

Roads (Scotland) Act 1984

APPLICATION FOR A TEMPORARY TRAFFIC REGULATION ORDER (TTRO)

What you must provide:

1. A completed signed application / request form for a TTRO.
2. One drawing to a readable scale with the position and extent of the proposed works clearly shown.
3. A traffic management drawing to demonstrate that the proposal will not be detrimental to the safe and convenient passage of pedestrians, vehicles or other road users. Please refer to the publication "Safety at Street Works – A Code of Practice" for guidance (ISBN No. 011551958-0)

About You:

I am a: Contractor Developer Statutory Undertaker Other

Company Name:

Contact Name:

Phone No:

E-Mail:

Signature:

Date:

About the Works Location:

Street Name(s):

Location in Street:

Type of Restriction:

Closure Waiting Loading

Prohibition of vehicle manoeuvre

Parking bay suspension (No. of Bays)

| Purpose of Works: | Utility Works | Development | Permit / Other |
|-------------------|---------------|-------------|----------------|
| | | | |

About the Proposed Works:

Description of Works:

Proposed Start Date:

Proposed End Date:

Duration (Days):

Purchase Order No / Ref No:

Please Note: 6 Weeks' Notice required for TTROs under 5 Days

8 Weeks' Notice required for TTROs over 5 Days

**On completion of this application the applicant has agreed to pay all associated TTRO costs in full
Costs for canceled TTRO applications will still be charged to the applicant**

**Information on statutory noticing requirements can be obtained at
<http://www.edinburgh.gov.uk>**

Please complete the form and send it to roadoccupation@edinburgh.gov.uk

On receipt of the completed application, the Road Permits team will produce and promote the Legally Binding Street Notice on our TTRO Database, notifying all affected and interested parties (Police, Buses etc.) A copy will also be returned to the applicant at this point.

Working Safely – Edinburgh Trams



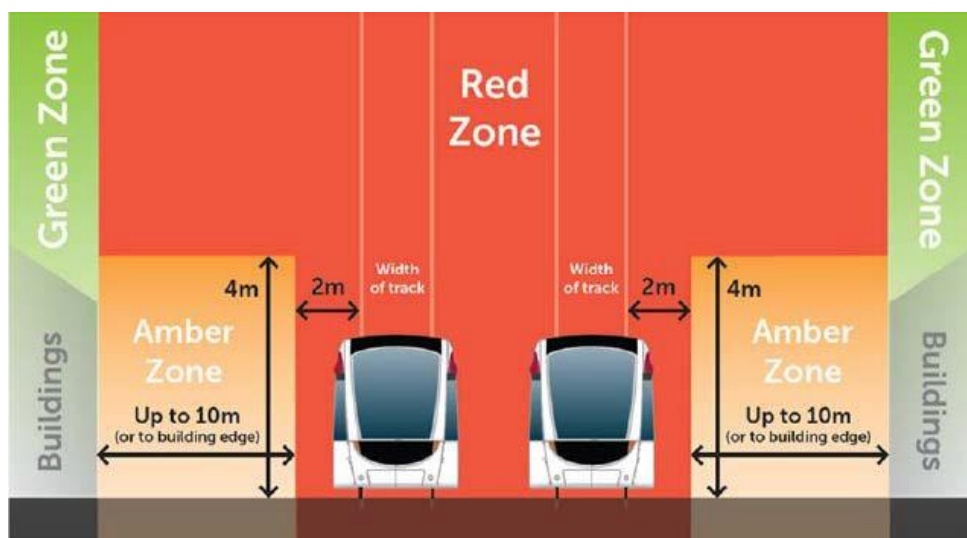
Authorisation is required to work on or near Edinburgh Trams

The Hazard Zone defines the area within which there is the potential for encountering **live** voltage cables and tramway infrastructure and is defined in the drawing below.

Authorisation is required for **all** work carried out within the Red Hazard Zone and other situations. Authorisation may be required for work carried out in the Amber Hazard Zone.

Unauthorised work can be dangerous and is contrary to the Edinburgh Tram Byelaws and New Roads and Street Works Act (Scotland) 1991 Section 152.

It is **your** responsibility to obtain an Authorisation to Work from Edinburgh Trams in addition to any permit applied for from The City of Edinburgh Council.



To apply for authorisation for any works in proximity of the Hazard Zone, an Authority to Work (AtW) must be submitted in the first instance saying when and where the work will be carried out, and describing the work to be done.

Apply here: <https://edinburghtrams.com/atw>.

Further information regarding working in proximity to power lines and cables can be obtained from the Health & Safety Executive, Guidance Note GS6 'Avoiding Danger from Overhead Power Lines'.

Contact Edinburgh Trams General Enquiries on 0131 622 8910 (recorded line) or email tram.control@edinburghtrams.com.

In case of an emergency, please dial 0131 622 8919 (recorded line).

Charges for Road Occupation from 1 April 2024 to 31 March 2025***

| TRAFFIC MANAGEMENT | |
|--|--|
| Provision of Temporary Traffic Regulation Notice (TTRN) (up to 5 days duration) | £641 |
| Provision of Temporary Traffic Regulation Order (TTRO) (Greater than 5 days duration) | £856 plus advertising costs |
| Provision of Temporary Traffic Regulation Order for Events | £2,000 plus advertising costs |
| ROAD OCCUPATION PERMITS (S.58*) | |
| Scaffolding Permit | £210 for the first 28 days; £120 for each additional full or part 28-day period. £210 will be charged per requested site or office meeting. |
| Access Tower – up to 6 months duration | £127 for the first day and then £35 per each additional day applied for |
| Cabin, Container – per unit | £288 Initial permit for up to 1 month – per unit £115 per added month applied for – per unit |
| Site Hut – per unit | £288 Initial permit for up to 1 month – per unit £127 per added month applied for – per unit |
| Bus Shelter | £247 for the first 28 days, £104 for each additional full or part 28-day period. |
| Crane | £127 for the first day and £69 per additional day. |
| Crane (to erect a Tower Crane) | £190 for the first day and £69 per additional day. |
| Hoarding | £431 for the first 28 days, £230 for each additional full or part 28-day period. |
| Hoist | £115 for the first day and £29 per additional day. |
| Material Storage | £247 for the first 28 days; £115 for each additional full or part 28-day period. |
| SKIP PERMITS (S.85*) | |
| Skip | £46 for the first week and £40 per added part or full week. |
| TABLES AND CHAIRS PERMITS (S.59*) | |
| Premises inside the World Heritage Site | £196 per square metre |
| Premises outside of the World Heritage Site | £155 per square metre |
| EXCAVATION PERMITS | |
| Excavation (s. 56*) | £472 per location. |
| Footway crossing (s 56*) | £219 per location. |
| Section 109** (excavation to connect with utility apparatus) Installation of ducts, pipes, and cables in roads and/or pavements, by applicants other than public utilities (e.g., developers or their contractors) | £410 per permit |
| SUSPENSION OF PARKING BAYS | |
| Suspension of parking bays (All parking bays) | Each individual parking bay which is suspended will be chargeable, at the relevant hourly pay and display rate for that location, for all operating hours during the period of the suspension. |

* Roads (Scotland) Act 1984

** New Roads and Street Works Act 1991

Applying for extensions to your permit

If you need to extend the period of your permit after it has been approved, you will need to pay the fee stated above for the extended period. This is because the amount of administration involved is the same as for a first-time application.

Please note that the start and finish dates for permits will be determined by a Roads Officer in consultation with the applicant. The applicant will be obliged to keep the Council informed of any changes, and fines may be levied for a failure to do so.

Note that fees and charges may change, typically on the 1st April of each year, so new application fees may be charged before the online information is updated. You will be charged the appropriate fee.

This form version – 3 April 2024

Applicant's Requirements

Applicant to print notice and laminate on pink paper, the notice is required to be hung on site at least three days prior to the works commencing (please do not use Sellotape). No waiting cones and corex signs highlighting the restrictions are to be placed on site a minimum of 24 hours prior to the works starting.

All notices must be removed after completion of the works.