



Application for Temporary Road Closure

Notes for Guidance

1. Please check that you have the following documentation:

RCA1 Notes for Guidance for Applicants **RCA2** Application Form
RCA3 Example Map **RCA4** Sign Schedule

These documents are available from the Warwickshire County Council web site (to be added) or by calling our customer service centre 01926 412515.

2. Notice periods

Planned work – 3 months notice is required before the start date. This may be reduced down to 8 weeks by agreement with the Street Works Team.

Emergencies – If something has happened that is likely to cause a danger to persons or property on or adjacent to the public highway and the road needs to be closed please contact the Streetworks Team on 01926 414018.

3. Start Date and Duration

A start date and duration must be **agreed** by the Network Management Team before submitting an application for a road closure.

A closure of **more than 5 days** must start within 5 days of the notified start date or the applicant will need to re-apply. Re-application will incur additional costs and /or the applicant to lose the booking of the road space. The closure end date will be no later than 18 months from the agreed start date. If it becomes apparent that the end date will exceed 18 months the Network Management Team should be contacted as soon as possible so that an extension of time can be considered.

4. Extensions

Any extension to the duration of the closure **must** be made before 20% of the agreed duration has expired of the original closure. Extensions are not guaranteed and will incur additional administrative costs.

Extensions to emergency closures will incur additional administrative costs.

5. Intermittent closures

On occasions, the nature of work may result in a road being closed intermittently over a period, i.e. a closure may be requested for 4 weeks, but the road may only be physically closed for 10 working days during that period. This **must** be stated on the application.

6. Costs



Planned road closure £1450.00 (Advertising included – 0% VAT)

Emergency road closure £711.00 (0% VAT)

A closure exceeding 5 days from the planned start date.

Please enclose the relevant administration fee with the application form or a purchase order for the full amount.

7. Minimising the Impact of a Road Closures

If a road closure is agreed, it is essential that delays are minimised by:

Maximising the working day e.g. working a 24 hours/7 days a week

Avoid closing the road at peak times e.g. only closing the highway outside peak hours/at night.

Agreeing suitable diversion routes with the Street Works Team.

8. Insurance

The Applicant must be covered by Public Liability Insurance which should be available for inspection; minimum cover to be £5 million. Such insurance must indemnify the Highway Authority from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the road closure or the activity. A copy of the insurance certificate must be submitted with the application.

PLANNING A ROAD CLOSURE

STEP 1

WHAT TO CHECK – BEFORE YOU APPLY

1. Is a Road Closure really necessary?

A road will only be closed if there is no other feasible alternative solution. Before you apply to close a road, please complete the attached checklist. Should a road closure be deemed necessary, please enclose the completed checklist with your application.

2. Do you need a Temporary Mandatory Speed Limit?

On occasions, a temporary mandatory speed limit may be preferred, rather than closing a road. If you wish to apply for a speed limit, please complete the application form with a justification for the speed limit and a plan indicating the extents of the proposed speed limit.

3. Programme of Work and Method Statements

A programme of work and method statement should be submitted with the application as evidence of the need for a closure and to confirm the start and end dates.

4. Coordination Checks

The applicant must undertake coordination checks using:
www.roadworks.org to ensure that the proposed road closure will not affect, or be affected by, other works/events in the locality.

These should be listed on the application form and the applicant is required to co-ordinate with those other works/events that have been identified to minimise disruption to the travelling public.

5. Planning a Diversion Route

The applicant should propose the diversion to be used, which must be agreed by Warwickshire County Council. A similar or where possible, higher class of road should be used as the diversion route, taking into consideration heavy goods vehicles and buses. On narrow rural roads consideration may need to be given to providing a separate diversion route for each direction.

It may also be necessary to have a separate diversion for HGV's and cars, because of the nature of the roads in the area.



The applicant **must** submit a plan with the application form, showing the length of road to be closed (indicated in red), and the proposed diversion route (indicated in green). This plan must be clear and indicate road numbers. An example is shown at [RCA3](#).

The applicant should identify, on the plan, any restrictions or obstacles on the diversion route that may affect traffic, e.g. *low bridges, narrow sections of road, tunnels, fords, one way streets and movement restrictions, roads with weight, height or width restrictions or restrictions on vehicle class.*

6. Are there any Traffic Regulation Orders that need to be suspended?

One way streets and obligatory or prohibited movement of traffic can affect the proposed diversion route. They should also be identified on the map submitted with the application.

STEP 2

CONSULTATION

1. Consult with Local Stakeholders

It is the applicant's responsibility to discuss the effects of a road closure with local businesses, schools, community facilities, bus companies, parish councils and residents who may be affected prior to making an application in order to avoid, or cater for, other planned events.

Any issues these discussions may raise must be identified on the application form and should be dealt with reasonably by the applicant. It is essential that this is undertaken at the preliminary stages of the application.

Warwickshire County Council will inform the Statutory Consultees and the local Warwickshire County Councillor.

STEP 3

MAKE A FORMAL APPLICATION FOR A ROAD CLOSURE

| | |
|---|---|
| Contact Name | This should be a named person responsible for promoting the closure. |
| Company/ Organisation | This should be the Company/Organisation responsible for promoting the closure e.g. Utility/House Owner. |
| 24hr Contact Name & Tel No. | This must be a person who can undertake any action required on site. |
| Chapter 8 Accredited sign Company | The company used to supply, erect, maintain and remove the signs required for the closure and diversion must have Chapter 8 accreditation. Details of the named, accredited person must be provided with the application. |

STEP 4

IMPLEMENTING AND MAINTAINING THE CLOSURE

1. Notices and advance warning signs

If a road closure has been granted by order, the applicant will erect a laminated copy of the road closure order (supplied by Warwickshire County Council) at either end of the road to be closed. On longer sections of road, intermediate notices may also be required to be erected. It will be the applicants' responsibility to ensure these notices are in place throughout the duration of the works. It is also the applicant's responsibility to remove the notices as soon as the works are complete.

Note: A road closure is only in force while both the closure notices and the appropriate traffic signs are in place.

Notices are not provided for a closure of less than 5 days.

The Applicant will provide and place a yellow advanced notice sign (see RCA4 sign 7) on the public highway, at either end of the closure, advising motorists of the closure **no less than seven days** before the closure commences. The advance notice sign will be replaced with a road closed sign on the first day of the closure by the Applicant.

Note: Any changes to the start date must be conveyed to the Street Works Team in sufficient time to make any amendments.

Applicants **must** notify affected properties of the road closure, by letter, not less than **seven** days before the start date. This must provide the applicants contact name, telephone number and the proposed start and end dates. A copy of the letter should be sent to the Street Works Team.

2. Road Closed and Diversion signs

Road Closed signs must be erected at the start of the closed section. Road Closed Ahead signs may also be required in some circumstances. The diversion route must be clearly signed by the Applicant to avoid driver confusion. Signs will be as follows:



At start of closure



At start of diversion



Intermediate signs

At end of diversion

Note: please refer to RCA4 for details of signs.

3. Multiple Diversion routes

Where one road closure/diversion route overlaps with another it may be necessary to attach symbols to the diversion signs for clarity. This will be determined by Warwickshire County Council at the time of application.

4. Information Board

An '**Information Board**' must be placed by the applicant advising of the purpose of the closure and a 24 hours contact number (see RCA4 sign 8) during the road closure.

5. Signing and Guarding Arrangements

All signing will need to comply with the current Traffic Signs Regulations and General Directions and Chapter 8 of the Traffic Signs Manual. (Please see Sign Schedule document [RCA4](#)).

It is the sole responsibility of the applicant to ensure that a temporary road closure and diversion route is correctly signed, guarded and lit in accordance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works Code of Practice.

Please note: This is a 24 hour a day responsibility, including the maintenance of the signs by regular patrols whilst the Road Closure is in force.

6. Intermittent Closures

When the nature of work requires an intermittent closure, signs must only be erected if the road is physically closed. If works are suspended all signing must be removed from site. It is not acceptable to leave 'road closed', or diversion signs on site when the road is not physically closed by works.

7. Arrangements to Ensure Access to Properties

Access to properties affected by any temporary closure must be maintained at all times for vehicles. Applicants must liaise with individual property owners to ensure that this is achieved.

8. Arrangements for Pedestrians and Cyclists

Where it is practical and safe to do so, access for Pedestrians and cyclists should be maintained through the works for the duration of the closure.

STEP 5**REMOVING THE ROAD CLOSURE**

1. Prior to removing the road closure, the applicant will ensure that all works are completed, including reinstatements, road markings, containers and waste removed from site.
2. All signs used for the road closure and diversion route will be removed as soon as the road is fit to return to the travelling public.

| Pre-Planning Checklist | |
|---|--------|
| A road will only be closed if there is no other feasible alternative solution. Before you apply to close a road, please complete the following checklist. | |
| If the closure is for a social or sporting event or filming please use the Special Events procedure | |
| If the closure is for carrying out roadworks or building maintenance works please continue | |
| Can the work be carried out on private land (off the highway) | Yes/No |
| If No – has this avenue been exhausted? (please demonstrate what plans/negotiations have been held) | Yes/No |
| Will the 'live' lane be 2.75m wide (lights vehicles) or 3.25m (HGV's) wide or more? | Yes/No |
| Is temporary traffic management feasible? (Give and Take, Stop/Go, Portable Traffic Signals) | Yes/No |
| Is a single lane closure feasible? | Yes/No |

If you have answered **YES** to any of these questions you do **NOT** require a road closure.

If you have answered **No** to any of these questions please follow the guidance notes.