

City of Bradford Metropolitan District Council

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14

REQUEST FOR THE MAKING OF A TEMPORARY TRAFFIC REGULATION ORDER OR THE ISSUING OF A TEMPORARY TRAFFIC REGULATION NOTICE BY OTHER THAN THE TRANSPORTATION AND HIGHWAYS SERVICE OF THE DEPARTMENT OF REGENERATION

GUIDANCE NOTES:

- 1 To be used by an applicant external to the Transportation and Highways Service of the CBMDC Department of Regeneration, i.e. any individual, company, organisation or other CBMDC service or department, to request the making of a temporary traffic regulation order or the issuing of a temporary traffic regulation notice.
- 2 Generally, the maximum duration of an order is 18 months for roads and 6 months for footpaths or bridleways although there are provisions for extensions.
- 3 The maximum duration of a notice issued for emergency works is 5 days and it cannot be continued by any further notice. An order requires approximately 9 weeks to make but it may require longer depending upon any consultation required.
- 4 Generally, a notice can be issued immediately.
- 5 The charge for making an order is £1234.00 plus newspaper advertising charges, which are typically between £900.00 and £2300.00.
- 6 The charge for issuing a notice is £534.00.
- 7 In the case of companies or organisations external to CBMDC a purchase order should generally accompany the request but, if necessary, an invoice can be raised without one. In the case of a CBMDC department a financial code should be provided although if required a purchase order may accompany the request.
- 8 The charges mentioned above are solely for the consultative, legal, administrative, and advertising costs associated with the making of an order or the issuing of a notice and do not include any costs associated with any actual works (i.e. signing, temporary road markings, closures etc) which are the responsibility of the applicant.
- 9 A method statement, safety assessment and traffic management scheme may be requested.
- 10 In the case of closures, proper consideration must be given to the suitability of proposed alternative routes.
- 11 The person responsible for implementing and subsequently inspecting the restrictions must be suitably qualified.
- 12 Vehicular access to premises must be maintained except in exceptional circumstances or because of danger.
- 13 Pedestrian access to premises must be maintained.
- 14 Restrictions cannot be applied to pedestrians unless they are made in respect of footpaths or in exceptional circumstances or because of danger.
- 15 If it is anticipated that the restrictions will result in major traffic congestion the applicant must provide details to AA Road Watch or RAC Travel News.
- 16 In certain circumstances consideration should be given to the issue of a press or news release.
- 17 Upon receipt of a request the NRASWA Co-ordinator will undertake all necessary liaison and consultation with the Police, other emergency services, Metro and any appropriate CBMDC Councillors or Departments. All necessary liaison and consultation with all other individuals, companies, or organisations affected by the restrictions is the responsibility of the applicant.
- 18 CBMDC has a policy of consulting local communities about matters which impact directly upon the community and one of the ways that this is achieved is by means of Local Neighbourhood Forums. If it is considered that the restrictions are particularly onerous the applicant will be required to make a presentation to the appropriate Forum. The NRASWA Co-ordinator will advise the applicant if such a presentation will be necessary and will provide contact details with respect to the CBMDC Local Area Co-ordinator in order to enable arrangements to be made.
- 19 For advice or guidance or to arrange a meeting prior to submitting the request contact Network Co-ordinator email: nraswa@bradford.gov.uk
- 20 The completed request should be returned to **Network Co-ordinator, Department of Regeneration & Culture, Network Resilience & Management, 4th Floor, Britannia House, Hall Ings, Bradford BD1 1HX** and email: nraswa@bradford.gov.uk

* Delete as applicable.

Request for a Temporary Traffic Regulation ORDER / NOTICE *

Name of Company, Contractor etc	M Group Water Ltd				
Address:					
Kingston HOUSE, WOODHEAD ROAD, BIRSTALL, BATLEY, WF179TD					
Contact		Email			
Tel			Mobile		

Name of street or footpath etc to which restrictions are to apply	LOW MILL LANE	Locality	ADDINGHAM
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Location of restrictions	From	Outside Grinkdyke Cottages				
	To					
Times / Dates	Start	Date:05/01/2026	Time:08:00	Finish	Date: 23/01/2026	Time:18:00
Restrictions required (road closure, parking restrictions, weight restriction etc):						
fit a chamber as part of the Low Mill Lane scheme for Ilkley Bathing Waters improvements.						
Alternative Routes where applicable (unless included in method statement) (if necessary use 'Additional Information Section', separate sheet or provide plan):						
Old Lane, Ilkley Road and Church Street and vice versa						
Reason for restrictions	Road closure required due to location of the chamber					
Are the restrictions required for emergency reasons					NO*	
Is vehicular access to premises to be maintained					YES	
Is pedestrian access to premises to be maintained					YeS	
Are the restrictions to apply to pedestrians					NO*	
Is major traffic congestion anticipated as a result of the restrictions					NO*	
Have all, companies or organisations etc affected by the restrictions been consulted					No	
If yes please provide details (unless included in method statement) (if necessary use 'Additional Information Section' or separate sheet):						
Are local residents to be advised of the restrictions					YES	
Signing to give prior warning of restrictions to be displayed (usually one week in advance)					Yes	
Are details to be provided to AA Road Watch or RAC Travel News					NO*	
Is a press or news release to be made					NO*	
Order No	MWS00147660	Financial Code (CBMDC only)				
<u>Invoice details (mandatory):</u>						
Company: MGroup Ltd						
Address: Abel Smith House, Gunnels Wood Road, STEVENAGE, Hertfordshire SG1 2ST						
Tel:						
Company email:						
<u>Additional Information:</u>						

Signed		Print name	
Position	Senior Streetworks Co-ordinator	Date	22/09/2025