

**ROAD/FOOTPATH TEMPORARY CLOSURE REQUEST.**

(Receipt of this form does not imply that the proposed closure has been granted)

<b>DATE:</b>		<b>TO: TRAFFIC MANAGEMENT</b> WEST OFFICES, STATION RISE YORK YO1 6GA TEL (01904) 551550
<b>YOUR REF:</b>		
<b>NAME OF APPLICANT:</b>		
<b>FULL POSTAL ADDRESS (INVOICE DETAILS)</b>		
<b>CONTACT NAME</b>		
<b>CONTACT TELEPHONE NUMBER</b>		
<b>EMAIL ADDRESS</b>		
<b>PURCHASE ORDER REFERENCE / CYC BUDGET CODE:</b>		
<b>NAME, ADDRESS, TELEPHONE NUMBER OF CONTRACTOR</b>		
<b>NAME OF SCHEME:</b>		
<b>REASON FOR CLOSURE:</b>		
<b>TYPE OF CLOSURE:</b> <i>(Delete as appropriate)</i>	<b>FOOTPATH</b>	<b>ROAD</b>

<b>LOCATION OF CLOSURE REQUESTED:</b> <i>Specific details required including:  Road name, Town / Village, USRN, NGR, Property Numbers</i>	N.B. Inadequate information here may lead to this closure request being refused or returned for completion			
<b>DURATION OF CLOSURE</b>	From (Date / Time):	To (Date / Time):		
<b>WILL THE ROAD / FOOTPATH BE REOPENED AT THE END OF EACH DAY</b>		<b>YES</b>	<b>NO</b>	
<b>IS ACCESS AVAILABLE FOR:</b>	<b>RESIDENT'S VEHICLES</b>		<b>YES</b>	<b>NO</b>
	<b>EMERGENCY VEHICLES</b>		<b>YES</b>	<b>NO</b>
<b>ARE ANY EXISTING ONE-WAY ORDERS TO BE RESCINDED?</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>ARE ANY EXISTING LEFT / RIGHT SIGNS TO BE RESCINDED?</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>IF YES: PLEASE NAME THE STREETS / FOOTPATHS AFFECTED</b>				
<b>WILL PEDESTRIAN ACCESS BE MAINTAINED AT ALL TIMES?</b>		<b>YES</b>	<b>NO</b>	
<b>IF NO: PLEASE STATE REASON:</b>				
<b>SITE MEETINGS:</b>				
<b>HAVE YOU OR YOUR CONTRACTORS ALREADY HAD TALKS / SITE MEETING WITH OUR STREET WORKS DEPARTMENT?</b>		<b>YES</b>	<b>NO</b>	
<b>IF YES: WHEN DID THE MEETING TAKE PLACE AND WITH WHOM PLEASE?</b>				

<b>HAVE YOU OR YOUR CONTRACTORS HAD TALKS / SITE MEETING WITH ANY OTHER COUNCIL OFFICERS?</b>		<b>YES</b>	<b>NO</b>
IF YES: WHEN DID THE MEETING TAKE PLACE AND WITH WHOM PLEASE?			
<b>ADDITIONAL INFORMATION:</b>			
<b>IS THE ROAD ON A BUS ROUTE?</b>		<b>YES</b>	<b>NO</b>
IF YES: PLEASE CONTACT: <a href="mailto:BUSES@YORK.GOV.UK">BUSES@YORK.GOV.UK</a> WITH THE INFORMATION AND PROPOSAL			
<b>IS THE ROAD / FOOTPATH ON A PUBLIC RIGHT OF WAY?</b>		<b>YES</b>	<b>NO</b>
IF YES: PLEASE CONTACT: <a href="mailto:RIGHTSOFWAY@YORK.GOV.UK">RIGHTSOFWAY@YORK.GOV.UK</a> WITH THE INFORMATION AND PROPOSAL			
<b>ANY OTHER INFORMATION:</b>			
<b>PLEASE NOTE:</b>			
<p>A MINIMUM PERIOD OF <b>SIX WEEKS IS REQUIRED FOR APPROVAL AND PROCESSING OF THIS REQUEST</b>. IF THIS FORM IS NOT COMPLETED THEN IT WILL BE RETURNED FOR COMPLETION. THIS WILL EXTEND THE PROCESSING PERIOD.</p> <p>PRIOR TO COMPLETING THIS FORM, TRAFFIC MANAGEMENT <u>MUST</u> BE CONSULTED REGARDING DIVERSION SIGNAGE AND FOR THIS PURPOSE THE FOLLOWING INFORMATION IS REQUIRED BEFORE ANY CLOSURE REQUEST CAN BE PROCESSED:</p> <ol style="list-style-type: none"> <li>1. A PLAN SHOWING THE LOCATION OF THE PROPOSED ROAD CLOSURE</li> <li>2. A PLAN SHOWING THE PROPOSED DIVERSION ROUTE</li> <li>3. A PLAN SHOWING THE SIGNAGE FOR THE PROPOSED DIVERSION ROUTE</li> </ol> <p>SUBMITTED PLANS MAY BE SHARED WITH MEMBERS OF THE PUBLIC AT THE DISCRETION OF CITY OF YORK COUNCIL. BY SIGNING THIS FORM YOU AGREE TO THIS.</p> <p style="text-align: center;"><b><u>YOU WILL BE REQUIRED TO MAILSHOT AFFECTED PROPERTIES</u></b></p> <p><b>COSTS:</b> THE CHARGE FOR ARRANGING A TEMPORARY ROAD/FOOTPATH CLOSURE IS £2000. THIS INCLUDES THE LEGAL ORDER AND ANY ADVERTISING COSTS. THE APPROPRIATE AMOUNT WILL BE INVOICED IF THE CLOSURE IS GRANTED.</p> <p>IF YOUR REQUEST INCLUDES A PARKING SUSPENSION, YOU MAY ALSO BE REQUIRED TO COVER THE COSTS OF ALTERNATIVE PARKING ARRANGMENTS FOR RESIDENTIAL PARKING PERMIT HOLDERS FOR THE DURATION OF THE WORKS (FURTHER DETAILS CAN BE SUPPLIED ON APPLICATION).</p>			

**CANCELLATION POLICY:** ALL CANCELLATIONS MUST BE SENT TO [HIGHWAY.REGULATION@YORK.GOV.UK](mailto:HIGHWAY.REGULATION@YORK.GOV.UK) . IF CANCELLATION OCCURS LESS THAN 14 DAYS PRIOR TO THE COMMENCEMENT DATE, THE FULL AMOUNT WILL BE CHARGED. IF ANY EXPENSE HAS ALREADY BEEN INCURRED BY CYC BEFORE THAT DEADLINE THEN THESE WILL STILL BE CHARGEABLE.

**IN ADDITION TO THIS REQUEST, YOU ARE REQUIRED TO CONTACT OUR STREETWORKS DEPARTMENT FOR A PERMIT FOR YOUR PLANNED WORKS: [STREETWORKS@YORK.GOV.UK](mailto:STREETWORKS@YORK.GOV.UK). ANY APPROVAL OF A ROAD CLOSURE DOES NOT IMPLY APPROVAL OF A STREETWORKS PERMIT (OR VICE VERSA).**

Requests will be assessed on the information you provide and, if authorised, a closure will be put in place by way of a 'Notice' or 'Order' depending on the period and purpose of the closure. It will not be possible to respond to requests immediately unless the request can be legitimately classed as in connection with an emergency.

Where a closure is required for a non-urgent purpose then you must ensure that your application is made **at least 6 weeks before** the proposed commencement date to ensure that your requirements can be met.

<b>UNDERTAKING</b>	<p>I agree that I, or my nominated contractor, will be responsible for:</p> <ul style="list-style-type: none"> <li>a) The provision and installation of road signs <b>2 weeks</b> prior to the commencement date of the road closure, advertising the commencement date, duration of the road closure, the contractor for the works, and a 24-hour contact telephone phone number. All road signs must comply with the 'Safety at Street Works and Road Works' (Red Book) Code of Practice.</li> <li>b) Conducting a mailshot of all properties that will be affected by the road closure a minimum of <b>7 days</b> before works are due to commence.</li> <li>c) The provision, installation and maintenance of any temporary signage for businesses etc, and agreed with the Highway Authority prior to installation. Submitting a plan 6 weeks prior to the commencement date of the road closure, indicating the nature and position of all road signs, traffic cones and barriers associated with the road closure and the approved alternative route, for the approval of the Highway Authority.</li> <li>d) The provision, installation and maintenance of road signs, traffic cones and barriers as specified in the approved plan, including road signs at each end of the road closure stating the contractor for the works, and a 24 hour contact telephone phone number.</li> <li>e) The provision, installation and maintenance of all road signs associated with the approved alternative route. All road signs must comply with the 'Safety at Street Works and Road Works' (Red Book) Code of Practice.</li> <li>f) Consultation with the Parish Council, Statutory Undertakers, affected businesses and residents during the road closure period, where necessary.</li> <li>g) Re-opening the road with immediate effect should work be completed ahead of schedule, notifying the Highway Authority as soon as the road has re-opened, and removing all temporary road signs, traffic cones and barriers.</li> </ul> <p>I understand that if this request is granted I will have to pay the Council's Costs in making the required Traffic Regulation Order and undertaking the necessary enforcement. By my signature below I undertake to pay these charges on demand.</p>
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<b>SIGNED:</b>		<b>DATE:</b>	
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**Once completed, please email this form to: [highway.regulation@york.gov.uk](mailto:highway.regulation@york.gov.uk)**