



**TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES**

<b><u>Applicant Details</u></b>	
Name:	
Company:	
Address:	
Post Code:	
<b><u>Application Details</u></b>	
<b>Type of Temporary Restriction Required (Indicate as Appropriate ✓)</b>	
(A) Closure <input type="checkbox"/>	(D) Weight Limit <input type="checkbox"/>
(B) One-Way <input type="checkbox"/>	(E) Speed Limit <input type="checkbox"/>
(C) Prohibition of Waiting <input type="checkbox"/>	(F) Other <input type="checkbox"/>
Road Name (& town/village)	
Exact Location: (house no, grid ref)	
Start Date & Time:	
For a Period of:	Hours / Day(s) / Week(s) * Delete as appropriate
For the purpose of:	
SRWR (Symology) Ref. No. (If Applicable)	
I attach fee of £ P.O No:	<input checked="" type="checkbox"/> BACS/Credit/Debit Card (Please call 0300 1234565 during office hours for Card Payment) <input checked="" type="checkbox"/> Invoice/Cheque
Please indicate the method you intend to use to inform affected properties of the temporary restriction (mail drop, personal call, etc)	
I/We agree to the conditions printed overleaf.	
Signature of Applicant or Agent:	
Date:	
Contact Telephone No:	(Day) & (Night)
E Mail:	
<b>This form must be submitted</b>	
<b>By Post to: Moray Council P.O. Box 6760 Elgin IV30 9BX</b>	
<b>By E Mail to: <a href="mailto:roadspermits@moray.gov.uk">roadspermits@moray.gov.uk</a></b>	
<b>Applications must be lodged at the above address giving the minimum notices as printed overleaf</b>	

## TEMPORARY RESTRICTION OF TRAFFIC ON ROADS AND BRIDGES

### GUIDANCE NOTES

#### Notice Periods

A temporary restriction up to a maximum duration of 5 days is implemented using a “Temporary Notice” and requires **14 days (Minimum)** prior to the date of the temporary restriction. It is not possible to extend this 5 day period using another temporary notice.

A temporary restriction in excess of 5 days must be implemented using a “Temporary Order” and requires **28 days (Minimum)** prior to the date of the temporary restriction. It is possible to extend a temporary order up to a total duration of 18 months.

#### Standard Charges

Up to and including 5 days	- £298.00
For any continuous period over 5 days	- £1437.00
For any extension to an existing temporary restriction	- £1220.00
<b>Community Events</b>	
Commercial (Entrance and Stallholder Fees)	- £203.00
Community Events (Mass Participation and Free Access)	- £96.00
Seasonal Community Events (Parades and Street Parties)	- £20.00
Remembrance Day Services	Free

#### THE ABOVE CHARGES ARE PAYABLE ON APPLICATION.

#### Conditions

1. Moray Council shall be indemnified against any claims arising directly or indirectly as a result of the operation to be undertaken.
2. The surfaces of both carriageway and footway and the Public Utility Services lying therein are to be protected.
3. Adequate measures are to be taken to ensure the safe passage of vehicular and pedestrian traffic.
4. Pedestrian access to be maintained. Vehicular access to affected properties to be maintained whenever possible.
5. The signing of the works is to be in accordance with Chapter 8 of the Traffic Signs Manual.
6. The signing of the restriction is to be in accordance with the Traffic Signs Regulations and General Directions 2016 and Chapter 3 of the Traffic Signs Manual.
7. The signing of the restriction and any necessary diversions to be agreed in consultation with the Transportation Manager with whom a copy of a plan illustrating the approved proposals is to be lodged at least three days prior to the commencement of the works.
8. The Transportation Manager will charge any additional expenditure incurred in special signing of a closure at actual cost.
9. Moray Council may carry out re-instatement of any areas of carriageway or footway disturbed by your operations at your expense.
10. Affected residents and businesses must be notified well in advance of the works.

**For Office Use Only**

**Alternative Route Avoiding Restriction:**

**Notices Required:**

**Councillors to be advised:**

Copy to Legal Services

For Info Purposes Only

Temporary Order Required

- Head Postmaster (Elgin)
- S & S Energy (Elgin)
- Scottish Water (Elgin)
- Scottish Fire & Rescue
- Chief Ambulance Officer
- Police Scotland
- Police Scotland Events
- Trunk Rd Agent-BEAR  
Scotland Ltd

- Head Postmaster (Aberdeen)
- S & S Energy (Inverness)
- Scottish Water (Peterhead)
- Scotland Gas Networks
- British Telecom
- TMC Roads & Lighting
- G-MED

- Head Postmaster (Forres)
- Environmental Protection
- Press & Journal (Info Only)
- Northern Scot (Info Only)
- Public Transport Unit
- Stagecoach
- Other.....

**Date Received by Roads:**

**Approved By:**

**Date:**

**Fee Paid £**  
**BACS/Invoice/Cheque/Card**  
**Payment No:**

**Invoice No:**

**Grid Refs:**