

**“No Waiting” Traffic Cone Hire Guidance Notes**

You can hire cones from the Highways and Transport Team for use at events across North East Lincolnshire.

* A minimum of **six weeks’** notice is needed for all cone hire.
* The cost of hire is **£50** based on a minimum batch of 25 cones.
* The hire cost for any additional cones over the initial 25 is set at **£1** per cone.
* Delivery costs are as follows:
  + £80 drop off and collect
  + £50 drop off only
  + £50 collection only
* The hirer is responsible for all cones that are damaged, lost or stolen during the loan period. The reimbursement of subsequent damaged, lost or stolen cones will be charged at **£10** per cone.

**Note :** Prices above exclude VAT. Cones are only advisory and we cannot issue Penalty Charge Notices for anyone parking in the area where they are placed.

All applicants must hold valid insurance which indemnifies North East Lincolnshire Council against any third party claim arising from the placing of traffic cones. For further advice contact your insurance provider.

North East Lincolnshire reserves the right to remove any cones if misused or if required for traffic management reasons.

Parking restrictions are not enforceable by just placing cones at the edge of the road. If you wish to formally suspend parking, you will need to apply for a Temporary Traffic Regulation Order (TTRO) – contact the Traffic Section. Should however, you wish for Civil Parking Enforcement Officers to be in attendance at the time of your event for enforcement of established restrictions; to enforce restrictions made under a TTRO or to encourage motorists to park responsibly this can be provided for a fee. The cost of a patrol of 2 Parking Enforcement Officers is £50 per hour. A minimum of four weeks’ notice is required for Parking Enforcement Officers to attend an event.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact Name/Business | | | | ………………………………………………………………….………  ………………………………………………………………………… | | | | | | | | | | | | | | |
| Address | | | | ………………………………………………………………………… | | | | | | | | | | | | | | |
|  | | | | ………………………………………………………………………… | | | | | | | | | | | | | | |
|  | | | | ………………………………………………………………………… | | | | | | | | | | | | | | |
| Telephone Number | | | | ………………………………………………………………………… | | | | | | | | | | | | | | |
| Collection/Delivery Date | | | | ………………………….. | | Time | | | …………..…….…. | | | | | | | | | |
| Duration Required | | | | ………………………………………………………………………… | | | | | | | | | | | | | | |
| Reason Required  (Event Name and ESAG reference) | | | | ………………………………………………………………………………………  .……………………………………………………………………………………..  …………………………………………………………………………………….. | | | | | | | | | | | | | | |
| Exact Location of use  (must be completed) | | | | ……………………………………………………………………….  ……………………………………………………………………… | | | | | | | | | | | | | | |
| Number of cones required | | | | …………………………………... | | | | | | | | | | |
| **Important**  Please indicate whether you wish to collect the cones **OR** use our delivery service | | | | | | | | | | | | | | | | | | |
| Delivery | |  | Collection | |  | |
|  | | | | | | | | | | | |
| I do not wish to use the service and will arrange collection/delivery independently | | | | | | | | | | | | |  | | | | |
| ***Please tick one box*** | | | | | | |
| Civil Parking Enforcement Officers are required to attend roads adjacent to the event | | | | | | | | | |  |  | | |  | |
|  | | | | | | | | | | yes |  | | | no | |
| ***Please tick one box*** | | | | | | | |

**Office use only:**

|  |  |
| --- | --- |
| Number of cones returned: | ……………………… |
| Number of cones damaged/ lost/ stolen | ……………………… | |
| Event Name and ESAG reference: | ………………………………………………………………………………………  .……………………………………………………………………………………. | | |
| Contact Name & Number: | …………………………………………………………………………………….. | | |
| Signed by Organisers upon returned: | ……………………………………………………………………………………. | | |
| Witnessed & Signed by NELC Representative: | ……………………………………………………………………………………. | | |
|  |  | | |