



Havering

LONDON BOROUGH

Temporary Traffic Order Application Road / Footway Closure

New Roads & Street Works Act 1991 / Traffic Management Act 2004

2025 / 2026 – Charge within this period apply below

Contractor Name & Reference: (Contractor who is carrying out works) :	
Contractors full address:	
Telephone numbers:	Day: Evening/out of hours:

I hereby request the London Borough of Havering to give permission for a road closure notice, details of which are given below, and understand that this application must be received by the council at least **eight weeks** before the proposed date of the road closure.

Location: Exact address of road with to and from points, i.e. junctions and/or house numbers etc.	
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A Traffic Management plan showing the area must be included with this application. It should clearly show the boundary of the proposed work area, and the locations of all temporary barriers and road signs. Also, a suitable scale plan should be included showing the proposed diversion route for vehicles and pedestrians. Adherence to this scale plan will form part of the licence agreement and any required changes by the applicant may result in the need for a new application being made along with the associated fees.

Duration of proposed road closure:		
Estimated start date:	Estimated end date:	
Estimated start time:	Estimated end time:	
24 hour Emergency contact for duration of works/out of hours:	Name: Telephone No:	

Important:

You have no authority to open up, excavate or obstruct any highway maintained by the London Borough of Havering until informed so in writing by the aforesaid London Borough Of Havering.

Reason for road closure.	
Diversion Route	

**Payment of fees – £2,825 as set out below (emergency is half price)
(Prices set as of 1st April 2025 to 31st March 2026, please contact LBH regarding fee's/charges if they are outside of the above prescribed dates)**

- Payment Method:
- By card payment – Jack Richardson – 01708433476, Manisha - 01708 433 937
- By invoice or bacs – please contact us NRSWA@havering.gov.uk
- **Cheques are no longer accepted**

A part Fee may be refunded if your application is refused or cancelled however charges may apply if the notice has already been sent to legal and/or advertisement.

Please note: Failure to provide payment will prevent this application from being processed, please see payment or invoice details above.

Signed by applicant: _____

(Print Name) _____

Date: _____

Please ensure that all sections have been completed as failure to provide this information will result in a delay in processing your application.

London Borough of Havering
NRSWA Section,
Town Hall, Main Road
Romford, Essex
RM1 3BB
✉ NRSWA@havering.gov.uk

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