

Temporary Traffic Regulation Orders (TTRO)

Terms & Conditions and Application Guidance
For Statutory Undertaker Activities



EVERY JOURNEY MATTERS

Applications for a Temporary Traffic Regulation Order (TTRO)

Section 14(1) of the [Road Traffic Regulation Act 1984](#)

Terms and Conditions

1. General

- 1.1 Section 14(1) of the Road Traffic Regulation Act 1984 makes provision for a traffic authority, by order, to temporarily restrict or prohibit the use of a road by vehicles or pedestrians because works are proposed to be executed on or near the road (or any part of it). The following information sets out guidance to assist works promoters in applying to Transport for London (TfL) for a temporary traffic regulation order (TTRO).
- 1.2 Generally, 14(1) Orders cannot be used to enable emergency works. TfL's Coordination Assessment and Permitting team (CAP) should be notified without delay of any emergency works. Once the Roadworks Performance team receive a bulletin from CAP notifying confirmation of emergency works requiring prohibitions/restrictions, a 14(2) Notice will be processed, and you will be contacted for payment. (Fees for 14(2) Notices are £1000, or £1400 if including suspensions)
- 1.3 In certain circumstances, where it is deemed necessary or expedient that a restriction or prohibition should come into force without delay, TfL may make a Notice under Section 14(2) of the act. 14(2) Notices are not within the scope of this document.

2. How to Apply

- 2.1 TTRO Applications must be submitted via TfL's StarGo portal where applications will be reviewed and processed by TfL's Roadworks Performance Team (Please note this service is for Statutory Undertaker works only):

Telephone: 07546 302137
Email: RPUtilityTrafficOrders@tfl.gov.uk

- 2.2 TTRO applications are required to give **a minimum of three months (12 weeks)** in advance of the works commencement date. An acknowledgment email will be sent upon receipt of your application. The Traffic Order Section requires a minimum of 8 weeks to process the end order.
- 2.3 Any general questions about TTRO applications, should be directed to TfL's Roadworks Performance Team:

Telephone: 07546 302137
Email: RPUtilityTrafficOrders@tfl.gov.uk

Applications for a NRSWA section 50 must be submitted via the e-mail below:

Telephone: 07921 898365
Email: Section50@tfl.gov.uk

Applications for Mobile Cranes (including self-loading vehicles), please contact:

Telephone: 07921 898365
Email: RPCraneLicensing@Tfl.gov.uk

3. Completing the TTRO Application Form

- 3.1 Works Promoter Name: The name of the organisation promoting the works, e.g. the statutory undertaker. If submitting on behalf of the promoting organisation also specify the name of the submitting organisation, e.g. the contractor.
- 3.2 Applicant Name: The name of the person from the organisation submitting the application.
- 3.3 Permit Works Reference: The unique Street Manager works reference number.
- 3.4 Street Location: The location of the works on the street, e.g. From outside 4 to 21.
- 3.5 Street Name: The street name specified in the local [street gazetteer](#).
- 3.6 NSG USRN: The unique street reference number specified in the local street gazetteer
- 3.7 Road Classification Number: DfT classification number, e.g. A40, A406, etc.
- 3.8 London Borough: The name of the London borough where works are taking place on the Transport for London Road Network (TLRN).

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3.9 Description of Works: A detailed description of the proposed works and its purpose.

4. Traffic Restriction Details

- 4.1 The TTRO application form must specify at least one request to temporarily restrict or prohibit the use of the road, or part of it, by vehicles or pedestrians.
- 4.2 The suspension of restrictions, such as bus lanes, parking bays and loading bays may also be requested as part of the TTRO application, but only if a prohibition/restriction of the road is required.
- 4.3 Applications to suspend any bus lanes, and/or parking and loading bays that do not require a temporary restriction or prohibition of the road must be made using a Temporary Consolidated Suspension Request (TCSR) form, which can be requested from the Statutory Traffic Orders Team email address provided in section 2.3 above.
- 4.4 Provide full details of the nature and extent of the proposed prohibition(s), restriction(s) and suspension(s), stating road closure(s), banned movements, type of suspension(s) (parking bay, loading bay or bus lane), together with the effective dates and times.
- 4.5 A full description of any diversion and/or alternative route(s) required as a consequence of the application, stating road names and direction of routes.
- 4.6 Traffic management plan(s) must be provided with the application, together with diversion plan(s) where alternative routes/access are required.

5. Vehicle Parking and Access Requirements

- 5.1 A works vehicle may only be parked within a works site on condition that is essential for the carrying out of the works. Vehicles that do not meet these criteria must be parked elsewhere and comply with the parking conventions that apply to the location in the street.
- 5.2 Applications for parking dispensations on the TLRN must be made at least 5 working days in advance of the works commencing. Please contact TfL's Parking Dispensation team for further advise or an application form:
Website: <https://tfl.gov.uk/modes/driving/red-routes/dispensations>
By telephone: 0343 222 3333 (Opt 2 to make an enquiry, or star key to speak to an advisor)
- 5.3 Indicate if construction traffic access is required to enter the works site and if access to properties or frontages within the works site needs to be maintained.

6. Stakeholder Engagement and Consultation

- 6.1 Consultation with all stakeholders that the works may affect must be conducted in advance of making a TTRO application. Evidence that this has been undertaken must be provided with the application including responses received from the stakeholder confirming agreement, any objections, conditions, or comments.

7. Traffic Disruption Measures

- 7.1 Any potential impacts that the works may have on road users must be fully considered and identified within the application, together with the measures taken to mitigate the potential disruption acknowledged, such as nigh time working, off-peak working, the use of road plates, first time reinstatement, collaborative working, etc.

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8. Payment

Charge/Fee Description	Fee
14(1) Temporary Traffic Regulation Order	£2940
14(1) Temporary Traffic Regulation Order with parking, loading etc bay suspension	£3380
14(2) Temporary Traffic Regulation Notice	£1110
14(2) Temporary Traffic Regulation Notice with parking, loading etc bay suspension	£1550

8.1 TfL accept payment by Purchase Order or BACS

8.2 For Purchase Order payments, please make sure the PO number is stated on the application form. Documents related to any purchase order can be uploaded as an attachment to the application.

8.3 For BACS payments, please use the below details:

Bank: HSBC Bank PLC
Sort Code: 40-02-50
Account No: 61394614
Account Name: Surface Transport
REF: TTRO Ref XXXX SC.2198.015

8.4 TTRO applications will not be processed if evidence of payment is not received with the application, or details of payment are found to be incorrect.

9. Conditions of Use

9.1 Transport for London may revoke the TTRO approval if work has not started or does not comply with the details and plans provided within the approved application form. No refund will be provided.

9.2 The TTRO shall not apply in respect to any vehicle being used for the works, or any vehicle used for fire brigade, ambulance or police purposes, or anything done with the permission or direction of a police constable in uniform or person authorised by Transport for London

9.3 The TTRO shall only remain in force for the dates specified on the regulatory signage or specified within the approved application form.

9.4 The TTRO parking and loading bay suspensions shall be enforced by TfL's Enforcement Officers or the MPS. TfL reserve the right to inspect prohibitions and suspensions at any time.

9.5 If any difficulties are encountered with the regulatory signage enforcing the suspensions; or the regulatory signage is no longer required because, for example, the works have been completed early; please email RPUtilityTrafficOrders@tfl.gov.uk or contact on the numbers below.

9.6 If any difficulties are encountered with obstructions, such as parked vehicles, that directly relate to the granted TTRO restrictions, please contact TfL's Roadworks Performance:

Telephone: 07546 302137 (Working Hours)
07702 668829 (Out-of-Hours)
Email: RPUtilityTrafficOrders@tfl.gov.uk

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10. Extensions

10.1 Prohibitions/Restrictions cannot be extended.

11. Cancellation and Refunds

11.1 A full or partial refund may will be considered if the application is subsequently cancelled. However, all reasonable costs incurred up to the point of cancellation will be chargeable. Please contact RPUtilityTrafficOrders@tfl.gov.uk for further advice on refunds