



# **Conditions and guidance for applying for, and operating under a Temporary Traffic Regulation Notice (TTRN)**

Highway Services

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## Introduction

This document is intended to offer guidance to an applicant for a Temporary Traffic Regulation Notice (TTRN) and outline the position and expectations of the Department of Infrastructure (the Department) in the application, installation and maintenance of any restriction applied for and subsequently approved on the public highway.

This guidance should not be treated as a definitive statement of law and the Department recommends that all applicants seek professional assistance when making their application.

## 1 Conditions

It is the duty of the applicant to ensure the following conditions are met & it is incumbent on the applicant to ensure that all sites are laid out, signed and maintained by personnel competent, compliant and qualified to do so in accordance with '**The Traffic Signs Regulations and General Directions 2016**' and the '**Safety at Street Works and Road Works – A code Of Practice 2013**' (The red book). All signage referred to within this document is to be constructed and placed in accordance with these documents.

### 1.1 Application period

- All application forms must be received no later than **6 weeks** before the commencement of the road closure or traffic restriction.
- Applicants are advised to take account of the time we will require to assess the feasibility of the closure.

### 1.2 Payment

- A fee of **£150** will apply to all applications.
- You will not be required to make payment at the time of application. Upon receipt your application will be assessed and put through initial checks and approvals. Within a few days you will receive an "approval in principle" email that will include the requirement

to pay and the details on how to do so. Your application will not be processed further until such time as that payment is received.

- Within 2 weeks of application date, a cancellation fee of 50% applies. Anything after this time is charged at 100%. Any cancellation requests must be in writing.
- Any applications for extensions will be charged at the same amount, i.e. £150.
- The “approved in principle” email received does not represent final approval of your application; other than the circumstances outlined above in such circumstances where an application is ultimately refused at the final stages of approval no refund will be given.

### **1.3 Traffic management plan**

- If an application is not accompanied with a clearly defined Traffic Management Plan that application will be refused.
- A traffic management plan must be submitted with this application to illustrate the extent of the closure or restriction, diversion route and signage to be used.
- Applicants are reminded of the provision of section 3(4) of the Road Traffic Regulation Act 1985 in that pedestrian access to properties must be maintained at all times.
- There is no set layout for the plan and its content will very much depend upon the complexity of the traffic management and the size of the works. A typical structure is shown in Appendix 1.
- All signage (including signs, barriers and lamps) must be erected and maintained in accordance with this plan, Chapter 8 of the Traffic Signs Manual and ‘An introduction to the use of portable vehicular signs (2016)’

### **1.4 Public communication plan**

- It is the applicant’s responsibility to consult with and give notice to those affected as early as possible. When this takes place may depend on the impact of the work. In all cases, this must not be later than **2 weeks** before the commencement of the closure unless there are reasonable grounds for not doing so.

- Advanced signage must be placed not less than **7 days** prior to commencement of the works that will indicate who the works are being undertaken for, the start date and duration along with any other information that may appear relevant (see **appendix 2.1** for an example of this sign)
- A public communication plan must be submitted with this application to outline when and how information will be given to those affected. Guidance on potential consultees can be found in **Appendix 3**.
- For the avoidance of doubt we see the initial responsibility for advising those likely to be affected falling to the scheme owner themselves at the earliest opportunity. This responsibility should only fall to the contractor appointed at the time of the initial build up to the closure or restriction, and it should be their contractual obligation to comply with the requirements in respect of signage as laid out in Appendix 2. Ultimately however responsibility for ensuring compliance in this regard rests with the applicant.
- Failure to adequately communicate the impact of work could lead to refusal of the application. Any initial approval may also be revoked.
- Whilst works are being undertaken, and the TTRN issued is in force, the signage of a type specified in **Appendix 2.2** must be displayed in a prominent place on site and clearly visible to oncoming road users, containing fields covering the details of the scheme owner, the nature of the works being undertaken, details of the contractor and an emergency contact number.

## **1.5 Further conditions**

- Any variation from the approved closure, or the signage, is to be notified to Highway Services for approval prior to them taking place.
- Copies of the legal notice must be prominently and securely displayed at each end of, and side roads or accesses to, the affected area.
- All costs incurred by the Department in the implementation of the road closure must be paid by the applicant.

- The applicant shall indemnify 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.
- Requests for extensions must be made at least **5 days** prior to the end of the existing closure, or as early as possible, by submission of a new application form.
- The granting of a closure does not absolve the applicant of the need to apply for a skip permit, scaffold permit or approval to open up the carriageway.
- Prior to the re-opening of a highway to traffic the applicant **must** inform the Department's Control Room by phone on **850000**; or **672000** if outside normal working hours. This should be at least two hours before the re-opening of the road. It would preferable if 24 hours' notice is given.

## **1.6 Interpretation**

- **VEHICLE** includes, but is not limited to –
  - (a) a motor vehicle of all types;
  - (b) a pedal cycle; and
  - (c) a horse
- **ROAD** means any highway and any other road to which the public has access, and includes any length of road and any bridge over which a road passes (Section 38 Road Traffic Regulation Act 1985)
- For the avoidance of doubt roads also includes Public Rights of Way (PROW's)

## **2 Guidance on road works and communications**

### **Procedure Notes**

**2.1** The key factors which must be considered for any significant works are as follows:

- The timescale (length) of the anticipated works;
- The impact of these works on stakeholders e.g. the public, businesses, public transport and utility providers, etc;
- The public and political profile of the works; and
- The overall purpose and benefits of the work.

**2.2** When assessing the level of impact the work is likely to have the following factors should also be considered:

The level of road use particularly at peak times;

- Time of year – is the road required for key events such as TT, MGP. Is it school holidays, Christmas, Easter or are local community events likely to be affected or disrupted;
- The effect on pedestrians;
- Access and egress for businesses, community facilities e.g. schools and health centres and domestic properties. Pay particular attention to high footfall areas;
- Effects on emergency services access and egress and in particular emergency services key routes;
- The impact of changes in weather e.g. snow and ice;
- The impact on the highway itself – i.e. is it to be closed or on traffic lights etc.; and
- Risks to potential alternative routes and any other works (by any other organisation) that are taking place in the area at the time.

**2.3** The project must be risk assessed before work commences and given a risk rating 'low', 'medium' or 'high' being the perceived degree of impact on stakeholders.

**2.4** The descriptions below outline the communication steps that could be taken at each level of impact:

**Low** – minimal amounts of communication required. This could be done **2 weeks** before commencement of the work and must be done with those directly affected – especially local residents and businesses. This communication is the responsibility of the applicant. Communication will focus on immediate issues e.g. access (day-to-day or hour-to-hour) and seek to manage and resolve these as appropriate. The basic level of communication should always take place regardless of the initial rating of the project. Where different sections, phases or types of work commence, communications should be repeated as applicable.

**Medium** – This level of communication is the responsibility of the applicant and should be carried out ideally at least **3 weeks** prior to commencement on site. It sets out the reasons for the work together with the timing and details of any road restrictions. At this stage the consultation is informative in nature rather than the start of a significant dialogue with stakeholders. A press release may be made to the media at least 1 week prior to commencement on site. The Department will update Roadwatch to reflect the work involved and any constraints that may be applied to the highway. Where practical and cost effective, steps must be taken to avoid or mitigate disruption. Low impact procedures will still be applied to medium impact works.

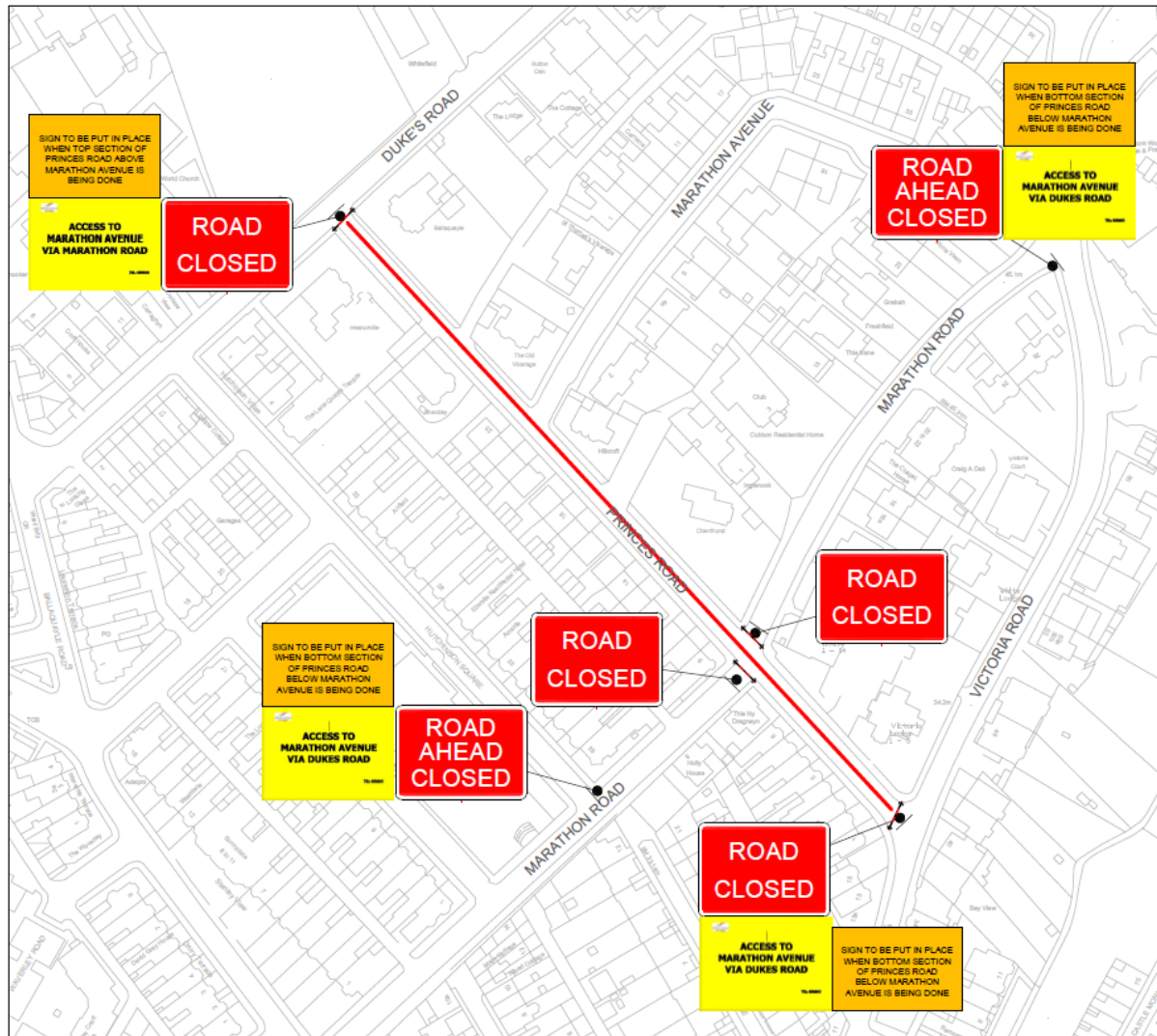
**High** – This layer of communication starts with a high level expression of the issues that need to be addressed and is intended to be the start of a dialogue with major consultees. This function is the responsibility of the applicant and should ideally be carried out at least **3 months** prior to commencement on site. Construction methodologies, shift patterns and other factors could be utilised so that wherever practical and cost effective, steps will be taken to avoid or mitigate disruption. Low and medium impact procedures will still apply to high impact procedures.

**2.5** It is the applicant's responsibility to ensure compliance with this communications guidance. The Department may also advise on the appropriate level of communication. Stakeholder communications for works with an impact assessed as high should be done by face to face communication where practical and also confirmed in writing.



- 2.6** Outcomes from the consultation should be shared with the Department and site constraints identified at an early stage as part of a Project Brief.
- 2.7** See Appendix 3 for a check list of potential consultees and stakeholders.

## Appendix 1 – Example Traffic Management Plan



## Appendix 2 – Roadside Signage on site

### 1. Advanced Notification signage example



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### 2. Information Board example



### Appendix 3 – Check List of Potential Consultees and Stakeholders

Emergency Services	<ul style="list-style-type: none"> <li>• Police</li> <li>• Ambulance</li> <li>• Fire and Rescue</li> <li>• Joint Emergency Control Room</li> </ul>
Statutory Undertakers	<ul style="list-style-type: none"> <li>• Manx Utilities Authority</li> <li>• Manx Gas</li> <li>• Manx Telecom</li> <li>• Sure</li> </ul>
Political	<ul style="list-style-type: none"> <li>• Local Authorities</li> <li>• Members of Tynwald, particularly constituency Members</li> </ul>
Community Facilities	<ul style="list-style-type: none"> <li>• Hospitals/Clinics/Doctors/Dentists/Care Homes</li> <li>• Schools</li> <li>• Public Transport</li> <li>• Manx Blind Welfare</li> </ul>
Travel Gateways	<ul style="list-style-type: none"> <li>• Harbours</li> <li>• Airports</li> </ul>
Businesses	<ul style="list-style-type: none"> <li>• Retail including Chamber of Commerce</li> <li>• Office</li> <li>• Industrial</li> <li>• Island Road Transport Association</li> </ul>
Residents	<ul style="list-style-type: none"> <li>• Residents impacted by the site</li> <li>• Residents impacted by diversion routes</li> </ul>