

STANDARD OPERATING PROCEDURE (SOP)

Temporary Traffic Regulation Orders (TTROs), Temporary Traffic Regulation Notices (TTRNs), Special Event Orders (SEOs) and Associated Highway Licences

Road Traffic Regulation Act 1984 (as amended)

Document Owner: Network Management Team

Service Area: Highways and Sustainable Transport

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1. Purpose

This Standard Operating Procedure (SOP) establishes the process for the assessment, approval and implementation of:

- Temporary Traffic Regulation Orders (TTROs)
- Temporary Traffic Regulation Notices (TTRNs)
- Special Event Orders (SEOs)
- Film Notices and Film Orders
- Associated Highway Licences required in connection with highway activities

The procedure supports the Council's Network Management Duty under the Traffic Management Act 2004 and ensures that temporary restrictions on the highway are managed safely, proportionately and consistently whilst minimising disruption to residents, businesses and road users.

2. Scope

Applications may be submitted for:

- Utility works
- Highway maintenance and improvement works
- Construction activities adjacent to the highway
- Activities presenting a danger to the public
- Crane operations
- Filming activities
- Street parties
- Sporting events
- Parades and processions
- Community events
- Other activities requiring temporary restrictions on the public highway

Applicants must not assume approval will be granted and must allow sufficient time for assessment and statutory processes.

3. Legislative Framework

The Council exercises its powers primarily under:

- Road Traffic Regulation Act 1984
- Traffic Management Act 2004
- Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996
- New Roads and Street Works Act 1991
- London Local Authorities legislation where applicable

TTROs and TTRNs are exempt from statutory consultation requirements. However, the Council may undertake stakeholder engagement where operationally necessary.

4. Types of Restriction

4.1 Temporary Traffic Regulation Notice (TTRN)

A TTRN may be used where:

- Immediate works are required.
- There is a likelihood of danger to the public.
- Serious damage to the highway may occur.
- Restrictions must come into force without delay.

A TTRN may remain in force for:

- Up to 21 days initially.
- One further extension of up to 21 days where legally permitted.

A TTRN shall not be used as a substitute for poor planning.

4.2 Temporary Traffic Regulation Order (TTRO)

A TTRO may be used to facilitate:

- Planned works.
- Utility activities.
- Highway maintenance.
- Construction activities.
- Filming activities.
- Other authorised activities requiring temporary restrictions.

Section 14(1) Orders

Typically used for restrictions exceeding five days and requiring statutory advertisement.

Short Duration Orders

Used where restrictions are required for up to five consecutive days.

4.3 Special Event Orders (SEO)

Special Event Orders may be made for:

- Sporting events
- Community events
- Parades
- Festivals
- Civic events
- Other organised events requiring traffic restrictions

Applications must demonstrate clear public benefit and include detailed traffic management proposals.

5. Lead Times

The following minimum lead times apply.

Application Type	Minimum Lead Time
Road Closure up to 5 days	15 Working Days
Film Notice (24-hour restriction)	15 Working Days
Road Closure exceeding 5 days	3 Months
Film Order up to 7 days	10 Weeks
Special Event Order	3 Months

Longer lead times may be required where:

- Complex traffic management is proposed.
- Strategic routes are affected.
- Multi-agency coordination is required.
- Significant public impacts are anticipated.

Applications received after the minimum lead time may be rejected.

6. Highway Licences Requiring Separate Approval

The following activities require separate highway licences in addition to any TTRO or traffic restriction:

- Compounds
- Flying compounds
- Cranes
- Cranes oversailing the highway
- Pit lanes
- Mobile apparatus

Applicants must:

- Submit the relevant application form.
- Provide supporting documentation.
- Give a minimum of 30 working days' notice.

Approval of a TTRO does not automatically grant any required highway licence.

7. Information Required

Applicants must provide sufficient information to allow assessment.

Applications shall include:

- Completed application form.
- Site location plan.
- Traffic management proposals.

- Diversion routes where applicable.
- Proposed dates and times.
- Duration of restriction.
- Details of the activity being undertaken.
- Contact details for responsible personnel.
- Risk assessments where required.
- Evidence demonstrating why the restriction is necessary.

The Council may request additional information before determining an application.

8. Standard Conditions

Unless otherwise agreed, all approvals shall be subject to standard conditions including:

- Emergency vehicle access.
- Pedestrian access.
- Disabled access.
- Access to residential properties.
- Access to businesses.
- Refuse collection arrangements.
- Advance warning signage.
- Public information requirements.
- Letter drops where appropriate.
- Diversion route implementation.
- Maintenance of traffic management equipment.
- Removal of signs upon completion.
- Protection of vulnerable road users.
- Compliance with Vision Zero principles.

9. Assessment Process

Applications shall be assessed by Network Management.

Consideration will include:

- Necessity of the restriction.
- Impact upon highway users.
- Impact upon public transport.
- Impact upon emergency services.
- Impact on residents and businesses.
- Diversion route suitability.
- Network resilience.
- Road safety implications.
- Conflicting works or events.
- Strategic route impacts.
- Compliance with legislation and Council policy.

Applications may be:

- Approved.
- Approved with conditions.
- Approved in principle.
- Deferred pending additional information.
- Refused.

10. Stakeholder Engagement

Whilst TTROs are not subject to statutory consultation, the Council may engage with:

- Transport for London (TfL)
- Emergency services
- Adjacent highway authorities
- Public transport operators
- Major landowners
- Developers
- Event organisers

- Internal Council services

Where a proposal affects the Transport for London Road Network (TLRN) or Strategic Road Network, additional approvals may be required.

11. Application Process

Applicants shall:

Step 1

Complete the relevant application form.

Step 2

Submit the application electronically to:

TrafficOrderApplications@newham.gov.uk

Step 3

The Council will assess the application and issue a pro-forma invoice where applicable.

Step 4

Payment shall be made by:

- Credit card using instructions contained within the invoice; or
- BACS transfer.

Step 5

Proof of payment shall be provided.

Step 6

Following approval and payment, the TTRO, TTRN, SEO or licence will be issued.

12. Charges

Charges are applied in accordance with the Council's approved Fees and Charges Schedule.

Charges may include:

- Administration costs.

- Order preparation costs.
- Statutory advertisement costs.
- Publication costs.
- Additional processing costs where applicable.

Current charges are published within the Council's Highways Fees and Charges Schedule.

13. Payment Requirements

No permission is granted by the Highway Authority until:

- All required documentation has been received.
- Any applicable fees have been paid.
- The TTRO, TTRN, SEO or licence has been formally issued.

Works must not commence on the basis that an application has been submitted or invoiced.

14. Emergency Applications

Where works are required urgently to address a danger to the public:

- The promoter shall contact the Council immediately.
- The promoter must provide justification for the emergency restriction.
- Supporting documentation shall be submitted as soon as reasonably practicable.
- Network Management shall determine whether a TTRN is appropriate.

Emergency procedures shall not be used where the requirement arises from inadequate planning.

15. Records and Audit

Network Management shall retain records of:

- Applications.
- Assessments.
- Approvals.
- Conditions.
- Invoices.
- Payments.
- Orders and notices issued.

Records shall be maintained in accordance with the Council's retention policies and audit requirements.

16. Review

This SOP shall be reviewed annually or when legislative, operational or organisational changes require amendment.