

Waltham Forest Council

Highway Network Operations, Low Hall Depot, Argall Avenue, London E10 7AS

**Email:** nrswa.admin@walthamforest.gov.uk **Tel:** 020 8496 2529



**APPLICATION FOR A TEMPORARY TRAFFIC ORDER or NOTICE (road closure, banned turn, parking\* etc)**

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**APPLICANT DETAILS**

Contact Name:	
Organisation:	
Address:	
Contact Tel:	
E-mail:	

**PROPOSED RESTRICTIONS - please also tell us why you need them**

Works Location:	
Start Date:	
Finish Date:	
Timing of Restriction:	<input type="checkbox"/> 24 Hour <input type="checkbox"/> overnight <input type="checkbox"/> daytime (please state start/finish times)
Traffic Management Plan Included: (you must include a TM Plan)**	<input type="checkbox"/> Yes

**Applicant's Declaration**

Name:

Date:

I confirm I have read and understood the notes and conditions on this form and I agree:

- to pay the councils fees as detailed overleaf;
- that it is my responsibility to recover costs from other parties if the costs are to be shared with others;
- to fully repair any damage to the surface caused by the works;
- to maintain pedestrian access to properties at all times.

\*For parking restrictions an Order/Notice is required where there are no existing parking controls.

Where there are existing parking bays apply for a parking suspension at: [walthamforest.gov.uk/parking](http://walthamforest.gov.uk/parking)

\*\*Detailed plans must be submitted, detailing the works location and all proposed traffic and pedestrian management. This must include all signing & guarding, any diversion routes, and advance warning/information signs.

## Temporary Traffic Orders and Notices

### TEMPORARY ROAD CLOSURE

You must provide warning signs at the site at least 10-days in advance stating the closure dates and times; and notify affected residents and businesses by letter. On the road closure date(s) the correct traffic management signing & guarding must be in place both at the work site and on the diversion route(s) in accordance with the (Red Book) Safety at Street Works and Road Works Code of Practice. .

### TEMPORARY PARKING BAN (where there are no existing parking controls)

You must provide warning signs at all affected parking places at least 10-days in advance stating the dates and times of the temporary restriction; and notify affected residents and businesses by letter. Photos of the warning signs in place must be sent to [parking.services@walthamforest.gov.uk](mailto:parking.services@walthamforest.gov.uk) so that we can verify sufficient warning has been given.

On the restriction date(s) the correct 'no waiting' cones and/or signs must be in place. If parking enforcement is found necessary call 020 3092 0112 (select option 5).

### TRAFFIC ORDER PAYMENT & NOTICE

The cost for advertising and making a 14(ii) traffic notice for works of up to 5-days is **£660**. At least 21 days' notice is required.

For planned works the cost of advertising and making a Traffic Order is **£3660**. Three months' notice may be required – contact [nrswa.admin@walthamforest.gov.uk](mailto:nrswa.admin@walthamforest.gov.uk) as soon as possible to confirm possible start dates.

Pay on line at: [www.walthamforest.gov.uk/pay-highwayservice](http://www.walthamforest.gov.uk/pay-highwayservice)

Enter the payment amount and your contact details together with:

In the CUSTOMER REFERENCE/NAME field enter your name, or the name of your organisation;

In the MESSAGE BOX field enter 'Traffic Order' followed by the works start date and site location.