



Standing Advice

Transport Development Management

March 2023

If you have any queries regarding the information contained within this document, please contact Transport Development Management by emailing transportdm@bristol.gov.uk

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Introduction

Transport Development Managements (TDM) Standing Advice comprises the standard details referred to by the TDM Team. **It is for internal use only.**

Standing Advice provides guidance to Development Management to allow you to determine minor planning applications where TDM has indicated that Standing Advice should apply.

Please Note: The granting of planning permission does not absolve the applicant from obtaining the necessary licences required to work on or adjacent to the adopted highway. These can be found online at www.bristol.gov.uk/highwaylicences

Application Consultation Procedure

All applications must be sent via Uniform to the TDM Coordinator who will either:

- 1) Allocate the case to a member of TDM where a bespoke response is required.
- 2) Inform you that Standing Advice applies.

Standing Advice is likely to apply (but is not limited to) the following:

- a) Householder extensions.
- b) Householder applications.
- c) Up to four dwellings.
- d) Changes to parking arrangements.
- e) Non-digital advertisements and signs.

If Standing Advice is applied but you have significant concerns, please consult TDM for further advice. Examples where this is relevant (but is not limited to):

- a) Where there is sizeable objection from residents/ward members.
- b) Where the scheme is required to be heard at Development Control Committee.
- c) Where you require further input to justify a reason for refusal.

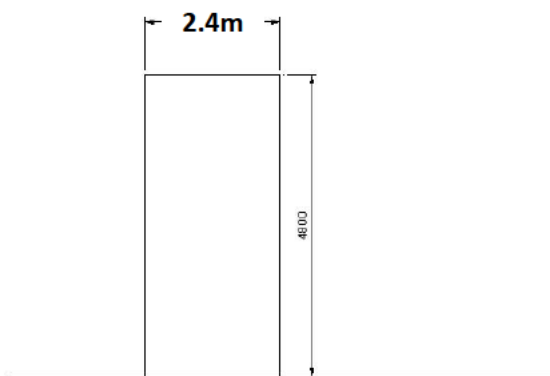
Should you have any queries about how to apply standing advice to an application or have further queries, TDM hold weekly surgeries from 10am to 12pm, each Tuesday at City Hall or via Teams.

Driveways

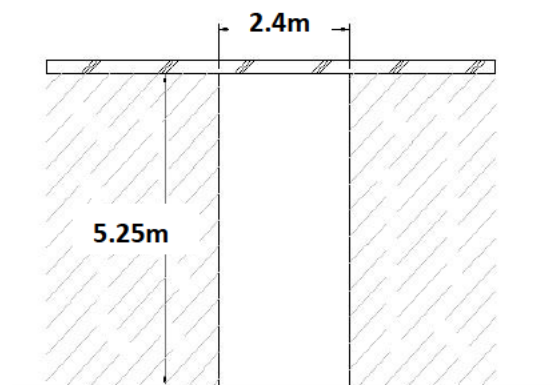
Dimensions

Driveway dimensions should meet the following requirements:

Car Park Space	Dimensions
Single car parking space	2.4m wide x 4.8m long
Double car parking space	4.8m wide x 4.8m long
Car space abutting a structure e.g., walls, fences, and buildings	0.45m wide buffer adjacent to every structure (side and/or rear) to allow for clearance. 1.2m wide buffer for pedestrian/cycle/bin access.



Single car parking space



Single car parking space abutting a structure

Parallel Driveways

Parallel driveways that run the full width of a site are **not** acceptable because they pose a risk to pedestrians through excessive manoeuvring.

Visibility

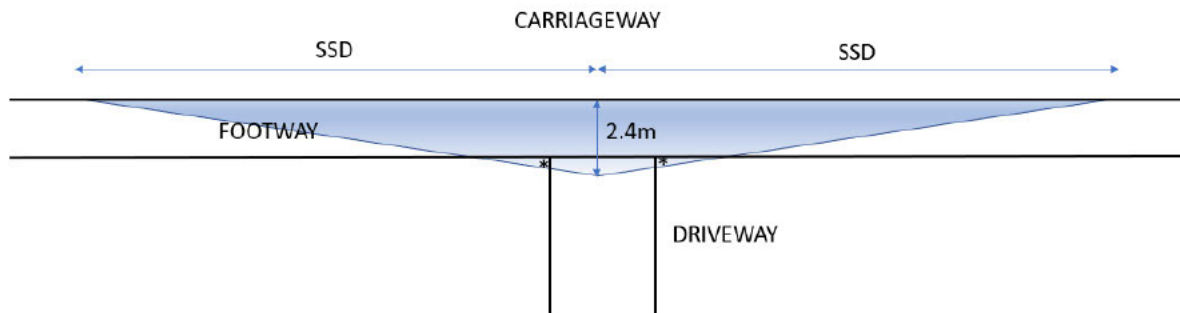
Vehicular Visibility

To ensure motorists have a clear unimpeded view from a driveway, every application must be accompanied by a general arrangement plan which shows vehicular visibility splays, as set out in the diagram below.

The length of the splay is determined by the speed of the road and is based on the time it will take a vehicle to come to a safe stop. This is known as a sight stopping distance (SSD). The higher the speed the longer it will take to stop, so the longer the splay. The splays are set out in the table below. If you are unsure which splay to use, please contact TDM for advice.

The area between the driveway and the footway/carriageway, as shown by the star must be kept clear. Any structures such as fencing, boundary walls or landscaping must be no more than 0.6m high, as set out in **Manual for Streets**. This is to ensure that a motorist emerging onto the adopted

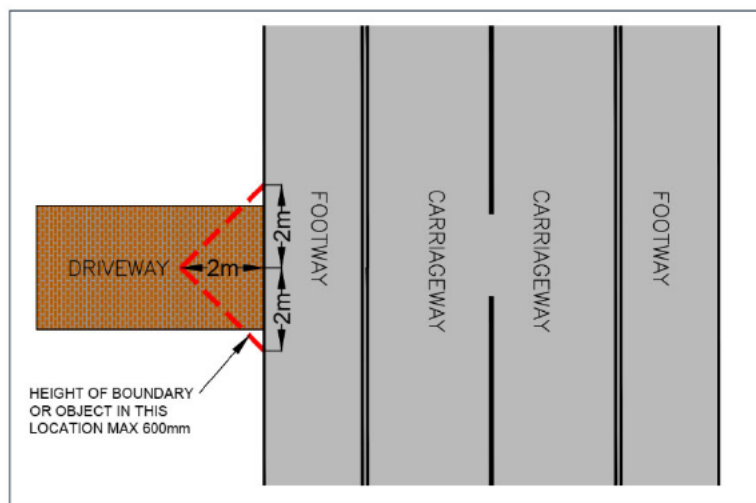
highway has a clear view of approaching pedestrians/vehicles. Applicants must provide a plan indicating the required visibility splay. The splay is 2.4m from the back edge of the carriageway.



MPH	Sight Stopping Distance (m)
20	25
30	43
40	65

Pedestrian Visibility

To ensure that motorists have a clear unimpeded view of approaching pedestrians when emerging onto the adopted highway, a 2m wide x 2m wide pedestrian inter-visibility splay to the back edge of the footway must also be provided as shown in the diagram below.



Vehicle Turning Facility

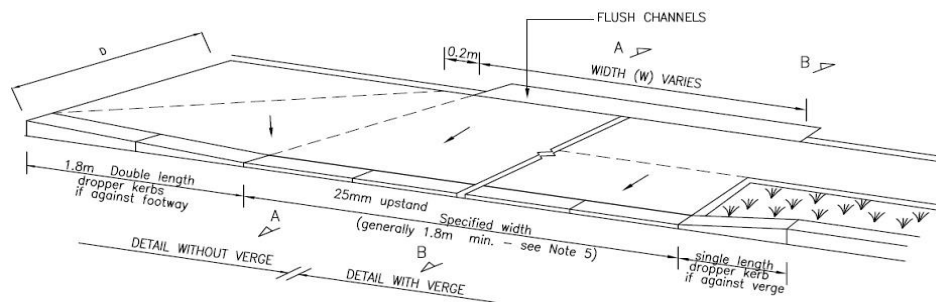
Where a driveway is on a classified road (A, B or C road), a vehicle turning facility, such as the one shown in the image below, is required. This is so that vehicles can turn around within the site and avoid reversing back out.

Swept path analysis, which shows the path a vehicle takes, must be submitted as part of the application to demonstrate the turning manoeuvre is possible.



Drop Kerb & Crossover Details

To access a driveway a dropped kerb and vehicle crossover need to be installed. To do this the applicant will need to obtain a combined Section 171/184 Licence which can be found on the council's website at: www.bristol.gov.uk/highwaylicences A typical dropped kerb is shown in the diagram below.



Formation & Construction

Driveways must be constructed from consolidated materials such as porous asphalt, concrete blocks, concrete, or clay block permeable paving.

Grasscrete must not be used. Neither must loose stone, gravel or shingles as they will be carried onto the carriageway and over time damage its surface.

Drainage

Suitable drainage such as a channel drain, as shown in the images below, must be provided at the point of access. This is to prevent the discharge of any surface water onto the adopted highway.



Access Gates

Manually operated gates should only be installed where traffic and pedestrian flows are low, to reduce the time a vehicle would obstruct the carriageway/footway whilst opening them. The gates must be designed to only open inwards. Additional space will be required to allow this. Electronic gates may be acceptable subject to a long-term maintenance plan.

New Driveways within Residents Parking Schemes (RPS)

When a driveway is permitted in a RPS it is the responsibility of the applicant to request any on-street parking bays to be removed by amending the scheme's Traffic Regulation Orders (TRO). To do this they need to email respark@bristol.gov.uk.

Please note that removing any on-street parking will only be considered during the next RPS review which is subject to statutory public consultation and cannot be guaranteed.

Conditions & Advices

Conditions

- C7A Completion of Vehicular Access – Shown on approved plans
- C8 Completion of Pedestrians/Cyclists Access – Shown on approved plans
- C9A Installation of vehicle crossover – Shown on approved plans
- C10A Reinstatement of Redundant Accessways – Shown on approved plans
- C12A Completion and Maintenance of Car/Vehicle Parking – Shown on approved plans
- C13 Completion and Maintenance of Cycle Provision – Shown on approved plans
- C32 Provision of Pedestrian Visibility Splays
- C33 Provision of Vehicular Visibility Splays

Please Note: For C33 you will need to add the splay which can be found in the table within the visibility section.

Advices

- I053 Excavation Works on the Adopted Highway
- I046A New driveway in a Residents Parking Scheme or a Proposed Parking Scheme

Garages

Garage Type	Internal Dimensions
Single	3m (wide) x 6m (long)
Double	6m (wide) x 6m (long)

If the garage will be accessed directly from the adopted highway, roller shutter or sectional doors, as shown in the images below, must be provided to prevent any overhanging that would be caused by normal push up/over doors. Within conservation areas or for listed buildings timber doors are acceptable.



Conditions

When determining an application related to a garage the following conditions should be used where appropriate:

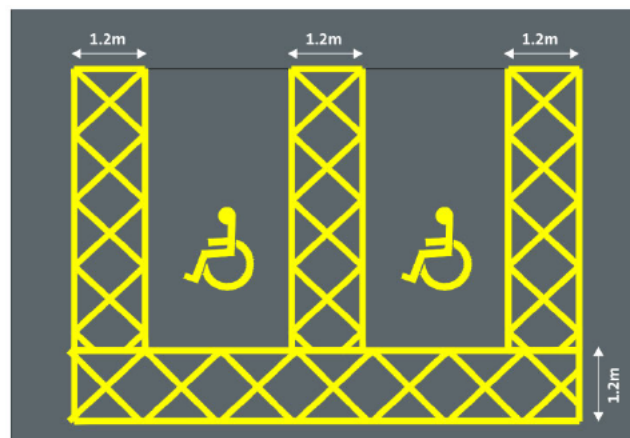
- C37 Garage Doors Abutting the Adopted Highway
- D21 Retention of Garage/Car Parking Space(s)

Parking Bays

Disabled Parking Bays

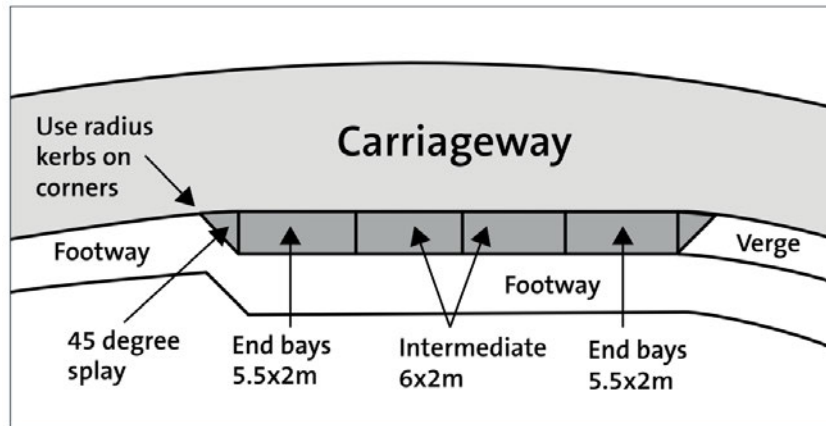
Disabled parking bays must:

- Be a minimum of 2.4m wide x 4.8m long;
- Have a side and rear hatched area 1.2m wide to provide additional room for anyone in a wheelchair or with a mobility impairment to access their vehicle;
- Be clearly marked and signed.



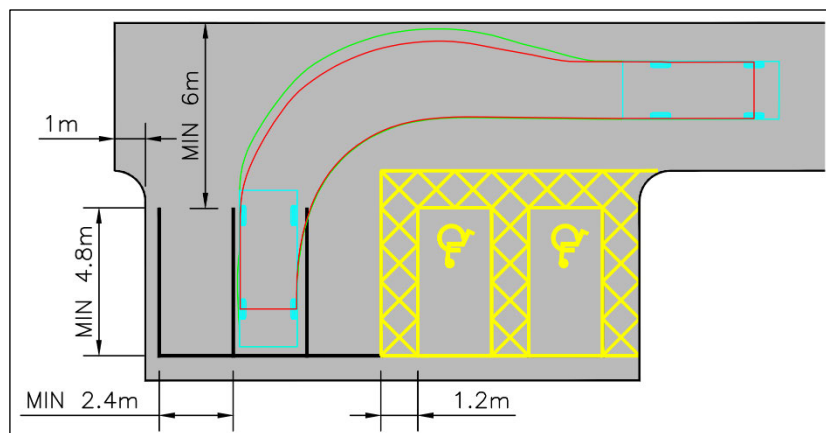
Parallel Parking Bays

Parallel parking bays must be a minimum of **2m** wide x **6m** long. Where the bays are set back within the footway any end bays must be at least **5.5m** long with **45°** splays to enable vehicles to be able to easily manoeuvre in/out.



Communal Parking Areas

Parking bays at right angles should be **2.4m** wide x **4.8m** long with **6.0m** in front (or separating bays where they face each other) and **0.45m** behind (to allow vehicle overhang).



Conditions

When determining an application related to parking bays the following conditions should be used where appropriate:

- C12A Completion and Maintenance of Car/Vehicle Parking – Shown on approved plans
- D20 Protection of Parking and Servicing Provision
- D21 Retention of Garage/Car Parking Space(s)

Car Free or Low Car Developments

In order to manage the demand for on-street parking within the Central Parking Zone (CPZ) and Residents Parking Schemes (RPS), residents of any new/converted properties are ineligible for residents and visitors parking permits. Following advice from Legal this can only be implemented via the planning process.

When assessing an application please check to see whether it is within either the CPZ or one of the RPS. You can do this by selecting the Forward Planning followed by the Constraints tabs on Uniform. If the development meets any of the following criteria please apply **Advice I044A Restriction of Parking Permits – Existing Controlled Parking Zone/Residents Parking Scheme**. This is essential as without this Parking Services cannot restrict the issuing of permits.

- A property is to be subdivided to create an additional dwelling(s). (This includes the conversion of a house to flats/HMO as well as an HMO into flats).
 - **Only residents of the existing property can apply for permits.**
- An entirely separate dwelling(s) is to be constructed within the curtilage of an existing dwelling(s).
 - **Only residents of the existing property can apply for permits.**
- An industrial or commercial property is to be converted into residential use under permitted development.
- A garage is to be converted into a habitable space or a driveway is removed, thereby displacing a vehicle onto the adopted highway.
- A property will be an HMO, sheltered housing scheme, supported living scheme or used to house students.
- Off-street parking is to be provided.

If you have any questions please contact Stephen Rockey.

Cycle Parking

Cycle parking requirements are set out in **Appendix 2** of the **Bristol Local Plan: Site Allocations & Development Management Policies (Adopted July 2014)** which can be found online at: www.bristol.gov.uk/planning-and-building-regulations/local-plan

Short Stay Cycle Parking

Short stay cycle parking is for customers/visitors and should:

- Be located less than **15m** from the building's main entrance and be well overlooked;
- Be well illuminated and covered by CCTV (where appropriate);
- Afford level access and not involve the need to climb any steps;
- Consist of Sheffield Stands, which must be positioned to ensure there is adequate clearance;
- Be well signed;
- Any gates or footpaths that cyclists will use must be at least **1.2m** wide. Doors or gates should be constructed to Secured By Design Standards and footpaths should be suitably illuminated.

Long Stay Cycle Parking

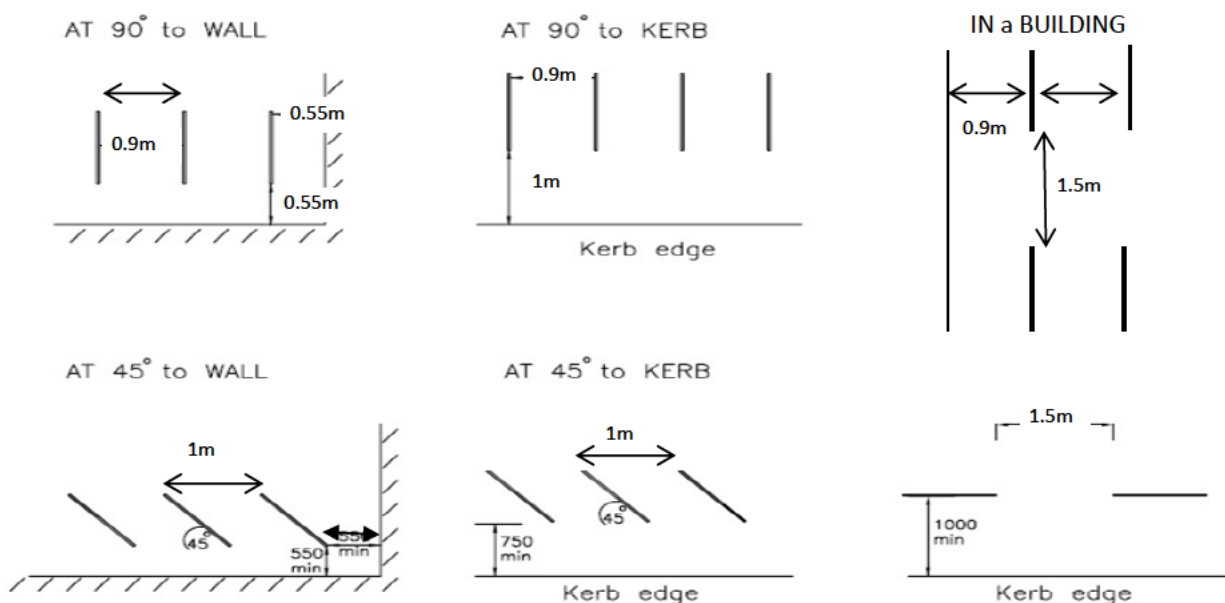
Long stay parking is for regular users of a building such as staff or residents and should:

- Be fully enclosed, covered and secure;
- Be well illuminated and covered by CCTV (where appropriate);
- Be located either within the curtilage of the application site as close to the main entrance of the building as possible or within the building itself;
- Afford level access and not involve the need to climb any steps/stairs or the need to carry cycles through the building as this is unhygienic and requires a certain amount of physical strength;
- Be accessed via a straight route or demonstrate that any corners can be easily negotiated by a cycle;
- Only be located on the ground floor unless there is a lift which is at least 1.2m x 2.8m to accommodate cycles;
- Consist of Sheffield Stands. For residential accommodation every dwelling must have access to at least one Sheffield Stand space. Where dwellings have two or more bedrooms additional space can consist of good quality two tier racks and adequate space to operate them. Under no circumstances is vertical, angled or hanging storage acceptable.
- Be well signed.
- Any doors, gates or footpaths that cyclists will use must be at least 1.2m wide. Doors or gates should be constructed to Secured By Design Standards and footpaths should be suitably illuminated.

Sheffield Stands

- Be constructed from 35mm to 50mm thick Ferrocast or stainless steel tubing;
- Feature a contrasting strip in black or white tape or paint (as appropriate) 0.15m wide and starting 0.15m above ground level;
- Measure between 0.65m to 0.8m long x 0.7m to 0.8m high;
- Be set in Concrete ST2 (with rapid hardener) of at least 0.3m deep x 0.3m wide.

Sheffield Stands should be laid next to the kerb edge or within a building as follows:



Conditions

When determining an application related to cycle parking the following conditions should be used where appropriate:

- C8 Completion of Pedestrians/Cyclists Access – Shown on approved plans
- C13 Completion and Maintenance of Cycle Provision – Shown on approved plans

Waste

- Full information on what waste and recycling facilities must be provided can be found in **Waste and Recycling: Collection and Storage Facilities – Guidance for Developers, Owners and Occupiers** which is available on the council's website at: www.bristol.gov.uk/planning-and-building-regulations/supplementary-planning-documents You can contact Bristol Waste by emailing: BWCPlanning@bristolwastecompany.co.uk

Planning & Design

- Any application must make provision for the storage for recyclable materials, refuse and in the case of flatted developments bulky waste.
- Any site/floor plans submitted must clearly identify:
 - The location, layout and design of the internal or external bin store including where the various containers required will be placed, including any separate stores for clinical waste and bulky waste etc;
 - The proposed access and collection routes for collection vehicles (including swept path analysis), crews, residents and staff, as well and distances between vehicle collection points and storage areas;
 - Where the containers will be left for collection if waste storage facilities cannot be provided which are not directly accessible from the kerbside.
- Bristol Waste can access private roads if they are deemed acceptable by TDM and the applicant is willing to enter into an Indemnity Agreement.
- As the council has a statutory duty to collect residential waste from all council tax payers, private waste collections are not permitted for residential developments. The only exception to this is where a site or building already has them in place.

Residential Developments

Houses, HMOs, and Buildings with Less than 15 Flats/Bed Spaces

- For individual houses or flatted developments of fewer than 15 flats/bed spaces a kerbside collection service is standard. Storage must be provided for the following containers.

Container	Volume (Litres)	Width (mm)	Depth (mm)	Height (mm)
Refuse Bin	180	578	740	1,070
Green Recycling Box	55	385	630	355
Black Recycling Box	45	385	630	290
Food Waste Bin	23	320	400	405
Kitchen Caddy	5	250	205	205
Blue Sack	90	450	450	450

- The green and black boxes, kitchen waste bin and cardboard sack will be collected every week. Refuse will be collected every fortnight.
- Where there are more than six flats communal storage is appropriate. Rather than issuing the containers listed above to every flat a number of boxes suitably labelled “Plastic/cans,” “Glass,” “Paper” and “Card” must be provided in addition to bins for food waste and refuse. You can calculate the number of bins/boxes/sacks required using the **Bin Calculator**, a spreadsheet available from Bristol Waste. The boxes should be placed on shelves no higher than 0.5m. Garden waste and composting should also be considered where properties have gardens.
- To avoid Houses in Multiple Occupation (HMO) having multiple bins/boxes, one set of the containers listed above must be supplied for every three bedrooms the building contains. For example, if the HMO has six bedrooms two sets of containers must be supplied and so on.

HMO’s and Buildings with More Than 15 Flats/Bed Spaces

- Flatted developments where there are more than 15 flats/bed spaces can best be served by communal waste storage arrangements. Storage must be provided for the following containers.

Material	Standard Container Size (Litres)	Width (mm)	Depth (mm)	Height (mm)	Volume Per Unit – Residential (Litres)	Volume Per Bed Space – Students (Litres)
Plastic/Cans	360	680	880	1,100	15	10.6
Glass	240	580	730	1,060	3	2.8
Paper	240	580	730	1,060	2	0.9
Card	1,100	1,250	980	1,470	18	9.4
Food	140	480	560	1,060	4	2.3
Refuse	1,100	1,250	980	1,470	63	38.9

- Containers will be collected directly from the bin stores where they comply with the bin store design and access standards for crews and vehicles. If this is not possible a suitable collection point consisting of a hardstanding must be provided adjacent to the adopted highway.
- You can calculate the number of bins/boxes/sacks required using the **Bin Calculator**, a spreadsheet available from Bristol Waste.

Commercial Developments

- As commercial waste is collected privately it must be stored separately to domestic waste.
- Stores should be large enough to be able to accommodate all the waste that will be generated by the development. Containers must not be left on the adopted highway, apart from on the day of collection.

Bin Storage Design

Stores must be:

- Located off the adopted highway, out of public view, directly accessible from the street with level access and easily accessible to residents.
- Suitably screened, ventilated and secure to prevent access to scavenging pests, vandalism, and unauthorised use.
- Separate from cycle storage, car parking and key circulation areas.
- Large enough to incorporate storage for the composting/collection of garden waste where applicable.

In addition to the above communal stores must:

- Be located nearest to where the collection vehicle will stop.
- Feature doors at least **1.5m** wide which have catches to hold them open, but which do not open directly onto the adopted highway. If this is not possible sliding doors are permissible.
- Suitably signed with information provided to each resident setting out how to dispose of their waste.

Dwellings must:

- Incorporate a hardstanding to enable bins/boxes to be left for collection, if the footway in front of the property is narrow. Where communal stores are proposed the footway must feature a dropped kerb to enable four wheeled bins to be easily manoeuvred to the collection vehicle.

Residents must:

- Not have to wheel/carry bins/boxes more than **30m**, as per **Manual for Streets** and **The Building Regulations Approved Document H - Drainage and Waste Disposal (2015 edition)**.

Access Requirements For Crews

- Refuse and recycling will not be collected from driveways. In such cases it must be placed adjacent to the adopted highway for collection.
- Any footpaths between the bin store and the collection vehicle must be at least **1.5m** wide and be completely free from obstructions such as kerbs/steps.
- In accordance with the Health and Safety at Work Regulations the maximum push/pull distances for crews are:
 - 180ltr bin is **15m**;
 - 600ltr or 1,100ltr (four wheeled) bin is **5m**.
 - Sacks and recycling boxes are **10m**.

Access Requirements For Vehicles

- Bristol Waste operate three main collection vehicles. Refuse and Romaquip trucks are used for kerbside collections and a Toploader® is used for flatted developers where there are large communal stores.
- Refuse lorries:

- Are **2.5m** wide x **11.4m** long. If there is any concerns about them being able to safely access a site, swept path analysis must be provided.
- They cannot reverse more than **12m**.
- They need a safe operating distance of **1.6m** behind them for the bins and a further **2m** for the crews to stand.
- Toploader®:
 - Are **2.50m** long x **8.38m** long. They require a safe operating distance to the side and rear of **2.65m** for the bins to be lifted up into the vehicle.

Conditions & Advices

Conditions

- C5A Implementation/installation of Refuse Storage and Recycling Facilities
- C41 Waste Management Plan

Advices

Access to Private Roads for the Collection of Domestic Waste

The development hereby approved includes private road(s). You are advised that you will need to provide an indemnity to Bristol City Council before waste can be collected from households served by these road(s). As the collection of domestic waste is a statutory requirement, the use of private waste contractors is not permitted. Contact Bristol Waste at BWCPPlanning@bristolwastecompany.co.uk

Advertisements & Signage

- Any proposed advertisements/signs must not:
 - Resemble existing traffic signs;
 - Distract or confuse motorists;
 - Obstruct or impair sight-lines on corners, bends or at a junction, or at any point of access to the adopted highway;
 - Overhang the adopted highway without a relevant licence.
- Any proposed advertisements/signs must:
 - Be maintained in a condition that does not endanger members of the public;
 - Have have a minimum clearance of **2.4m** above the level of the adjoining footway and shall not project closer than **0.45m** to the carriageway edge (30mph), **0.60m** (40mph) and **0.90m** (50mph).
 - Be finished and thereafter retained in non-reflective materials so as not to dazzle or distract motorists.
- Any proposed illuminated advertisements/signs must be designed so that:
 - No part of the source of the illumination shall at any time be directly visible to users of adjacent adopted highway;
 - Static illumination is provided and shall not feature intermittent or flashing lights;
 - The level of illumination shall not at any time exceed **600cd/m²** during the daytime and **300cd/m²** after dusk;
 - Moving features shall not be provided.
- Please consult TDM regarding any application for any digital advert or digital video display in a shop window.

Conditions

- D6 Standard Advertisement Conditions
- D6A Standard Advertisement Time Conditions

Emergency Vehicles

Manual for Streets and Building Regulations 2010 - Approved Document B (Fire Safety) Volume 1 & 2 sets out that:

- A fire pump must be able to get within **45m** of all points inside a house or each flat of a block measured along the route of the hose or provide fire mains;
- Whilst a width of **2.75m** can accommodate a moving fire tender, a width of **3.7m** is required to allow fire crews to operate the machinery on the fire tender.

Avon Fire & Rescue Technical Fire Safety Contact

- Richard Bobruk, Watch Manager, Technical Fire Safety, Telephone: **0117 9262061** Extension: **561**, Mobile: **07796 458020** Email: **Richard.Bobruk@avonfire.gov.uk**

Retaining Structures

- If when assessing the application, you find that they propose to demolish an existing structure or construct a new one that is within **6m** of the adopted highway (and outside of this limit where the failure of such structures would affect the safety of highway users), such as retaining walls, cellars, basements (including hatches in the footway for pubs or light wells) please consult TDM.
- It is likely that the structure will require Technical Approval, which will be assessed by Highways Bridges & Structures Team. This is subject to a separate fee and process. Whilst this can be conditioned, no work can commence on site until Technical Approval has been given in the form of a Design & Check Certificate.

Conditions & Advices

Conditions

- B36A Structure Adjacent To/Within 6m of the Highway

Advices

- I059 Structure Adjacent To/Within 6m of the Highway

Vegetation

- Roots or overhanging vegetation must not obstruct or damage the adopted highway.
- Planting schemes (especially those with trees) must allow sufficient protection from root damage, as well as sufficient clearance from the adopted highway that seasonal vegetation growth will not become an issue.

Conditions

- D28 Landscaping (Planting) Works
- D29 Hard and Soft Landscaping Works

Construction Management Plans

- Where an application site is next to a classified road, a school, on a narrow road (which will make access for the delivery of materials and the collection of waste difficult) or where parking is constrained a Construction Management Plan (CMP) must be requested.
- All CMP's will be assessed by Highways Network Management Team. However, they must first be submitted to TDM and any enquiries must be directed through TDM.

Conditions & Advices

Conditions

- B3A Construction Management Plan
- B38 Construction Management Plan – Major Developments

Advices

- I043A Impact on the highway network during construction

Memorandum of Understanding (MOU)

Where planning permission is granted for an internal housing scheme or major project, such as the Bristol Beacon, we cannot enter into a Section 38 or Section 278 Agreement with ourselves. In this case a MOU needs to be produced which includes all Section 106 contributions, commuted sums and any fees e.g. TDM technical approval fees and lighting fees.

For a copy of the latest MOU please contact Jim Cliffe. The MOU does need to include a monitoring fee and once signed must be sent to Jim, so he can ensure payments are recorded and collected. If it is not possible to include TDM's fees when planning permission is granted, a separate MOU can be concluded, which TDM will administer.

Licences

To work on and/or place anything on/above the adopted highway, applicants must obtain the correct licences. These can be found online at www.bristol.gov.uk/highwaylicences The following licences exist:

- Street furniture: This includes removable tables and chairs, benches, parasols, gas heaters, planters and barriers. Its official title is a **Pavement Licence**. If a electricity supply is required then a **Streetscape Electrical Licence** will be required.
- Building materials including storage containers: Its official title is a **Builders Deposit Licence**.
- Close a footway temporarily.

- Cranes: This is where a tower crane or mobile crane (cherry pickers, mobile elevated work platforms and Hiabs) need to be placed on or will project over the adopted highway. Its official title is a **Section 178 Licence**.
- Dropped kerbs and any excavation of the adopted highway: This is where dropped kerbs are needed for a new driveway or work to the carriageway or footway needs to be undertaken. Its official title is a **Section 171 Licence** (for temporary excavations) and **Section 184 Licence** (to install dropped kerbs). For a new driveway both licences will be required.
- Hoarding/Scaffolding:
 - Hoarding is a temporary solid construction (usually wooden boards) erected around the perimeter of construction sites to prevent unauthorised access.
 - Any load supporting or tower scaffolding or mobile elevating work platforms will require a **Section 169 Special Scaffolding Licence**.
- Install new or work on existing apparatus across or along the adopted highway: This includes drains, fibre optic cables, ducts, sewer/water or gas pipes. Its official title is a **Section 50 Licence**.
- Oversailing of the adopted highway: This is where any part of a permanent structure, such as a balcony, will overhang or project over the adopted highway. Its official title is a **Section 177 Overhang Licence**.
- Skips;
- Temporary Traffic Regulations;
 - This is where temporary traffic restrictions are required for planned roadworks and building works on or next to the adopted highway. Its official title is a **Temporary Traffic Regulation Order (TTRO)**.
 - It also includes temporary traffic restrictions for unplanned or emergency roadworks or planned works lasting no more than two days. Its official title is a **Temporary Traffic Regulation Notice (TRN)**.
- Traffic Lights: This is where portable traffic signals are required to control traffic and/or permanent traffic signals need to be turned on/off.
- Undersailing of the adopted highway: This is where any part of a permanent structure, such as basement or cellar, goes under the adopted highway. Its official title is a **Section 179 Licence**.

Advices

- I021A Alterations to vehicular access
- I023A Oversailing
- I053 Excavation Works on the Adopted Highway
- I043A Impact on the highway network during construction