

APPLICATION FOR USE OF TEMPORARY / PORTABLE TRAFFIC MANAGEMENT

SECTION 1 – APPLICATION FOR USE OF:

Tick which apply

2-way Portable Traffic Signals	
Multi-phase Portable Traffic Signals	
Stop / Go Boards	
Lane Closures	

SECTION 2 – CONTACT DETAILS

	APPLICANT	CONTRACTOR
Name:		
Address:		
Contact Name:		
Telephone No:		
Email:		
Emergency Contact Name:		
Telephone No:		

SECTION 3 - TRAFFIC SIGNAL SUPPLIER DETAILS

Name:
Contact Details including emergency number for out of hours:

SECTION 4 - LOCATION OF WORKS

Full Location:		
Works / NRSWA Reference No :		
OS Grid Ref	Easting	Northing
Is site on a traffic sensitive road?	Yes	No
Is site near existing signalised control?	Yes	No
Is there a road junction between traffic heads?	Yes	No
Is site near a bus stop?	Yes	No
Do permanent signals require switching off?	Yes	No
Do permanent pedestrian signals require switching off?	Yes	No

SECTION 4 - LOCATION OF WORKS (continued)

Description of Works:			
Date of works: From:		To:	
Hours of signal use (tick as appropriate)			
Working day	24 hours	Off peak	Night

Note: Multi-phase signal applications must be submitted with a 1:1250 scale OS plan showing the position of the signal heads, working area and traffic management / signing to be used.

SECTION 5 - DECLARATION

I have read and understood fully the conditions listed, and I will adhere to all responsibilities and duties enforced by this document.
Signed:
Print Name:
On behalf of (organisation):
Date:

**Fully completed applications should be emailed to:
networkmanagement@leics.gov.uk**

If this application is approved by Leicestershire County Council, notification with any conditions applied will be electronically sent, either via the street works notice for Utility Company applications or by email for any others.

FOR INFORMATION

Notification must be given to the Highway Authority as per periods below.

	Minimum period of Temporary Traffic Management notice required
Emergency / Urgent Works	2 hours
2 way Portable Lights / Stop Go Boards / Lane Closures on Non-Traffic Sensitive Road	3 working days
Multi-Phase Lights	10 working days
Portable Lights / Stop Go Boards / Lane Closures on Traffic Sensitive Road	10 working days

1. Site approval for all Portable Light Signals is required under the Traffic Signs Regulations and General Directions 2002, Regulations 35 and General Direction 53.
2. All applications must be accompanied by a 1:1250 (or better) scale plan showing the location of the signal heads to within 2 metres of their actual location on site.
3. Upon receipt of the completed application form, if satisfied the Highway Authority will notify the applicant, including any conditions applied, electronically either via a street works notice for utilities or email for any other applications. Alternatively, if the application is refused the Highway Authority will detail the reasons for this.
4. Should an applicant place and operate Portable Light Signals on the highway without the written approval of the Authority (as per Regulation 53) then an offence is committed under the Highways Act 1980 and the Authority may take legal action against offenders.
5. It is imperative for co-ordination and administrative reasons that adequate advance notice is given in all cases as noted above.
6. Applicants should, prior to submitting this form, make themselves familiar with the proposed location of the Portable Light Signals and the local features that may have an impact on their proposals. This will include, road junctions, Zebra/Pelican crossings, schools, commercial and industrial accesses, etc. Account must be taken of these features in the design and timings of the proposed Portable Light Signals.
7. Portable Light Signals must be operated in accordance with the DfT's booklet 'An Introduction to the use of Vehicle Activated Portable Traffic Signals' – ISBN 0-11-550781-7
8. Where, as part of the proposed use of the Portable Light Signals, there is a requirement to switch off any Permanent Traffic Signals or Pelican Crossings, only authorised Authority representatives may switch these off/on. The applicant may be charged for this service. If a permanent set of lights at a junction or a pedestrian crossing requires switching off, arrangements will need to be made beforehand. Traffic Management companies can carry this out, however only once they have written approval from the Highway Authority through this application process. If they are unable to do it please arrange it with Leicester City Council (Area Traffic Control) via the details below who will instruct their contractor Siemens to do so. This will incur a charge. A minimum of 10 working days' notice is required for this. Email: atcgroup@leicester.gov.uk Telephone: 0116 299 5665.

Area Traffic Control must be notified when the signals are turned off, and again when they are turned back on. Failure to do so will result in a charge.

9. Please note that the Authority will switch the Permanent Traffic Signals off and on and cover the signal heads and push buttons (where pedestrian facilities are involved). However it will be the responsibility of the Applicant to provide all the additional associated signing and barriers that are required at the Applicants cost. These must be on site at the time of the switch off and resources made available by the Applicant to place them on the highway in conjunction with the switch off. Conversely at the time of the switch on of the Permanent Traffic Signals by authorised Authority representatives, resources must be made available by the Applicant to remove the additional associated signing and barriers on the highway in conjunction with the switch on. Permanent Traffic Signal heads must not be covered by the Applicant in order to avoid having the signals officially switched off. Any such action is an offence under the Highways Act 1980 and the Authority may take legal action against offenders.
10. The Authority must be notified by the Applicant of any changes to those listed on the application.
11. Where the work is in the vicinity of a level crossing or railway bridge, the Rail Authority must also be consulted prior to any work commencing.
12. The Applicant may request the Authority to design the layout and timing of Portable Light Signals. The Authority however reserves the right to decline to do this. If the Authority does enter into an agreement to undertake this work then it may charge the Applicant for this work.

For more information please refer to Leicestershire County Council code of practice for the use of Temporary Traffic Signals on the Highway (www.leics.gov.uk) and the Department for Transport Traffic Advisory leaflet (Tal), Portable Light Signals for the control of Vehicular Traffic at Road and Street Works. (www.dft.gov.uk)