



**TEMPORARY TRAFFIC REGULATION ORDER APPLICATION FORM  
TOWN AND POLICE CLAUSES ACT 1847**

For temporary road/footpath closures to control traffic and crowds during a public non-profit event. Please arrange for a temporary traffic order to be advertised in accordance with the following details:

**CONTACT DETAILS**

**Please note the applicant's name and telephone number may be published as a point of contact within a press advert if required.**

<b>Event title</b>	
<b>Applicant's name</b>	
<b>Applicant's address</b>	
<b>Contact telephone number</b>	
<b>E-mail address</b>	

**DETAILS OF PROPOSED TEMPORARY TRAFFIC ORDER**

<b>Type of temporary order</b>	<b>Road Closure</b>
<b>Reason(s) for the order</b> Type of event – brief description	
<b>Road to be closed</b>	
<b>Town/Village</b>	
<b>Extent of closure (from point A to point B)</b> e.g., outside number 2 to number 5	
<b>Diversion route(s) if applicable</b> Please list all roads in diversion route	
<b>Date(s) of proposed order</b>	
<b>Duration of the order:</b>	<b>From</b>
	<b>Until</b>

	Tick box to confirm detailed plan indicating exactly where the closure is to take place and any diversions (where relevant) has been attached to the application.
	Tick box to confirm risk assessment and public liability insurance has been attached, if required.
	Tick box to confirm applicant has contacted the Events Team at <a href="mailto:events@basingstoke.gov.uk">events@basingstoke.gov.uk</a> .

**Please allow a minimum of six weeks for the application to be processed. The event must not take place until confirmation has been received from the Events Team and Engineering Team.**

**Privacy Notice**

*Basingstoke and Deane Borough Council is the data controller for the personal information you provide on this form. You can contact the council by phone on 01256 844844, via email to [customer.service@basingstoke.gov.uk](mailto:customer.service@basingstoke.gov.uk) or by writing to us at Civic Offices, London Road, Basingstoke RG21 4AH. The council's Data Protection Officer can be contacted at [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk)*

*The personal information you provide will be used to process your application for a temporary traffic order. It is necessary for you to provide this information to us so that we can process your application.*

- We may share your information with other teams within the council and County Council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so*
- Your name and contact details will be published on the temporary traffic regulation order notice advertised in press and on site.*
- We will not disclose any information to other organisations unless we are required by law to do so or to prevent fraud*
- Your personal details will only be held as long as is needed for this purpose and in accordance with our retention policy*

*For further details on how your information is used; how we maintain the security of your information and your rights, including how to access information we hold on you and how to complain if you have any concerns about how your personal details are processed, please visit [www.basingstoke.gov.uk](http://www.basingstoke.gov.uk) or email [dpo@basingstoke.gov.uk](mailto:dpo@basingstoke.gov.uk).*

<b>FOR OFFICIAL USE:</b>				
<b>Length of order:</b>				
Fees to apply	Standard Technical	1no.	£0	£0
	<b>TOTAL (Town and Police Clauses Act 1847)</b> <i>NB formal public advertisement by Press Notice is usually not required. However, costs will be recovered as necessary.</i>			<b>£0</b>
<b>I confirm that this application has been approved and the temporary road closure requested should be developed.</b> <b>Print name:</b> <b>Date:</b>				