**TEMPORARY TRAFFIC REGULATION ORDER REQUEST FORM EVENTS**

**NETWORK MANAGEMENT**

Civic Centre 4, Floor 8, Much Park Street, Coventry. CV1 2PY

**TEL:** 02476832037 **FAX:**  02476 83 1234

[www.temptm@coventry.gov.uk](http://www.temptm@coventry.gov.uk)

Please note that this application form is for planned events only. The applicant or the traffic management company appointed by the applicant is responsible for carrying out all the necessary traffic management measures required by the requested Order as outlined in the conditions at the end of this form.

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| **Temporary Traffic Regulation Order - Application form**  **Road Traffic Regulation Act 1984** | |
| **EVENT TITLE** |  |
| **EVENT TYPE** |  |
| **EVENT LOCATION** |  |
| **EVENT TIMES and DATES** |  |
| **TRAFFIC IMPACT / SENSITIVE** |  |
| **RESTRICTION(S) / PROHIBITION(S) REQUIRED** | |
| **ROAD CLOSURE(S)**  *Locations, start and finish times and dates* |  |
| **ACCESS MAINTAINED?** |  |
| **PARKING RESTRICTION(S)**  *Locations, start and finish times and dates* |  |
| **MOVING TRAFFIC RESTRICTION(S)**  *Locations, start and finish times and dates* |  |
| **DIVERSION ROUTE(S)** *(if applicable)* | |
| **Regular traffic** | |
| **ALTERNATIVE ROUTE A:** |  |
| **ALTERNATIVE ROUTE B:** |  |
| **Buses / Heavy Goods vehicles etc.** *(if different)* | |
| **ALTERNATIVE ROUTE A:** |  |
| **ALTERNATIVE ROUTE B:** |  |
| **Pedestrians** *(if different)* | |
| **ALTERNATIVE ROUTE A:** |  |
| **ALTERNATIVE ROUTE B:** |  |
| **SUSPENSION(S) REQUIRED** | |
| **SUSPENSION of**  **MARKED/SIGNED PARKING**  Locations, start and finish times and dates |  |
| **SUSPENSION of**  **MOVING TRAFFIC SIGNS**  *Locations, start and finish times and dates* |  |
| **APPLICANT DETAILS** | |
| **CONTACT NAME** |  |
| **COMPANY NAME** |  |
| **COMPANY ADDRESS** |  |
| **COMPANY POST CODE** |  |
| **EMAIL ADDRESS** |  |
| **CONTACT TELEPHONE** |  |
| **EMERGENCY TELEPHONE** |  |
| **COST CODE** *(internal apps. only)* |  |
| ***Declaration: I hereby certify that all the information I have given in this application is correct and I undertake to conform to the under mentioned conditions.*** | |
| **Signed:** | **Date:** |

Please return a **fully completed** application form to *Coventry City Council, Network Management,* Civic Centre 4, Floor 8, Much Park Street, Coventry, CV1 2PY.

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| **Minor public events**  (street parties and fetes) | **Major public events** |
| For neighbours or residents only | Anyone can attend |
| Publicised only to neighbours or residents | Wider publicity (such as newspapers) |
| Licences not normally needed | Licence usually needed |
| No formal risk assessment needed | Risk assessment normally needed |
| Insurance not needed | Insurance needed |
| Self-organised | Professional organisers |

**CONDITIONS**

**Diversion Route Plan**, if applicable.

**Traffic Management Plan** of the location with dimensions and key displaying the limits of any temporary restrictions / prohibitions or suspensions required and signage to be used provided in pdf. electronic format *(1:1250 scale).*

Draft letter to businesses/residents.

Temporary traffic Order application form.

The Council officer will agree the draft or revised letter to residents and the area in which it is to be delivered. The applicant will be responsible for delivering a copy to all affected properties and businesses at least two weeks before the start of work. The applicant will also be responsible for the following items upon receiving agreement from the Council, for: -

**PARKING RESTRICTIONS**

No Parking Cones, No Parking Signs and Towing and Relocating Vehicles.

**ROAD CLOSURE**

Advance Warning Signs, Diversion Signs and Road Closure Signs.

The Council is able to supply and fix traffic signs at additional cost. If vehicles are parked in contravention of the temporary orders or notices, they may only be removed or relocated by the Council’s specialist contractor, but at the expense of the applicant. Information is available on request. The Council has specific no-waiting sign format. This specified sign must be used in case of parking restrictions.