

**New Roads and Street Works Act 1991  
Application Form for the use of Portable Traffic Signals**

<b>To:</b> <b>FAO</b> <b>STREETWORKS</b> <b>WILTSHIRE COUNCIL</b>  <b>FAX: 01225 713 309</b> <b>E-MAIL:</b> <b>streetworks@wiltshire.gov.uk</b>	<b>From:</b>
	Name:
	Organisation:
	Address:
	Post Code:
	Tel:
	Fax:
Works Ref:	

**PART A** To be completed by the Promoter and with reference to Guidance Notes

**Details**

Road Number:	A	B	C	Unclassified		
Location/NSG Ref:						
Grid Reference:	Easting		Northing			
Nature of work:						
Work Type:	Emergency	Yes	No	Planned	Yes	No
Start Date:			Finish Date:			
Duration (in days only):						
Are the works in the vicinity of any permanent signals or pedestrian crossing?				Yes	No	

**Timing of Traffic Light Use - Tick box or enter details**

24 hours - weekdays only		24 hours - weekends included	
Restricted 0930 -1630		During normal working hours	
Night Time 1900 - 0700		Other	

**Signal Details - circle details**

**NB If heads >2 ALL THE FOLLOWING DETAILS MUST BE PROVIDED**

Number of heads	2	3	4	If >2 See notes on Portable Traffic Signals		
Included with this application are:			2 site plans 1:1250	Yes	No	
Showing:						
Head/Controller Positions	Yes	No	Stage diagram details	Yes	No	
Proposed timings	Yes	No	Crown label details	Yes	No	
STOP and GO Boards on site				Yes		

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**Emergency/Out of Hours Contact - for Traffic Management**

Name:	Organisation:	Tel:
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**Note:**

Any changes to the approved application must be agreed by the highway authority and may require a new application to be submitted.

**Declaration**

I have completed <b>ALL</b> the above sections, have read, and agree to the conditions relating to Portable Traffic Signals and have provided any additional information as required. I understand that incomplete Applications will be refused and will notify the Street Authority if any change is made to the date or time given on this Application.
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Name:	Signature:	Date:
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**PART B** To be completed by the highway authority

**Approval**

The Highway Authority has considered this application and has made the following decision:

Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>	Authority Reference: (or electronic signature)
Conditions of Approval:				
Reasons for non-approval:				
Site Visits:	Required	Date of site visit	Outcome of visit:	
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Traffic Impact Assessment: (tick the worse case scenario)		Slight	Moderate	Severe
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority Signatory: (Includes electronic signature)		Name(print):		Date:
Contact Number:		Out of Hours Contact Number:		

**Note: Return of the duly authorised application form constitutes permission in writing**

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### Conditions

1. The provision, operation and maintenance of all signing, lighting and guarding associated with portable signals must be in accordance with the New Roads and Street Works Act 1991, "Safety at Street Works and Road Works - A Code of Practice" which should be read in conjunction with Chapter 8 of the "Traffic Signs Manual". The Supervisor and Operatives responsible for signing, lighting and guarding and for the works must be qualified as required under Section 67 of the New Roads and Street Works Act 1991. All portable traffic signal equipment must conform to the latest issue of DfT Specification TR 2502<sup>11</sup> for traffic controllers and TR2504<sup>15</sup> for detectors. All items of equipment (controllers, signal heads and microwave detectors) must be fitted with a label as shown in DfT publication "An Introduction of the Use of Portable Vehicular Signals".

2. An emergency telephone number of Undertaker's representative shall be displayed on an information board at every site.

### 3. Portable Traffic Signals - Shuttle Working

**Minimum Notice Periods - Emergency/Urgent Works to be informed within 2 hours (if Traffic Sensitive 2 hours in advance)  
Planned Works 7 days notice wherever possible**

An application form is not required for normal shuttle working, however, a Notification must be made and written confirmation of approval will be by way of return comment to electronic Notice submitted for the works. For normal shuttle working, the Applicant may assume that an Application/Notification has been successful unless notified otherwise by the Street Authority within 48 hours of receipt.

### 4. Portable Traffic Signals > 2 Heads (or 2 way including a junction)

**Minimum Notice Periods - planned works non-trunk road 14 days in advance**

In addition the Street Authority requires Written Site Approval for the use of the portable traffic signals where the following circumstances apply:

1. shuttle working at works for a period > 6 months;
2. shuttle working at works where vehicle actuation is NOT to be used;
3. haul route crossings;
4. where multi-phase equipment is to be used; and
5. where equipment is modified from its approved use.

For haul route signals the equipment shall conform to MCE0137.

5. The period of use and the controlled shuttle working length to be kept to an absolute minimum. Signals must operate in vehicle actuated mode unless an alternative mode is agreed with Wiltshire Council.

6. Manual control during peak hours and Stop/Go boards must be used in the event of equipment failure.

**NB** When submitting Application for Written Site Approval all information requested in *Signal Details* must be provided where possible

7. **Should the works be within the boundary of a level crossing, or in the highway in the vicinity of a level crossing Railtrack MUST be contacted in addition to this Application as per guidance notes of HAUC Advice Note 2**