

Dear Customer,

Guide to Temporary Traffic Regulation Orders

Temporary Traffic Regulation Notice (TTRN) works up to 5 days duration

A Temporary Traffic Notice is for normal programmed works that will take a maximum of five working days to complete.

When the notice is received by you, the notice **MUST** be posted on local lighting columns at the affected locus for at least three days, in advance of the works start date. The notices must be removed when works are complete.

You will also be responsible for the deployment of all traffic management materials required in relation to the notice, (traffic cones, signage, etc.)

This advance noticing is important as it allows people/companies affected by your works to make alternative parking/delivery/loading arrangements for the affected days. We strongly recommend that you advise affected properties of your works.

Advertised Temporary Traffic Regulation Order (TTRO) works over 5 days duration

Works that will last more than five working days, require an advertised Temporary Traffic Regulation Order.

This type of order requires approval from senior management within Glasgow City Council, Land and Environmental Services.

IMPORTANT

When applying for a TTRO or TTRN we require an e-mail with the information stated below.

- 1) The location of the restrictions required.
- 2) The type of restriction required i.e. = closure, no waiting or loading, revocation of one-way traffic flow, etc.
- 3) The dates the restrictions are needed for, i.e. start and end dates.
- 4) The type of works being undertaken.
- 5) Traffic management drawings showing diversion routes/signage around the restrictions, including arrangements for pedestrians.
All signing and coning must conform with or be to a higher standard than "Safety at Street Works and Road Works – a Code of Practice".

- 6) A purchase order number and company billing address are required for payment.
See book of charges for current prices
- 7) Full contact details of all contractors and subcontractors
- 8) If the works are programmed within the Scottish Roads Works Register, please provide the LA reference number for the works.

Glasgow City Council (GCC) has a duty to minimise inconvenience to all road users and asks that all alternative working methods are considered prior to requesting a road closure. Any road closure is considered a major inconvenience to road users within Glasgow and should be considered as a last resort.

The proposed closing of a Glasgow City Council Road does not give the undertaker any rights to execute any road works or alterations without the appropriate legal permissions being in place.

Please ensure that your company apply for and are issued with the valid GCC Permit for non-statutory works i.e. road occupation, scaffolding, hoarding, crane, road opening or skip permit for your intended works. Permits can take ten working days (fifteen days for a scaffold) to process.

To apply for a TTRN/TTRO please contact the Technician in the first instance to discuss