request e.g. a homecare agency. These third parties are obliged to keep your details secure, will use them only to fulfil the request and will dispose of the information at the appropriate time

No personal information you have given us will be passed on to third parties for commercial purposes

Our policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services.

How long do we keep your personal data?

We keep your personal or company data for no longer than reasonably necessary and in line with our corporate data retention schedule

Security of your information

In deciding what personal data to collect hold and use, the Council is committed to ensuring that it will:

Recognise that any personal data handled by Camden is held on behalf of that person and that we ensure we respect that responsibility

Adopt and maintain high standards in respect of the handling and use of that personal and company data

Only collect, hold and use personal data where it is necessary and proportionate to do so

Securely delete any personal data when no longer needed

Keep your personal data secure and safe

Not unnecessarily and without good reason, infringe the privacy of those upon behalf we hold data

Consider and address the privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems

Be open and transparent with individuals about how we use their information and who we give it to

Make it easy for individuals to access and correct their personal information (see Your rights)

Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not look after personal and company information properly

Have a robust data breach reporting procedure that effectively manages the risks and includes actions to minimise a similar breach occurring again.

Transfer of data abroad

We will not transfer your personal information outside the EU.

Your Rights

Unless subject to an exemption under data protection legislation you have the following rights with respect to your personal data:

The right to request a copy of your personal data, which the Council holds about you

The right to request that the Council correct any personal data if it is found to be inaccurate or out of date

The right to request your personal data is erased where it is no longer necessary for the Council to retain such data

The right to withdraw your consent to the processing at any time, but only if we have relied on your consent to process your data when you supplied it to us

The right, in certain circumstances, to request that the Council provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [Note: this only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the Council processes the data by automated means]

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

The right, in certain circumstances, to object to the processing of personal data. [Note: this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority)

The right to lodge a complaint with the Information Commissioners Office. Website: www.ico.org.uk

I consent to the collection, use and disclosure of my personal or company information in accordance with the Privacy Statement above.

Name (Please print) _____ Signature _____ Date _____

Application Guidelines

Part 1: Types of Temporary Traffic Restriction, application timescales and associated fees

The fees associated with implementing temporary traffic restrictions are dependent on the type of restriction put in place, the nature of the road and the section of the Road Traffic Act used to implement the restriction.

Temporary restrictions on Red Lines are implemented on your behalf by Transport for London (TfL). You will need to contact TfL Forward Planning at TMANotifications@tfl.gov.uk.

Additional fee is payable for: Crane Operations, Removal or/and Replacement of Road Markings and Parking Bays and/or any other road restrictions. Please allow additional lead times to process as these works are undertaken by Camden's Implementation Team.

Cancellation fees are detailed in part 7.

An additional 4 weeks may be required if the TTR is on, or impacts any road on, the SRN (see Part 4), or if we need to liaise with London Buses or a neighbouring borough on your behalf.

Section of RTA	Processing Fee	Description of use	Processing timescales
14(1)	<p>Minor: £2855.57 (less than 1 week and low category road)</p> <p>Standard: £3225.03 (1 week to 6 months and/or <u>all high category roads, see part 4</u>)</p> <p>Major: £5805.30 (6 – 18 Months)</p>	<p>The traffic order is based on duration of all planned works.</p> <p>This can be for a maximum of 18 months for restrictions affecting the road/carriageway or a maximum of 6 months on footpaths and cycle lanes.</p> <p>The maximum period will only be allowed if the Council is satisfied, that it is necessary to facilitate the works.</p> <p>Once a S14(1) has run to the maximum allowable period the Council does not have the power to extend or renew the order, it is therefore vital that you ensure that you consider if your works will take longer than 6 months (footpaths and cycle lanes) or longer than 18 months (road/carriageway), allowing time for unplanned delays to your programme, and apply for a S15(2) if more appropriate.</p>	<p>6-8 weeks from receipt of application form, payment and supporting documentation.</p>
14(2)	<p>£3273.89</p>	<p>To facilitate emergency works. Restrictions will be in place for less than 21 days.</p> <p>The Council <u>must</u> be satisfied that the nature of work being carried out is to facilitate the removal of an emergency situation and it is at the Council's discretion as to how long the restriction will be in place.</p>	<p>Applications are progressed immediately upon payment</p>
15(2)	<p>£15,026.33</p>	<p>The restriction is required to be in place for longer than 18 months. The Council <u>must</u> be satisfied that the works cannot be completed in less than 18 months and that a restriction under S14 (1) will not suffice.</p>	<p>12 weeks from receipt of application form, payment and supporting documentation. The Council consults various stakeholders before approving the restriction.</p>

PLEASE NOTE THAT ANY DETAILS STATED IN AN ORDER ARE FINAL AND CANNOT BE AMENDED OR EXTENDED ONCE APPROVED; FURTHER APPLICATIONS WOULD NEED TO BE SUBMITTED AND PAID FOR IN ORDER TO ACCOMMODATE THIS.

Part 3: Operational Dates and Back-up Dates

Back-up dates are only given for Crane Operations.

Part 4: Works affecting the Strategic Route Network (SRN)

If your works are on, or will significantly impact, any of the SRN roads in Camden we will need to consult Transport for London.

Transport for London can object to the dates that you have applied for if they consider that traffic will be significantly impacted. If we receive an objection from TfL we will work with them, on your behalf, to find alternative dates for you to carry out your works.

Roads in Camden that are classified as high category

Abbey Road	Delancey Street	Kentish Town Road	Russell Square
Adelaide Road	Drake Street	Kilburn High Road	Shaftesbury Avenue
Albany Street	East Heath Road	Kingsway	Southampton Place
Avenue Road	Fitzjohn's Avenue	Lidlington Place	Southampton Row
Bayham Street	Fortess Road	Maida Vale	Spaniards Road
Bedford Square	Goodge Street	Midland Road	St Giles Circus
Bloomsbury Square	Gordon House Road	New Oxford Street	St Giles High Street
Bloomsbury Street	Gower Street	North End Way	Tavistock Square
Bloomsbury Way	Grafton Place	Osnaburgh Street	Theobald's Road
Calthorpe Street	Grafton Way	Osnaburgh Terrace	Torrington Place
Cambridge Circus	Gray's Inn Road	Pancras Road	Tottenham Court Road
Camden High Street	Guilford Street	Parkway	Upper Woburn Place
Camden Street	Harrington Square	Pratt Street	Vernon Place
Castlehaven Road	Hawley Road	Prince Albert Road	West End Lane
Chalk Farm Road	Heath Street	Princes Circus	Woburn Place
Charing Cross Road	High Holborn	Procter Street	York Way
Clerkenwell Road	Highgate High Street	Red Lion Square	
College Crescent	Highgate Hill	Rosebery Avenue	

Part 5: Working out of hours

Standard working hours are **8am to 6pm Monday to Friday** and **9am to 1pm on Saturday**. If you wish to work outside of these hours, you will need to get permission separately from the **Environmental Health team** by contacting 020 7974 4444 or OOHNoiseNotification@camden.gov.uk. Works cannot commence without this permission being in place and will affect the response times to your application.

Part 6: Parking Suspensions

You will need to apply and pay separately to suspend parking bays if you wish to occupy a designated parking bay(s). The minimum notice period required to suspend a parking space is 17 calendar days advanced warning period, plus 3 working days processing time. **Apply online at camden.gov.uk/parkingsuspensions**

A suspension number will be issued to you which you will need to supply to the Streetworks Authorisations & Compliance Team before your works commence. Failure to do so may impact your application. **Email your suspension number to ttr@camden.gov.uk**

You **must** inform Parking Services when your works finish **by calling 020 7974 4444**, so they can return the bay(s) back to use.

You will need to contact TfL Bus Operations, tfl.startraqdome.com if you wish to suspend a bus stop/stand.

Part 7: Traffic Management

You will be responsible for the provision and costs of traffic management and traffic signs on all affected roads, including any diversionary routes.

Part 8: Cancelled Applications

Your application will not be classed as cancelled until an email confirming cancellation is received by the Streetworks Authorisations & Compliance Team. Please send an email to ttr@camden.gov.uk to cancel your application.

If you cancel your application after the Council has begun to process your application, a cancellation fee will be retained before your application fee is refunded to you.

S14(1)

- Applications that are cancellations **up to 21 days before the restriction start date** will incur a cancellation fee of **£500** to cover the cost of the work already carried out by the Council. This fee will be deducted from the application fee before refund.
- The full application fee will be retained in instances where applications are cancelled **within 21 days of the restriction start date**, no refund will be issued.
- If you are rescheduling your application, you will be asked to pay the applicable cancellation fee upfront.

S15(2)

- Applications that are cancelled **up to 28 days before the restriction start date** will incur a cancellation fee of **£500**, to cover the cost of the work already carried out by the Council. This fee will be deducted from the application fee paid before refund.
- The full application fee will be retained in instances where applications are cancelled **within 28 days of the restriction start date**, no refund will be issued.

Part 9: Supporting documents/references

Traffic Management Plans

You will need to submit a traffic management plan with your application. Your plan will need to include:

- How you intend to maintain traffic flow, both vehicular and pedestrian.
- The extent of your closure, if applicable.
- The extent of changes to any restrictions in place, e.g., parking, direction of traffic flows etc, if applicable.
- Details of a proposed diversion, if applicable

Part 10: How to pay

Please call to make payment for your application by credit/debit card We are unable to process your application until a payment has been received.

Part 11: Submitting your application

Send your completed application with any necessary supporting documentation to ttr@camden.gov.uk

Part 12: Useful Contacts

Streetworks Authorisations and Compliance Team

(Traffic Restrictions/Cranes Operations)
020 7974 5960
ttr@camden.gov.uk

Environmental Health

Out of hours working permissions
020 7974 4444
OOHNoiseNotification@camden.gov.uk

Parking Suspensions (Contact Camden)

Applications: 020 7974 4444
camden.gov.uk/parkingsuspensions

TfL Forward Planning

TMANotifications@tfl.gov.uk

TfL Bus Operations

Ramiz Raza
RamizRaza@tfl.gov.uk

Tony Holden

tonyholden@tfl.gov.uk

List of Ward Councillors

camden.gov.uk/councillors

City of Westminster

permits@westminster.gov.uk

City of London

traffic.management@cityoflondon.gov.uk

London Borough of Islington

streetworks@islington.gov.uk

London Borough of Brent

transportation@brent.gov.uk

London Borough of Haringey

Traffic.Orders@haringey.gov.uk

London Borough of Barnet

NRSWA@barnet.gov.uk

LFCD (London Fire)

northwestareasupportteam@london-fire.gov.uk

LAS (London Ambulance Service)

William Kilminster

william.kilminster@lond-amb.nhs.uk

Terms and Conditions

Part 1: Before Works Commence

- 1.1. Parking suspensions must be put in place where necessary and the suspension number provided to the Streetworks Authorisations and Compliance Team.
- 1.2. Permission must be sought in order to work outside of normal working hours 8am to 6pm Monday to Friday and 9am to 1pm on Saturdays.
- 1.3. The suspension of any bus stops/stands must be sought from Transport for London
- 1.4. Letter drop must be undertaken at least 4 weeks prior to your start date this must include the impacted area, both business and residential. A copy of the letter drop must also be provided via email to: ttr@camden.gov.uk
- 1.5. Traffic management, in accordance with Chapter 8, must be in place prior to any works commencing.
- 1.6. Failure to do comply with points 1.1 to 1.5 may affect the implementation of the restriction.

Part 2: During Works

- 2.1. Traffic management, in accordance with Chapter 8, must in place for the duration of the works and inspected regularly. This must be removed after completion of works.
- 2.2. Any changes to the works methodology must be communicated and agreed by the Streetworks Authorisations & Compliance Team
- 2.3. If during the works, the order is going to be taken over by another company it is your responsibility to inform us of this. You will also be required to submit a letter of agreement between the outgoing and incoming applicant, signed by both parties. This letter must state that the incoming applicant accepts responsibility of all future liabilities during the period of the order being in force, as per the Agreement and Indemnity section of your application. Until the Council is satisfied that all necessary agreements and indemnities are in place, you, as the applicant, will remain liable for the duration of the order.
- 2.4. Failure to do comply with points 2.1 to 2.4 may lead to the order being rescinded.

Part 4: General

- 4.1. While the Council will endeavour to meet the dates requested in your application, priority has to be given to the coordination of works; in some instances, you may be directed to undertake works on alternative dates from those requested.
- 4.2. There may be circumstances outside of the control of the Council e.g., where emergency or urgent situations arise, that will mean that it may be necessary to postpone or cancel your works. We will work with you in these instances to re-schedule your works.
- 4.3. Due to the statutory requirements of the Council when making traffic orders and the associated publication deadlines, there cannot be any changes to either the dates, times, or locations of this application within 21 days of the proposed start date.
- 4.4. Failure to comply with any part of this application terms and conditions will mean that your application will be cancelled.