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| **TEMPORARY TRAFFIC RESTRICTION** |
| **APPLICANT DETAILS** |
| **Organisation Name** |  |
| **Address** |   |
| **Contact Name** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Working on behalf of** |  |
| **Emergency contact** |  |
| **Purchase order** |   |

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| **TEMPORARY TRAFFIC RESTRICTION DETAILS** |
| **Type of restriction** |  |
| **Location of restriction** |  |
| **Extent of restriction** |   |
| **Start Date and time** |  |
| **Finish date and time** |  |

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| **DIVERSION ROUTE(S)** |
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| **SIGNATURE** |
| I hereby request West Dunbartonshire Council to promote a temporary traffic restriction as detailed above. I understand and agree that as the applicant, I will be liable for reasonable costs incurred by the council in the promotion and implementation of the restriction. I also agree to the conditions imposed by the council as detailed overleaf. |
| **Signed** |  | **Date** |  |

**Conditions and Notes for Guidance**

**These notes detail the information required by West Dunbartonshire Council to progress a request for a temporary traffic restriction notice.**

**Work to progress any request will not be undertaken unless all this information is provided at the time of application.**

1. West Dunbartonshire Council shall be indemnified against any claims arising directly or indirectly because of the operation to be undertaken.
2. For planned 5-day TRNs West Dunbartonshire Council require 6 weeks’ notice to process your application
3. For long term TTROs West Dunbartonshire Council require 12 weeks’ notice to process your application.
4. A road closure shall only be granted where there is sufficient evidence provided that the work cannot be carried out under an alternative form of traffic control as stipulated in the Code of Practice for Safety at Streetworks.
5. The applicant is responsible for provision, erection, maintenance and removal of all signs, barriers cones etc. related to the restriction. All signs must comply with the current Traffic Signs Regulations and General Directions and should follow the guidance contained within the Traffic Signs Manual.
6. The application MUST be accompanied by plans illustrating the extent(s) of the works, proposed signs and diversion route(s).
7. The applicant must arrange for the erection of advanced information signs warning road users of the impending works to be erected on all approaches to the restriction no later than 7 days in advance of the restriction commencing. These signs must display: the name of the works promoter, the name of the road affected, the type of works, start and finish dates and an emergency contact number.
8. Pedestrian access must be always maintained unless otherwise stated.
9. Vehicular access to premises must be maintained wherever possible.
10. Applicants must notify in writing all residents/businesses directly affected by the temporary restriction. This letter should contain details of the work being proposed, along with dates, time restrictions and contact details and must be issued prior to the Advance Warning Signs being erected.
11. The applicant must provide a detailed schedule of works. If your programme changes in any way, we require to be informed immediately and certainly no later than 24 hours from when you recognise the change. Failure to notify your works schedule to the council may incur penalties under the Transport (Scotland) Act 2005.