

**Proposed Decision to be taken by the  
Portfolio Holder for Transport and Planning  
on or after 23<sup>rd</sup> May 2014**

**Proposed Increase in the Cost of Temporary Traffic Regulation  
Orders and Emergency Orders**

**Recommendation**

That the Portfolio Holder for Transport and Planning approves:

- 1) The increase of the fee for a Temporary Traffic Regulation Order from £500 (plus the costs of advertising the order) to £1,300, inclusive of advertising costs with immediate effect; and
- 2) The increase in the fees for Emergency Orders from the current rate of £250, to £650.

**1.0 Key Issues**

- 1.1 Temporary Traffic Regulation Orders (TTRO) processed under Section 14 of the Road Traffic Regulation Act 1984 allow Highway Authorities to close roads, restrict flows or impose speed limits on a temporary basis for safety reasons whilst roadwork's are being carried out on a street. These are almost exclusively required by utility companies as a result of works to maintain their apparatus in a street.
- 1.2 The fees charged for a TTRO have remained unchanged for a number of years.
- 1.3 The current practice is to charge a fee of £500 for the administrative cost of the Order and then invoice separately for the actual costs of the advertising when these are known. The process of sending the separate invoice for the advertising costs has caused some delay in payment being received from utility companies. This then entails follow up work from this authority to recover the debt, which is an extra cost to the authority.

**2.0 Proposal**

- 2.1 An analysis of the end-to-end process involved in drawing up the Order and advertising and has concluded that to have one fee for all costs would be beneficial. We have discussed this with the utility companies, who are the customers for this service, and they have indicated that they would prefer the new arrangement as it gives them certainty of cost and makes it easier for them to plan.

- 2.2 Charges levied by other authorities are listed in Table 1. It can be seen in Table 1 that there is a mixture of costs and processes, but that the majority have a one-off fee which includes advertising.

Table 1

County	Full Order Closures	Emergency Closures
Staffordshire	£895.00 + advertising	£426.00
Shropshire	£1250.00 inc advertising	
Worcestershire	£1325.00 inc advertising	£500.00
Gloucestershire	Under Review at this time	
Oxfordshire	£890.00 + advertising	£450.00
Northamptonshire	£1375.00 inc advertising	£750.00
Leicestershire	£650.00 + advertising	£500.00
Stoke on Trent	£1100.00 inc advertising	small admin fee and advertising
Telford & Wrekin	£1250.00 inc advertising	£850.00
Solihull	£1485.00 inc advertising	£500.00
Coventry	£2150.00 inc advertising	£275.00

- 2.3 An assessment of the work involved in processing an order has concluded that we need to increase the fee to cover our reasonable costs to **£1,300**. The cost of processing a traffic regulation order is broken down as follows:-

Average cost of advertising the order adverts)	£650 (to cover two sets
Administrative charge for the order, including all legal charges.	£550
Computer Hardware/software and support	£75
Notice posting on street, including all necessary checking and travelling time.	£25
<b>Total £1,300</b>	

- 2.4 The cost of an Emergency Order would be increased in line with the above proposal, but will be a lower fee because an Emergency Order is not advertised and no notices are posted on street. Should there need to be a notice held on site, the utility concerned can either request an electronic copy for printing in their offices or collect a hard copy from the County Council's offices. Therefore the cost of an Emergency Order would be made up as follows:

Administrative charge for the order,  
including all legal charges. £550

Computer Hardware/software and support £75

**Total £625**

### **3.0 Timescales associated with the decision and next steps**

3.1 It is proposed to implement the new charges with immediate effect.

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