**Application for a Temporary Traffic Restriction**

Notes for guidance on completing an application are provided in Annex 1

|  |  |  |
| --- | --- | --- |
| 1 | Application Date |  |
| 2 | Event Name / Title |  |
| 3a | Event Organiser |  |
| 3b | Applicant  Name & address |  |
| 3c | Applicant’s telephone number and email address |  |
| 3d | Emergency Contact and Telephone Number |  |
| 4a | Invoice name and address and email address |  |
| 4b | Purchase order number or Order reference number |  |
| 5a | Event type |  |
| 5b | Event location |  |
| 5c | Streets or roads and footpaths affected |  |
| 5d | Event dates |  |
| 6a | Restriction/revocation type |  |
| 6b | Reason for restriction |  |
| 6c | Exact location(s) and extent of restriction(s) |  |
| 6d | Restriction start date and time  Restriction end date and time |  |
| 6e | Restriction pattern |  |
| 6f | Exemptions |  |
| 7a | Diversion route (where applicable) |  |
| 7b | Other Highway Authorities affected |  |

Completed applications should be submitted by email to the address below:

|  |  |
| --- | --- |
| Location of works – by District Council area | Submit application to: |
| Ashfield  Bassetlaw  Mansfield  Newark and Sherwood | roadworksnorth@viaem.co.uk |
| Broxtowe  Gedling  Rushcliffe | roadworkssouth@viaem.co.uk |

**Annex 1 Notes for Guidance**

|  |  |  |
| --- | --- | --- |
| 1 | Application Date |  |
| 2 | Event Name / Title | This should be the name given to the Event by the Event Organiser.  If the Event is known colloquially by another name, please include that name here, also. |
| 3 | Contact information | 1. The organisation, company or individual responsible for the Event. 2. The company name & address making the application on behalf of the Event Organiser 3. The individual dealing with the application 4. Contact must be available to initiate action |
| 4 | Payment | 1. Company name & address 2. Purchase Order number/other finance reference/card payment receipt ref/charity number/Armed Forces/Military |
| 5 | Event Details | 1. Brief description of the event or activity. 2. Location of Event (property, road name, town)   c) Which Roads, Streets, etc, will be affected by the event  d) Overall Event dates (start to end date, including any dates required for setting up, separately). |
| 6 | Restrictions required | 1. Specify what is to be prohibited for what traffic. See also Annex 2 2. Why the restriction/revocation is needed. For example, event apparatus will be placed in the carriageway, or event attendees will watch the event from the carriageway. 3. The exact start and end points where the restriction will apply. 4. The first and last dates and times of the restriction(s). 5. The pattern of use of the restriction(s) for example,   Continuous for the whole period or between certain times   1. Any types or classes of vehicle exempt from each restriction. e.g. event traffic / blue lights / access / residents / taxis.   (Drawings / schedules may be necessary in complex cases) |
| 7 | Diversion route | 1. Where traffic needs to be diverted specify the proposed route, listing road names. Specify whether the diversion applies to one or both directions. 2. Use of a diversion route on roads that are not maintained by Nottinghamshire CC requires agreement from that authority (e.g. a neighbouring County, Nottingham City, National Highways, Private Street owner. |

**Annex 2 Restriction types and traffic categories**

|  |  |  |
| --- | --- | --- |
| Category | Example restriction | Example traffic |
| Moving restriction | No driving both ways  No driving one way  Banned movement (eg No right turn)  Temporary speed limit  **Note: Applications for a “Road Closure” will be interpreted as a Prohibition of Driving unless otherwise agreed meaning that motor vehicles are prohibited but non-motorised users will be permitted.** | All motor vehicles  Vehicles of certain types (eg, width, height, weight)  All vehicles (motor vehicles, cycles)  Pedestrians  Equestrians |
| Static restriction | No waiting  No waiting and no loading  No stopping |  |
| Exemptions | Permitted during the restriction | Blue lights  Event vehicles  Local authority vehicles (eg refuse collection)  Residents  **Note: Pedestrian routes must be provided unless specifically agreed** |
| Suspensions | Altering an existing restriction | Enabling use of a one-way street against usual flow  Enabling use of a bus lane by all traffic  Altering use of a parking bay |