

TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES

1.	Request made by		Date			
	Address					
	Email Address					
	Purchase Order No. (if applicable)					
	Invoice Address – if different to applicants address					
2.	Contact during working hours	Name		Telephone		
	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 how many 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		£			
	An invoice will be issued for the amount due					
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"/>	Police
	<input type="checkbox"/>	Community Council	<input type="checkbox"/>	Ward Councillors	<input type="checkbox"/>	Corporate Comms.
	<input type="checkbox"/>	Chief Fire Officer	<input type="checkbox"/>	Business Support Officer	<input type="checkbox"/>	Service Point Advisors
	<input type="checkbox"/>	Roads Inspector	<input type="checkbox"/>	Principal Roads Engineer	<input type="checkbox"/>	Contact Centre
	<input type="checkbox"/>	Public Transport Unit	<input type="checkbox"/>	Chief Ambulance Officer	<input type="checkbox"/>	Others
	<input type="checkbox"/>	Head Postmaster	<input type="checkbox"/>	Legal & Gov. (Woodhill)		
10.	Suggested newspaper for advert					
11.	Request approved by					
	Reference Number					

Return completed forms to Aberdeenshire Council, Environment & Infrastructure Services at the appropriate Roads Area e-mail address – ref list/map.

IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:

Banff & Buchan: banffandbuchan.roads@aberdeenshire.gov.uk

Buchan: buchan.roads@aberdeenshire.gov.uk

Formartine formartine.roads@aberdeenshire.gov.uk

Garioch garioch.roads@aberdeenshire.gov.uk

Kincardine & Mearns kincardineandmearns.roads@aberdeenshire.gov.uk

Marr marr.roads@aberdeenshire.gov.uk



GUIDANCE NOTES

The standard charges for temporary restrictions (during 2025/26) are as follows: -

For Planned Works up to 5 days (ie "Temporary Notice"): £493.35

For Planned Works in excess of 5 days but not more than 18 months (ie "Temporary Order"): £883.96

For an extension to a temporary restriction (where permissible – see notes): £493.35

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 Service – Roads & Infrastructure.

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).....

FAIR PROCESSING NOTICE

WHO MAY PROCESS YOUR PERSONAL DATA?

The information which you provide on the attached form will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

WHAT PERSONAL DATA WILL BE COLLECTED?

The information which you provide on the attached form. This includes:

- Personal contact details

FOR WHAT PURPOSES WILL YOUR PERSONAL DATA BE USED?

The information which you provide on the attached form will be used by Aberdeenshire Council for the following purposes:

- Administration and issue of permit
- Maintenance of Scottish Road Works Register

WILL ABERDEENSHIRE COUNCIL DISCLOSE YOUR PERSONAL DATA TO ANYONE ELSE?

Yes. The Council has a statutory duty to place a copy of any permissions granted on the Scottish Road Works Register, which can be accessed by other parties undertaking works on the road.

CONSENT

I confirm that I have read and understood the Fair Processing Notice

Name	Date	Signature