



Application for a Temporary Road Closure or Traffic Restriction

(Temporary Traffic Regulation Order)

Guidance notes and conditions

You will need to complete the TTRO application form for permission to close a highway or impose traffic restrictions upon a highway for the purposes of roadworks, staging a special event (e.g. a parade or race).

For roadworks or construction – you must ensure that a road closure is necessary, and all alternative options have been considered e.g. can temporary traffic signals or an alternative construction method be used?

Applications for Temporary Traffic Regulation Orders are only accepted if there is no other possible way of undertaking the work. Temporary road closures will not be approved solely for the use of a welfare unit or for materials to be stored on the highway.

Notice Periods

Closing a road takes time and needs to be co-ordinated effectively. We will need to consult and inform people as well as advertise the closure following a timescale set out by law. For this reason, we must insist on minimum notice periods:

For planned works affecting the highway

The start date must be at least SIX WEEKS from the date that the application form is sent to Wigan Council. You must have agreed the proposed dates with Wigan Council's Streetworks team and in most cases obtained a permit number, before applying for the Temporary Closure order.

Emergency closures

If something has happened that is likely to cause a danger to persons or property on or next to the public highway and the road needs to be closed, please contact us immediately at streetworks@wigan.gov.uk or telephone 01942 489306.

Filling in the Application Form

The location and extent of the proposed temporary road closure or restriction needs to be explained as clearly as possible. An understandable plan showing the area of the closure should be included with the application form, especially if the exact extent of the Temporary Order cannot be accurately described in words.

You will need to specify if the Temporary Order will affect vehicles only, vehicles and pedestrians or pedestrians only. Quite often pedestrian access can be kept when undertaking works on the highway, but for works such as demolition, it is normally necessary to prevent access to both vehicles and pedestrians to ensure safety. A brief description of the works or event needs to be given as the reason for the temporary traffic order. The duration should be given in days or weeks if the number of days is greater than 28.

Traffic Management

You must provide enough information as possible to explain how traffic will be managed.

Traffic Management plans and diversion routes must be provided and approved by traffic engineers before application can be processed.

Consulting affected people.

It is your responsibility to undertake sufficient consultation with affected properties/businesses and let them know, in advance, of any road closure. Alternate access arrangements should be arranged with any affected parties.

Costs

For planned works affecting the highway - the cost is £1,450.00

For an emergency closure notice - the cost is £665.00

Preparation of diversion and signing schedule – price on asking

These prices are valid until 31 March 2026

It is your responsibility to supply a Traffic Management Plan, (showing the schedule, drawings, details of all traffic signs needed to show the temporary road closure and diversion routes)

How to pay

Please pay online via Wigan Council's web pages. The TTRO will only be processed once payment is received.