

TEMPORARY TRAFFIC REGULATION ORDER (TTRO)

GUIDANCE TO APPLICANTS – APRIL 2025

A Temporary Traffic Regulation Order (TTRO) is the legal process used to implement temporary restrictions e.g. closure to a road or public right of way, change to a one way system, parking, speed or weight restrictions and changes to a right or left turn only. It is also used to suspend permanent Traffic Regulation Orders (TRO) e.g. one way street, parking (including parking bays), to ensure safety whilst works or events take place.

Solihull MBC as the Highway Authority, can authorise a TTRO. The closure or restriction is made by an order under the Road Traffic Regulation Act 1984. An order can be made to cover planned situations, or an urgent notice can be issued if the regulation is needed without delay for emergency situations

TTRO's are normally used to allow essential or emergency works to be safely carried out on the highway, typically installation of, or maintenance works to services such as gas, electricity and water. They are also used for various events, i.e. running / social events etc.

The process of arranging a TTRO requires an application be made to SMBC's Highway Management Team for approval. Once the order has been approved and made enforceable, it is the responsibility of the applicant to ensure all the correct traffic management systems are in place.

All applications require a minimum 12 week lead in time to enable the TTRO to be processed. This period is required to enable consultation with the appropriate organisations and make any legal arrangements for the notice to be advertised in the local press.

If an emergency closure is required due to an incident that is likely to cause danger to persons or property on or adjacent to the public highway please contact our Highway Management Team immediately

What to check before you apply

1. Is a Road Closure really necessary?

A road will only be closed if there is no other feasible alternative solution. Should a road closure be deemed necessary, please enclose all the relevant documents requested in Part K within this guidance document before any consideration can be given.

2. Do you need a Temporary Speed Limit?

On occasions a temporary mandatory speed limit may be preferred. If you wish to apply for a temporary speed limit please complete the application form with a justification for the temporary speed limit and a plan indicating the extents of the proposed temporary speed restriction.

3. Co-ordination check.

Pre-application checks can be made by yourselves to ensure the proposed TTRO will not affect or be affected by any other works or events in the locality. This can be done by visiting the national roadworks web site one.network.org

4. Planning a Diversion Route.

The application should propose the diversion to be used which must be agreed by SMBC. A similar or where possible a higher class of road should be used as the diversion route, taking into consideration heavy goods vehicles, buses, one way streets, no right / left turns, parked vehicles, pedestrians, pedestrian crossings, schools, medical centres, hospitals, places of worship and cross boundaries with other counties e.g. Warwickshire, Coventry, Birmingham.

Consideration should also be given to other planned road works such as temporary traffic lights on the proposed diversion route.

Diversion routes on roads maintained by Highways England (HE) and adjoining authorities will require proof of road space booking with the relevant authority. On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction.

It may also be necessary to have a separate diversion for Heavy Goods Vehicles (HGV's) and motor vehicles, due to the nature of the roads in the area.

The applicant must submit a plan with the application form, showing the length of road to be closed (indicated in red) and the proposed diversion route (indicated in green).

Temporary Traffic Regulation Order request process

Please provide as many details on the nature of the restriction that you require. It is helpful to include some or all of the following:

- Detailed description of the site, including road names, dimensions, house numbers, etc.
- Type of restriction that you require (e.g. road closure, footway closure / diversion, temporary parking restrictions, one way, no left turn, public right of way closure etc.).
- When you would like the TTRO to come into force and cease (preferred dates).
- If the TTRO is only required for a short period of time e.g. 0930- 1230 and not for the full 24 hour day please include the timings of when it comes into force and when it ceases.

Wherever possible, TTRO's will be granted on the dates and time requested. However, this is not always possible due to other factors and we will always endeavour to liaise with the applicant where preferred dates are not available.

On occasions the nature of the work may result in a road being closed intermittently over a period of time i.e. closure may be requested for 4 weeks, but the road may only be physically closed for 10 working days during that period. This must be stated on your application.

No application will be progressed without a 3 Months Major NRSWA Streetworks Permit submitted to the local authority.

Proposed Traffic Management Plan

Please provide as much information as possible on how traffic will be managed. Examples of what this might include are:

- Type of traffic control.
- Risk assessments / site observations.
- Anticipated traffic flows.
- Scale maps showing site extents.
- Diversion routes for vehicles and/or pedestrians.
- Draft consultation material (e.g. draft letters to affected local residents and businesses).

Please identify and provide details of any of the following items or activities that will be on or adjacent to the highway:

- Signs (e.g. Diversion signs or temporary No Entry signs).
- Line / road markings.
- Barriers.
- Hoardings.
- Cranes or lifting equipment.
- Lighting (e.g. temporary floodlighting or hazard warning lamps).
- Gatemen, Marshals or Banksmen.

For events please provide additional information, where applicable on the following :

- Traffic Management Plan.
- Anticipated visitor numbers.
- Provision of dedicated public transport facilities (e.g. park and ride).
- Requirements for additional Parking Attendant.
- Car parking proposals (Including provisions for disabled drivers).
- Signing schedule (required whether a closure or not, for example signage to event car park).

A Contingency Plan must be made for any unsuspected issues that may occur, i.e. adverse weather, an accident on a diversion route or event route etc.

A Communications Plan is required detailing how your event will be locally notified.

Applicants Responsibilities

1. Disruption to the highway network is kept to an absolute minimum. Where roads are classified traffic sensitive, occupation of the highway must be carried out at times specified by SMBC.

2. All works to be carried out in strict accordance with Chapter 8 (Safety at Street Works and Road Works

a. Advanced information boards must be placed on site (a minimum of two weeks in advance of order coming into force).

b. Signing / lining the TTRO (Including alternative routes, lane closures, parking restriction, etc.).

c. Information boards must be displayed at every site.

d. Removing all signs/lines on completion of work.

3. All signs must comply with Traffic Signs Regulation and General Direction Statutory 2016.

4. Access to individual properties adjacent to site should be maintained.

5. Residents and businesses likely to be affected by a TTRO should be notified in writing no less than two weeks before it comes into force.

6. The Applicant must be covered by Public Liability Insurance which should be available for inspection. The minimum cover is £5 million but it is advised to have cover for £10 million.

Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, however caused, arising out of or in any way attributable to the activity. A copy of the insurance certificate must be submitted with the application.

SMBC Highway Management Team will

1. Ensure minimal congestion on the highways network by :

a. Ensuring applications comply with the relevant legislation.

b. Ensuring co-ordination between all applications for works / events on the highway.

2. Issue relevant press release to stakeholders.

3. Advertise public notices (if applicable).

4. Details will be published on the one.network.org web site.

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

Solihull Metropolitan Borough Council will require the fees to be paid at the time of the application being submitted.

TTRO

Standard traffic order to use on all planned works on the highway and events held off highway. This has a maximum duration of 18 months for restrictions affecting the road/carriageway. This period includes any emergency TTROs processed for the same works/locations. A maximum initial period of 6 months is allowed for public right of ways. Again this period includes any emergency TTROs processed for the same work/locations. The maximum time period will only be allowed if the County Council is satisfied that it is absolutely necessary to facilitate the works.

Notice required

12 weeks from the time of application and supporting documentation

When applying for a TTRO, a Purchase Order Number is required for invoicing purposes. A TTRO application will not be processed or approved if a Purchase Order Number has not been provided. For emergency works, a Purchase Order Number must be provided at the earliest opportunity.

FEE £2185

TTRN

A TTRN may be published for events where the period of restriction will not exceed 5 consecutive days from the day of publication.

- A TTRN [5-day] cannot be extended.
- A TTRN [5-day] will only be granted where the applicant can clearly demonstrate that the restriction is needed and ***Solihull MBC considers it expedient*** to allow the restriction to proceed without the delay that would be incurred if the restriction were to be imposed by a TTRO.

FEE £1090

Emergency Road closure

This is to facilitate emergency works. The notice has to be in place for less than 21 days. The Council must be satisfied that the nature of the works being carried out do facilitate the removal of an emergency situation. It is at the Highway Authority's discretion as to how long the restriction will be place.

FEE £735

EVENTS – INCLUDING SPORTING, PARADE AND STREET PARTIES

Whilst we will always encourage an event organiser to look for ways to carry out a planned event without needing to close the public highway, we recognise that sometimes it's necessary in order to enable an event or organised activity to take place safely and enjoyably.

In order to help event organisers, we have a specific Event and Street Party application form and guidance notes that provides information and useful tips on holding a successful event. These forms can be found here:

<https://www.solihull.gov.uk/Business/Temporary-road-closure#1>

a. Application and Fee

Applications should be submitted using the approved form a minimum of 3 months in advance of the proposed event date. This provides time for the application to be considered and whether it is necessary to recommend that the event is considered through the Councils Safety Advisory Group process.

Further information on which can be found here:
<https://cms.solihull.gov.uk/About-Solihull/organising-events-in-Solihull>

Any application which is submitted with less than 12 weeks notice may be refused.

There is no charge for street parties or events run solely as a charitable cause. For ticketed events for profit, the Councils standard Road Closure fee applies.

Traffic Management

It is the applicant's responsibility to ensure that the temporary restriction is signed in accordance with all the relevant and current legislation. Proposed signing arrangements will need to be approved. Submission of your proposals must be made at the time of applying for the TTRO. (i.e. at least 12 weeks in advance of the dates the TTRO required).

Documents to be included in the application.

- Scale CAD drawing of site including any diversion
- CAD drawing showing schedule of all signs to be used
- Risk Assessments / site observations
- Local resident / business consultation material
- Copy of public liability insurance (minimum £5 million)
- Payment of the appropriate Fee with proof of payment
- Copy of Communication
- Contingency Plan if required

A TTRO application will not be processed or approved if the above information has not been provided.

Please complete this form and email to

temporaryroadclosure@solihull.gov.uk