

# Application Form and Standard Terms for a Temporary Highway or Road Traffic Order

Important: 1. A minimum of twenty eight days notice must be allowed from receipt of Application.  
2. A plan must be included with Application.

Please complete in BLOCK CAPITALS and in black ink.

## Details

Temporary closure	<input type="checkbox"/>	(Please tick as appropriate)
Suspension of parking	<input type="checkbox"/>	
Other	<input type="checkbox"/>	Please specify <input type="text"/>
Name of road	<input type="text"/>	Town/Parish <input type="text"/>
From junction with	<input type="text"/>	
To junction with	<input type="text"/>	
Date from	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date to <input type="text"/> / <input type="text"/> / <input type="text"/>
Times if closure is for one day or less	<input type="text"/>	
Has previous discussion been held with the Highways Operations Section	Yes <input type="checkbox"/>	No <input type="checkbox"/> (tick as appropriate)
Is this an extension to a previous application - give previous S.D. No.	<input type="text"/>	
Alternative route	<input type="text"/>	
Vehicles prohibited	Yes <input type="checkbox"/>	No <input type="checkbox"/> Pedestrians prohibited Yes <input type="checkbox"/> No <input type="checkbox"/> (tick as appropriate)
Request from	<input type="text"/>	
Contact telephone no. for advert	<input type="text"/>	
Firm undertaking work	<input type="text"/>	
Office/Billing address (to which invoice will be sent)	<input type="text"/>	
Type of work	<input type="text"/>	
Any other traffic orders in place (i.e. parking restrictions, etc.) that needs suspended?	<input type="text"/>	
Any other comments	<input type="text"/>	
In consideration of the Isle of Man Department of Infrastructure granting a Highway or Road Traffic order I agree to comply with the conditions overleaf and any special conditions or restrictions which the Department may impose when granting permission.		
Signed	<input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/> S.D.No. <input type="text"/>
(Print name)	<input type="text"/>	

## For office use only

Comments:

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Position  Signed  Date  /  /

Comments:

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Position  Signed  Date  /  /

## Standard Conditions

It is the duty of the applicant to ensure:

- a) All requests for Temporary Highway or Road Traffic orders require 28 days notice for processing.
- b) **A clear** 7 days must occur between the date of the advertisement and the road being closed.
- c) All signs and lamps are supplied, erected and maintained to a plan previously agreed by the Department. In general these must be in accordance with the Traffic Signs Manual Ch. 8 and The Traffic Signs Regulations and General Directions 1994.
- d) Laminated copies of the Order are prominently and securely displayed on all relevant temporary signs and at other appropriate sites.
- e) To notify all affected properties, residences, businesses and accesses well in advance of the commencement of the work.
- f) That all costs incurred by the Department in the implementation of the road closure order will be paid by the applicant.
- g) Any variation of the Highway or Road Traffic order, or the signage is to be notified to the Highway Operations Office for approval prior to any variations taking place.
- h) The applicant shall indemnify and save harmless the Department of Infrastructure, its officers and servants against all proceedings, claims, demands, charges, expenses, damages or penalties arising from the works and the closure or from any defects or omissions therein or from the acts or defaults of the applicant or any contractors, servants or agents employed by him.
- i) Requests for extensions to a closing order must be made more than 28 working days prior to the end of the existing order, by submission of a new application form.
- j) The applicant, at the same time as making the request for the closure order **must** liaise with all relevant emergency services, the bus company, the refuse collection authority, the local authority and any other relevant authority.
- k) The granting of a closure order does not absolve the applicant for the need to apply for a skip permit, scaffold permit or approval to open up the carriageway.
- l) Prior to the re-opening of the Road/Lane/Footway to traffic the applicant **must** inform the Department's Network Operations Section (Tel: 686665) that the road is to be re-opened. This should be at least two hours before the re-opening and preferably 24 hours.

Applications to be sent to: **Administration Section  
Highways Division  
Department of Infrastructure  
Sea Terminal Building  
Douglas, IM1 2RF  
Tel: 686904  
Fax: 686920**