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| **TEMPORARY TRAFFIC RESTRICTIONS - APPLICATION FORM** |
| **APPLICANT DETAILS** |
| **Organisation Name** |  |
| **Address** |   |
| **Contact Name** |  |
| **Telephone number** |  |
| **E-mail address** |  |
| **Working on behalf of** |  |
| **Emergency contact** |  |
| **Purchase order or invoice reference** |   |
| **Billing details (if different from above)** |  |

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| **TEMPORARY TRAFFIC RESTRICTION DETAILS** |
| **Type of restriction (eg Road closure/parking restriction)** |  |
| **Location of restriction** |  |
| **Physical Extent of restriction (please list all roads/paths affected)** |   |
| **Start Date and time** |  |
| **Finish date and time** |  |

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| **DIVERSION ROUTES** |
| **General Vehicular Traffic** |  |
| **Buses** |  |
| **Overheight vehicles** |   |
| **Pedestrians** |  |

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| **APPLICANT SIGNATURE** |
| I hereby request West Lothian Council to promote a temporary traffic restriction as detailed above. I understand and agree that as the applicant, I will be liable for reasonable costs incurred by the council in the promotion and implementation of the restriction. I also agree to the conditions imposed by the council as detailed overleaf. |
| **Signed** |  | **Date** |  |

**Conditions and Notes for Guidance**

**These notes detail the information required by West Lothian Council to progress a request for a temporary traffic restriction such as a road closure, a footpath closure, temporary speed limit or parking suspension.**

**Work to progress any request will not be undertaken unless all this information is provided at the time of application, therefore it is in your interest to ensure that you read these notes carefully**.

1. West Lothian Council shall be indemnified against any claims arising directly or indirectly as a result of the operation to be undertaken.
2. For planned works requiring a temporary traffic restriction order, the works need to be notified on the Scottish Roadworks Register as **MAJOR WORKS** and a **3 MONTH** notification is required.
3. For all planned works, the application form for a temporary traffic restriction must be lodged with the Public Utilities Team at least **6 weeks** prior to the start date of the restriction.
4. A road closure shall only be granted where there is sufficient evidence provided that the work cannot be carried out under an alternative form of traffic control as stipulated in the Code of Practice for Safety at Streetworks.
5. The applicant is responsible for provision, erection, maintenance and removal of all signs, barriers cones etc. related to the restriction. All signs must comply with the current Traffic Signs Regulations and General Directions and should follow the guidance contained within the Traffic Signs Manual.
6. The application MUST be accompanied by plans illustrating the proposed signs and diversion route(s). The plans must show the significant roads at an appropriate scale and include details of each signface and how it will be mounted (freestanding, on existing lamp columns etc.) All signs must be of the appropriate size and x-height for the speed of the approaching traffic as set out in the Traffic Signs Manual.
7. A separate plan, suitable for display on the council’s website, must be provided showing the area of the closure/restriction and any diversion routes.
8. All traffic management (signs, barriers, cones etc), whether hired or owned by the applicant must be checked twice daily, including weekends/public holidays and will be subject to immediate rectification for the duration of the restriction.
9. The applicant must arrange for the erection of advanced information signs warning road users of the impending works to be erected on all approaches to the restriction no later than 7 days in advance of the restriction commencing. These signs must display: the name of the works promoter, the name of the road affected, the type of works, start and finish dates and an emergency contact number.
10. Pedestrian access must be maintained at all times unless a separate restriction and diversion is promoted.
11. Vehicular access to premises must be maintained wherever possible.
12. Applicants must notify in writing all residents/businesses directly affected by the temporary restriction. This letter should contain details of the work being proposed, along with dates, time restrictions and contact details and must be issued prior to the Advance Warning Signs being erected. The letter must be submitted to the council for approval at least 10 days prior to the restriction commencing.
13. The applicant must provide a detailed schedule of works. If your programme changes (ahead or lags) we require to be informed immediately and certainly no later than 24 hours from when you recognise the change. Failure to notify your works schedule to the council may incur penalties under the Transport (Scotland) Act 2005.