

**TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES**

1 Request made by \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Email Address \_\_\_\_\_

2 a) Contact during working hours  
Name \_\_\_\_\_ Telephone \_\_\_\_\_

b) Contact outwith working hours  
Name \_\_\_\_\_ Telephone \_\_\_\_\_

3 Road: \_\_\_\_\_ Grid Ref. \_\_\_\_\_  
From: \_\_\_\_\_ to \_\_\_\_\_

**Pedestrian access to be maintained**

**Vehicular access to affected properties to be maintained whenever possible**

4 Type of Temporary Restriction requested (indicate as appropriate X)

- |                           |                          |                 |   |
|---------------------------|--------------------------|-----------------|---|
| a) Closure                | <input type="checkbox"/> | d) Weight Limit | <input type="checkbox"/>                  |
| b) One-way                | <input type="checkbox"/> | e) Speed Limit  | <input type="checkbox"/> ( _____ mph)     |
| c) Prohibition of Waiting | <input type="checkbox"/> | f) Other        | <input type="checkbox"/> (please specify) |

5 Reason for Request \_\_\_\_\_

6 Date from which the restriction is required to apply \_\_\_\_\_  
For the period of \_\_\_\_\_ days

7 A standard charge will be payable for the above Temporary Restriction and a supplementary payment for any additional period (refer to Guidance Notes).

Amount Payable £ \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

8 Alternative route avoiding restriction via \_\_\_\_\_

9 Emergency Service/Statutory Undertakers/Others, etc, advised (as indicated X)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Applicant               | <input type="checkbox"/> Environmental Services   | <input type="checkbox"/> Business Support Officer |
| <input type="checkbox"/> Community Council       | <input type="checkbox"/> Ward Councillors         | <input type="checkbox"/> Corporate Comms.         |
| <input type="checkbox"/> Chief Fire Officer      | <input type="checkbox"/> Police                   | <input type="checkbox"/> Service Point Advisors   |
| <input type="checkbox"/> Chief Ambulance Officer | <input type="checkbox"/> Principal Roads Engineer | <input type="checkbox"/> Contact Centre           |
| <input type="checkbox"/> Public Transport Unit   | <input type="checkbox"/> Roads Inspector          | <input type="checkbox"/> Others                   |
| <input type="checkbox"/> Head Postmaster         | <input type="checkbox"/> Legal & Gov. (Woodhill)  | <input type="checkbox"/>                          |

10 Suggested newspaper for advert \_\_\_\_\_

11 Request approved by \_\_\_\_\_

12 Technical enquiries to: \_\_\_\_\_ Tel. No. \_\_\_\_\_  
E-mail \_\_\_\_\_ @aberdeenshire.gov.uk

Reference Number: \_\_\_\_\_

## GUIDANCE NOTES

### THIS FORM MUST BE SUBMITTED TO THE LOCAL ROADS OFFICE

(see list below)

Infrastructure Services – Banff & Buchan Area and Buchan Area  
Cape House, 21 Seafield Street, Banff, AB45 1ED (Tel. 01261 - 813404)

Infrastructure Services – Formartine Area and Garioch Area  
Gordon House, Blackhall Road, Inverurie, AB5 9WA (Tel. 01467 - 628282)

Infrastructure Services – Kincardine & Mearns Area and Marr Area  
Carlton House, Arduthie Road, Stonehaven, AB39 2QP (Tel. 01569 - 768484)

The standard charges for temporary restrictions (during 2016/17) are as follows:-

For Planned Works up to 5 days (ie “Temporary Notice”): £389

For Planned Works in excess of 5 days but not more than 18 months (ie “Temporary Order”): £695

For an extension to a temporary restriction (where permissible – see notes): £389

For sporting or gala events: Free

Any additional expenditure incurred in special signing of a closure or other restriction will be charged at actual cost by the Head of Roads and Landscape Services.

For Planned Works, a restriction of up to 5 days duration requires an application to be lodged with the appropriate local roads office at least 14 days prior to the start date of the restriction.

For Planned Works, a restriction exceeding 5 days duration requires an application to be lodged with the appropriate local roads office at least 21 days prior to the start date of the restriction.

For Planned Works on a **Traffic Sensitive Route**, a restriction of any duration requires an application to be lodged with the appropriate local roads office at least 6 weeks prior to the start date of the restriction.

For sporting or gala events, a restriction of any duration requires an application to be lodged with the appropriate local roads office at least 6 weeks prior to the start date of the restriction.

## CONDITIONS

- 1 Aberdeenshire Council shall be indemnified against any claims arising directly or indirectly as a result of the operation to be undertaken.
- 2 The surfaces of both carriageway and footway and the Statutory Undertakers services lying therein are to be protected.
- 3 Reinstatement of any areas of carriageway or footway disturbed by the applicant’s operations may be carried out at his expense, by Aberdeenshire Council.
- 4 Adequate measures are to be taken to ensure the safe passage of vehicular and pedestrian traffic.
- 5 Pedestrian access to be maintained. Vehicular access to affected properties to be maintained whenever possible.
- 6 The signing of the works is to be in accordance with Chapter 8 of the Traffic Signs Manual.
- 7 The signing of the restriction is to be in accordance with the Traffic Signs Regulations and General Directions 2016 and Chapter 3 of the Traffic Signs Manual. A draft copy of the signing plan must accompany an application for a temporary road closure.
- 8 The signing of the restriction and any necessary diversion to be agreed in consultation with the local roads staff, and shall include extent of closure, period of closure, reason for closure and apology for delay.
- 9 The applicant must notify local roads staff when the works have been completed and the road(s) opened to traffic. The applicant must also notify local roads staff of any changes to his programme of work that might affect the period of closure. For example, if the work is completed one week earlier than originally anticipated then the local roads staff must be informed so that they can update the website.
- 10 Additional Conditions (if applicable).....