**Application for a Temporary Traffic Restriction**

Notes for guidance on completing an application are provided in Annex 1

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| --- | --- | --- |
| 1 | Application Date |  |
| 2 | Works Reference |  |
| 3a | Works Promoter |  |
| 3b | Applicant  Name & address |  |
| 3c | Applicant’s contact  Name, telephone number,  email address |  |
| 3d | 24-hour Emergency Telephone |  |
| 4a | Invoice name  Invoice address |  |
| 4b | Purchase Order number |  |
| 5a | Works Description / Event |  |
| 5b | Location of works |  |
| 5c | Works dates |  |
| 6a | Restriction/revocation type |  |
| 6b | Reason for restriction |  |
| 6c | Exact location and extent of restriction |  |
| 6d | Restriction start date and time  Restriction end date and time |  |
| 6e | Restriction pattern |  |
| 6f | Exemptions |  |
| 7a | Diversion Route (where applicable) |  |
| 7b | Other Highway Authorities affected |  |

Completed applications should be submitted by email to the address below:

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| --- | --- |
| Location of works – by District Council area | Submit application to: |
| Ashfield  Bassetlaw  Mansfield  Newark and Sherwood | roadworksnorth@viaem.co.uk |
| Broxtowe  Gedling  Rushcliffe | roadworkssouth@viaem.co.uk |

**Annex 1 Notes for Guidance**

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| 1 | Application Date |  |
| 2 | Works Reference | This should be the promoter’s work reference for statutory works or licence reference for non-statutory/3rd party works.  If you do not have a licence reference, you must obtain this before proceeding. Contact [licences@viaem.co.uk](mailto:licences@viaem.co.uk). |
| 3 | Contact information | 1. The organisation, company or individual with a right to undertake work 2. The company name & address making application on behalf of Work Promoter 3. The individual dealing with the application 4. This must be available to initiate action |
| 4 | Payment | 1. Company name & address 2. Purchase Order number/other finance reference/card payment receipt ref |
| 5 | Works Details | 1. Brief description of works/other event or activity. 2. Location of works (property, road name, town) 3. Overall works dates (start and end date of the whole job). |
| 6 | Restrictions required | 1. Specify what is to be prohibited for what traffic. See also Annex 2 2. Why the restriction/revocation is needed 3. The exact start and end points where the restriction will apply. 4. The first and last dates and times of the restriction(s). 5. The pattern of use of the restriction(s)   Continuous for the whole period / weekdays / daily/ overnight.   1. Any types or classes of vehicle exempt from each restriction. e.g. site traffic / blue lights / access / residents / taxis.   (Drawings / schedules may be necessary in complex cases) |
| 7 | Diversion route | 1. Where traffic needs to be diverted specify the proposed route, listing road names. Specify whether the diversion applies to one or both directions. 2. Use of a diversion route on roads that are not maintained by Nottinghamshire CC requires agreement from that authority (e.g. a neighbouring County, Nottingham City, National Highways, Private street owner. |

**Annex 2 Restriction types and traffic categories**

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| Category | Example restriction | Example traffic |
| Moving restriction | No driving both ways  No driving one way  Banned movement (eg No right turn) | All motor vehicles  Vehicles of certain types (eg, width, height, weight)  All vehicles (motor vehicles, cycles)  Pedestrians  Equestrians |
| Static restriction | No waiting  No waiting and no loading  No stopping |  |
| Exemptions | Permitted during the restriction | Blue lights  Works vehicles  Local authority vehicles (eg refuse collection)  Residents |
| Suspensions | Altering an existing restriction | Enabling use of a one-way street against usual flow  Enabling use of a bus lane by all traffic  Altering use of a parking bay |