

## Appendix F

### GUIDANCE NOTES FOR TEMPORARY TRAFFIC ORDER APPLICATIONS

#### Notes for Applicant

1. There is a standard charge to cover the legal costs of making a temporary traffic Order. Your official order must accompany this application and if it is approved, you will be invoiced, following the implementation of the Order.
2. To allow the statutory procedures to be completed, please allow **a minimum of 8 weeks** from submitting the application form, to the commencement of the Order.
3. The attached form must be completed in all cases, in its entirety, before your application can be considered. All applications must be accompanied by a plan to Ordnance Survey standard and to a minimum scale of 1:2500, (plan to be provided by the applicant), showing the location of the temporary Order and the proposed alternative route(s) for diverted traffic and pedestrians as appropriate.
4. An additional plan and sign schedule must also be provided as part of the application, detailing all temporary signing which you propose to use to implement the Order and divert traffic and pedestrians. All signing must comply with Chapter 8 of the Traffic Signs Manual and with The Traffic Signs Regulations and General Directions, 2002. Permission to proceed with the Order will not be granted until signing details have been submitted and approved.
5. In the event of a road closure being requested, suitable signing must be provided at the site, giving at least 7 days advance notification for road users.
6. If pedestrian access is to be denied, the applicant must make arrangements for a commodious and safe alternative, which may need to include the provision of courtesy transport facilities.
7. In the event of the Order being a road closure, the applicant is required to arrange a meeting with officers of the Traffic Management and Network Manager's sections, representatives of the emergency services and any bus companies which operate a service in the affected roads. A list of contact names and telephone numbers is attached.
8. Additionally in the event of the Order being a closure, the applicant must notify in writing, local residents and businesses in the affected roads. Wherever possible, access to premises should be maintained and where this is not possible, contingency arrangements must be made for access in the event of an emergency.

#### Applicant's Check list

1.	Application form complete (all sections)	Yes / No	
2.	Location and diversionary route plan	Plan No.	
3.	Sign location plan	Plan No.	
4.	Sign schedule	Schedule No.	
5.	Meeting arranged	Date	
6.	Bus route affected?	Yes / No	
7.	Pedestrians affected?	Yes / No	
8.	Access to premises possible?	Yes / No	
9.	Emergency access possible?	Yes / No	

APPLICATION FOR TEMPORARY TRAFFIC ORDER (See Guidance Notes)

Applicant: Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Contact Name: \_\_\_\_\_ Office Tel. \_\_\_\_\_

Mobile Tel. \_\_\_\_\_ Fax. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address for Invoicing (if different from above): \_\_\_\_\_

\_\_\_\_\_

Location: Street(s): \_\_\_\_\_

Town: \_\_\_\_\_

Type of Order(s) Requested: (e.g. road closure, one way traffic, speed limit, etc.)

\_\_\_\_\_

Duration: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

Please state what alternatives to a temporary order have been considered: \_\_\_\_\_

\_\_\_\_\_

If the road is closed will access be maintained for:

(i) emergency services vehicles \_\_\_\_\_

(ii) pedestrians \_\_\_\_\_

I hereby apply for a temporary traffic order, as detailed in this application form and agree to abide by the terms and conditions stipulated in the accompanying Guidance Notes.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Company: \_\_\_\_\_

## List of Contacts – Aug 2011

### Rhondda Cynon Taf County Borough Council

Traffic Management - Lyn Sherwood tel. 01443 494814. / Ross Morgan tel. 01443 494827

Street Care Manager – Glenn Fortt tel. 01443 743900

Street Works Manager – Terry Walters tel. 01443 494798

Highways Infrastructure – Dan Bond (Senior Engineer – Roads) tel. 01443 494793

### Emergency Services

Andy Carter, South Wales Police - [Andrew.Carter3@south-wales.pnn.police.uk](mailto:Andrew.Carter3@south-wales.pnn.police.uk)  
Tel. 01443 657218 / 660468

Welsh Ambulance Service NHS Trust, fao Grier Talbot, Locality Ambulance Officer  
Hawthorn Ambulance Station, St Luke's Avenue, Rhydfelin, PONTYPRIDD CF37 5LH  
Tel. 01443 492986 / 01443 407591 *Mobile: 07734 073067*

[Grier.Talbot@ambulance.wales.nhs.uk](mailto:Grier.Talbot@ambulance.wales.nhs.uk)

(In Grier's absence contact Mark Jenkins tel. no. 07714069386; Julian Newton, Tel: 01443 407591 or Jason Roome)

[Mark.Jenkins@ambulance.wales.nhs.uk](mailto:Mark.Jenkins@ambulance.wales.nhs.uk) [Jason.Roome@ambulance.wales.nhs.uk](mailto:Jason.Roome@ambulance.wales.nhs.uk)

D. Bennett, Intervention Department, South Wales Fire & Rescue Service HQ, Forest View Business Park, Llantrisant, Pontyclun CF72 8LX

Tel. 01443 232276; Mob. 07747693463; Fax. 232180. [dw-bennett@southwales-fire.gov.uk](mailto:dw-bennett@southwales-fire.gov.uk)

Alternative contact is [g-tearle@southwales-fire.gov.uk](mailto:g-tearle@southwales-fire.gov.uk)

### Public Transport

RCT CBC Integrated Transport Unit – Robin Greenslade / Adrian Morgan tel 494817

Mr Dave Simms, Edwards Coaches, Newtown Industrial Estate, Llantwit Fardre, Pontypridd, CF38 2EE.

[dave.simms@edwardscoaches.co.uk](mailto:dave.simms@edwardscoaches.co.uk) tel 01443 202048 or 215290

Mr Kevin Hart, First Cymru, Heol Gwyrosydd, Penlan, Swansea, SA5 7BN.

[kevin.hart@firstgroup.com](mailto:kevin.hart@firstgroup.com) tel 01792 582233

Mr David Gee, Glamorgan Bus Co. Ltd, 11 Derwent Drive, Cwmbach, Aberdare, CF44 0LN.

[dm-gee@btconnect.com](mailto:dm-gee@btconnect.com) tel 01685 877722

Mr Kevyn Jones, Managing Director, New Adventure Travel Ltd, Unit 1 Excelsior Way, Cardiff, CF14 3AT.

[kevyn.jones@fsmail.net](mailto:kevyn.jones@fsmail.net) tel 02920 616589

Mr Clayton Jones, Managing Director, St Davids Travel, Ynysfach Yard, Taffs Well, CF15 7NT.

[claytonjones@aol.com](mailto:claytonjones@aol.com) tel 02920 886117

Mr Stephen Evans, Operations Manager, Stagecoach, Aberrhondda Road, Porth, CF39 0LN.

[stephen.evans@stagecoachbus.com](mailto:stephen.evans@stagecoachbus.com) tel **01443 687682**

Ms Carole Morgan, Operations Manager, Stagecoach, 6 Victoria Street, Merthyr Tydfil, CF47 8ED.

[carole.morgan@stagecoachbus.com](mailto:carole.morgan@stagecoachbus.com) tel 01685 388216

Mr Glyn Thomas, Thomas of Rhondda, The Bus Depot, Aberrhondda Road, Porth, CF39 0AG.

[enquiries@thomasofrhondda.co.uk](mailto:enquiries@thomasofrhondda.co.uk) tel **01443 433714 or 434695**

Group Leader Community Services, Senior Administrative Officer (Community Care)  
The Pavilions, Clydach Vale, TONYPANDY, CF40 2XX

### ***Community Transport Groups***

Accessible Caring Transport, 76 Commercial Street, Mountain Ash, CF45 3PW.

[Patriciabowen2@btinternet.com](mailto:Patriciabowen2@btinternet.com) tel 01443 478013

TraVol Community Transport, Unit 8 Maritime Offices, Pontypridd, CF37 1DZ.

[maryhughes@travol.co.uk](mailto:maryhughes@travol.co.uk) tel 01443 486872

Village and Valleys Community Transport, 43 High Street, Ferndale, CF43 4RH.

[villageandvalleys@hotmail.com](mailto:villageandvalleys@hotmail.com) tel 01443 858462