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This application form is for: Road/Footpath Closures, Width/Height/Weight/Length Restrictions, One Way, Banned Turn, Restricted Access, Speed Limit and Parking or Loading Restrictions.

**Does your works:**

* **Affect a bus route?** 
  + You must contact ECC Passenger Transport before applying
* **Affect the A12, A120, M11 or M25?** 
  + You must contact the Highways Agency before applying
* **Affect roads in Southend-on-Sea, Thurrock or another County?** 
  + You must contact the relevant Local Highway Authority before applying.

**Essex County Council will not process your application without written confirmation that you have permission to use roads managed by other bodies and that arrangements have been made to accommodate bus services.**

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| PASSENGER TRANSPORT | [IPTU.Roadworks@essex.gov.uk](mailto:IPTU.Roadworks@essex.gov.uk) |

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| HIGHWAYS AGENCY CONTACTS | |
| Area 5: M25 | [roadspace@connectplusm25.co.uk](mailto:roadspace@connectplusm25.co.uk) |
| Area 6: A12/ A120/ M11 | [EastRegionRoadspace@highwaysengland.co.uk](mailto:EastRegionRoadspace@highwaysengland.co.uk) |

Application must be received **at least 12 WEEKS** ahead of your planned start date**.**

PART SIX TO BE RETURNED TO ECC IMMEDIATELY AFTER WORKS COMPLETED

**YOU WILL BE INVOICED FOR YOUR APPLICATION. DO NOT SEND CHEQUE IN.**

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| **Part One: Applicant details** | |
| **Applicant name:** |  |
| **Applicant address:** |  |
| **Telephone:** |  |
| **E-mail:** |  |
| **On behalf of ?** |  |

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| **Part Two: Order Details** | | | | | |
| **Type of TRO to be made or suspended:** |  | | | | |
|  | Other |  | | | |
| **Existing restrictions to be suspended?** |  | | | | |
| **Road name/footpath number:** |  | | | | |
| **Town/ Parish:** |  | | | **District:** |  |
| **Description of affected road/ footpath**: | *(Include start and end points, direction and distance in meters e.g. “Fox Street, from a point 20m north of its junction with West Street, north for a distance of 25m)* | | | | |
| **Reason for TRO:** |  | | | | |
| **Proposed start date:** |  | | **Proposed finish date:** | |  |
| **Will work be for 24 hours a day or specific times?**  *If so state times* | **Start time:** | | **Finish time:** | | **24hrs:** |
|  |  | |  | |  |
| **Proposed duration:** |  | | | | |

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| **Please complete for Road/Footpath Closures, Weight/Width/Length/One Way/Banned Turn/Restricted Access Only** | | | |
| **List the roads to be used as the diversion route :** | | | |
|  | | | |
| **Districts/Parishes affected by diversion**: | |  | |
| **PLEASE SELECT FROM BELOW:** | | | |
| Night-time closure | |  | |
| Day-time off-peak closure | |  | |
| Day-time peak closure | |  | |
| Emergency closure to ensure public safety | |  | |
| **Will the closure or diversion affect sensitive locations?**  (E.g. Schools/ Hospitals/ Emergency Service Facilities) | | | |
|  | | | |
| Other: |  | | |
| **Will works or diversion route affect:** | **Yes** | | **No** |
| Bus route |  | |  |
| Highways Agency road |  | |  |
| Road managed by another Local Authority |  | |  |
| **Please ensure all permissions and bus service arrangements are agreed with bus operators prior to works commencing.** | | | |
| Is access to properties to be maintained? |  | |  |
| Is access to be maintained for emergency service vehicles? |  | |  |
|  | If no, please ensure you have liaised with the emergency services prior to sending the application. | | |
| Is access to be maintained for |  | | |
| Will the road/footpath be open outside the working times? |  | |  |

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| **Please Complete For Temporary Speed Limits Only** | |
| **What temporary speed limit is required?** |  |
| **What is the existing speed limit?** |  |

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| --- | --- | --- |
| **Please Complete For Temporary Parking or Loading Restrictions Only** | | |
| **Are there existing restrictions to be suspended?** | Yes | No |
|  |  |
| **If yes, please list times of operation:** |  | |

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| **Part Four: Declaration** |
| **I understand that Essex County Council will invoice me for processing the above application and I agree to pay the sum of:**  **£310.00 for a Closure by Notice/ £1,199.74 for a Closure by Order**  **EVEN if the works are cancelled and the closure does not take place.**  **I understand that it is my responsibility as the applicant to ensure copies of the has made notice are placed in a prominent position at each end of the length of road to which the order relates and at the points at which it will be necessary for vehicles or pedestrians to diverge from the road.**  **I agree to send Part Six in at the end of the works.** |

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| **Name:**  *(Please print)* |  | **Date:** |  |
| **Signature:** |  | **Contact details:** |  |
| **Position in company:** |  | **Name of company:** |  |
| **Purchase Order No.** |  | | |

* **Please submit your completed applications to** [ttro@essexhighways.org](mailto:ttro@essexhighways.org)
* **If your application is in relation to a Section 50 licence, please submit your application to** [Section50@essexhighways.org](mailto:Section50.LicenseRequests@essexhighways.org)

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| **Part Five: ECC Office Use Only** | | |
| **Date received:** |  | |
| **Invoice amount:** |  | |
| **:** |  | |
| **Replicon Code:** |  | |
|  | Yes | No |
| **Network approval received:** |  |  |
| **Network approval attached:** |  |  |
| **Date closure approved/ refused:** |  | |
| **By (Officer):** |  | |

|  |  |  |  |  |  |  |
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| **Part Six (to be submitted after works are completed)** | | | | | | |
| **Confirm date notice placed on site:** | | | | **Confirm date notice removed from site:** | | |
|  | | | |  | | |
| **Location of notice:** | | **Date monitored:** | **By:** | | | **Date photos taken:** |
|  | |  |  | | |  |
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|  | |  |  | | |  |
| **Name:**  *(please print)* |  | | **Date:** | |  | |
| **Signature:** |  | | **Contact details:** | |  | |
| **Position in company:** |  | | **Name of company:** | |  | |