



# COUNCIL OF THE ISLES OF SCILLY

## Temporary Traffic Regulation Order/Notice Application 2025/26

This form should be completed by anyone who would like to apply for a Temporary Traffic Regulation Order or Notice, which can allow for several types of temporary restrictions to the Highway, including Highway Closures. Please return the completed form to [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk). You will receive confirmation within 10 working days of submission. Please retain a copy for your records.

**Please note that this application can take up to 3 months to process**

1. Details of Applicant	2. Details of Contractor/Company
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone (daytime):	Telephone (daytime):
Telephone (24 hr):	Telephone (24 hr):
Email Address:	Email Address:

3. Location Details
Road/Street Name(s):
Town:

4. Time Details	
Expected Start date of restriction:	Expected end date of restriction:
Expected Start time of restriction:	Expected end time of restriction:

5. Restriction Details	
Please state the type of Highway Restriction required:	
Highway Closure <input type="checkbox"/>	Parking Suspension <input type="checkbox"/>
Speed Restriction <input type="checkbox"/>	Height/Width Restriction <input type="checkbox"/>
One-Way Order/Suspension <input type="checkbox"/>	Other (please specify below) <input type="checkbox"/>

6. Statutory Undertaker:	
If you are a statutory undertaker, please fill out this section. If you are not a statutory undertaker, please leave blank	
SWA Code:	Name:



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### 9. Reason for Restriction

Is the restriction for roadworks or streetworks?	YES	NO
If YES, please complete and attach the relevant streetworks or roadworks form		
Is the restriction for a event?	YES	NO
If YES, please complete and submit the relevant event notification form		
If you answered "NO" to all of the above, please state below the reason for the restriction:		

### 10. Street Works Qualifications:

You will need a qualified street works operative to set up and remove any traffic management equipment or signs. You will also need a qualified street works supervisor to supervise the site.

Street Works Supervisor Name:

Street Works Operative Name:

### 11. Use of Council Resources:

For this financial year, the Council is able to support applicants and contractors to comply with their statutory requirements for Highway Restrictions by providing the below for hire, subject to availability. Please indicate below what you require. Fees and Charges are listed in section 14 of this application.

Hire of Council Signage	<input type="checkbox"/>
Hire of Council Street Works Supervisor	<input type="checkbox"/>
Hire of Council Street Works Operative	<input type="checkbox"/>

### 12. Access Details:

Please tick the corresponding boxes if access will be maintained for the following during the restriction.

Emergency vehicles	<input type="checkbox"/>
Bicycles	<input type="checkbox"/>
Resident's Vehicles	<input type="checkbox"/>

Please note that pedestrian access to properties MUST be maintained during the restriction



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### 13. Application Checklist:

The following must be submitted with this application:

Location Plan:	<input type="checkbox"/>	Risk Assessment and Method Statement:	<input type="checkbox"/>
Insurance Certificate:	<input type="checkbox"/>	Street Works Qualification Certificate:	<input type="checkbox"/>
Street/Road Works License Application (if required):	<input type="checkbox"/>	Event Notification Form (if required):	<input type="checkbox"/>

### 14. Fees & Charges inc. VAT:

#### **Applications for Highway Restrictions can take up to 3 months to process.**

Please note that fees will only be taken if the works are approved by the Highway Authority and, if required, the Department for Transport. **DO NOT** pay pre application.

Highway Restriction for up to 7 Days: £168.00

Highway Restriction per additional 7 days: £84.00

Hire of Council's Road Signage Per Day: £30.00

Advertisement in Local Paper (if required): (no standing charge — recharged to the applicant)

Hire of Council's Street Works Supervisor Per Hour: £56.64

Hire of Council's Street Works Operative Per Hour: £56.64

#### **Please note:**

All fees will be charged according to the listed rates, should the application alter in any way regarding duration, use, time and date etc. it is the applicant's responsibility to inform us of any changes before the work has ended to avoid incorrect invoicing.

**Signature:**

**Date:**

**Declaration:** I confirm that the information provided by me on this form is correct. I have read the Terms & Conditions for the use of the Highway Restriction Application Form and agree to be bound by them. I give consent for the processing of my data.

**Data Protection:** The information you provide on any Environment Service form is private and confidential. For more information on how your information is protected please visit us on [scilly.gov.uk/privacy-cookies](https://scilly.gov.uk/privacy-cookies) or contact us on 01720 424450 or [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk)

### OFFICE USE ONLY

Date Received:

Application Reference:



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### Conditions

- The applicant will a minimum of one week prior to the start of the restriction, place advanced warning signs on the affected street. The wording will include:
  - Type of Restriction – e.g. Road Closure, Speed Restriction etc
  - Reason for the Restriction
  - Dates and Times
  - Name and contact number
- Where the restriction is a Road Closure or Suspension of Residents parking the applicant will make written contact to the local residents and businesses whose frontages falls within the restriction not less than one weeks prior to the restriction coming into force. The format of the letter should be as follows:
  - Who has requested the restriction
  - The reason for the restriction
  - State the dates and times of the restriction
  - Advise of any access arrangements or alternative parking
  - Customer contact number
- The applicant must make formal contact with the following agencies to ensure the work does not impede their Access: **Police, Fire Brigade, Ambulance Service, H M Coastguard, Road Carrier Services**. Where this agreement cannot be reached the Council will assist to find a solution but will be under no obligation to provide alternative arrangements.
- The applicant agrees to indemnify and keep indemnified the Council against any claim in respect of injury damage or loss arising out of the execution by any person of any of the Works authorised by the order or notice; and the former licensee shall indemnify the Council against any claim in respect of injury, damage or loss arising out of the execution by Council or the applicant of any restrictions other than a claim for damage or loss which is attributable to misconduct or negligence on the part of the Council or a person for whom the Council are responsible or a third party, that is, a person for whom neither of the parties or former applicant are responsible
- The Supervisor of the works and an operative on site shall be qualified as required under Section 67 of the New Roads and Street Works Act 1991.
- The provision, operation and maintenance of all signs, lighting and guarding of the works shall be in accordance with the requirements of the New Roads and Street Works Act 1991 'Safety at Street Works and Road works' Code of Practice and read in conjunction with the Traffic Signs Manual Chapter 8.
- At any time before or during the restriction, The Council of the Isles of Scilly may ask to see additional documentation such as a pre-site survey, risk assessments or method statements. The applicant is required to provide any information requested by The Council of the Isles of Scilly acting as the Highway Authority.
- The applicant must provide copies of public liability insurance to a minimum value of £5 million.
- The call out details shall be displayed on an information board at every site for the duration of the works
- Pedestrian access to properties **MUST** be maintained throughout the restriction and where possible, vehicular access should be given from one end of the restriction or the other.



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- The applicant agrees to pay all costs involved in producing the Legal Order or Notice in accordance with the charges listed within this application.
- Where a restriction has been processed and is subsequently postponed or cancelled by the applicant, full costs incurred will be charged.
- The applicant agrees to pay all costs of any strengthening works or making good of any damage to the alternative route used by diverted traffic during the period of restriction.
- The applicant will adhere to any conditions specified by The Council of the Isles of Scilly.
- The applicant should be aware that failure to provide any of the required information or complete the application form in full will delay the process and may result in additional charges.
- Completed application forms can be emailed to [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk)