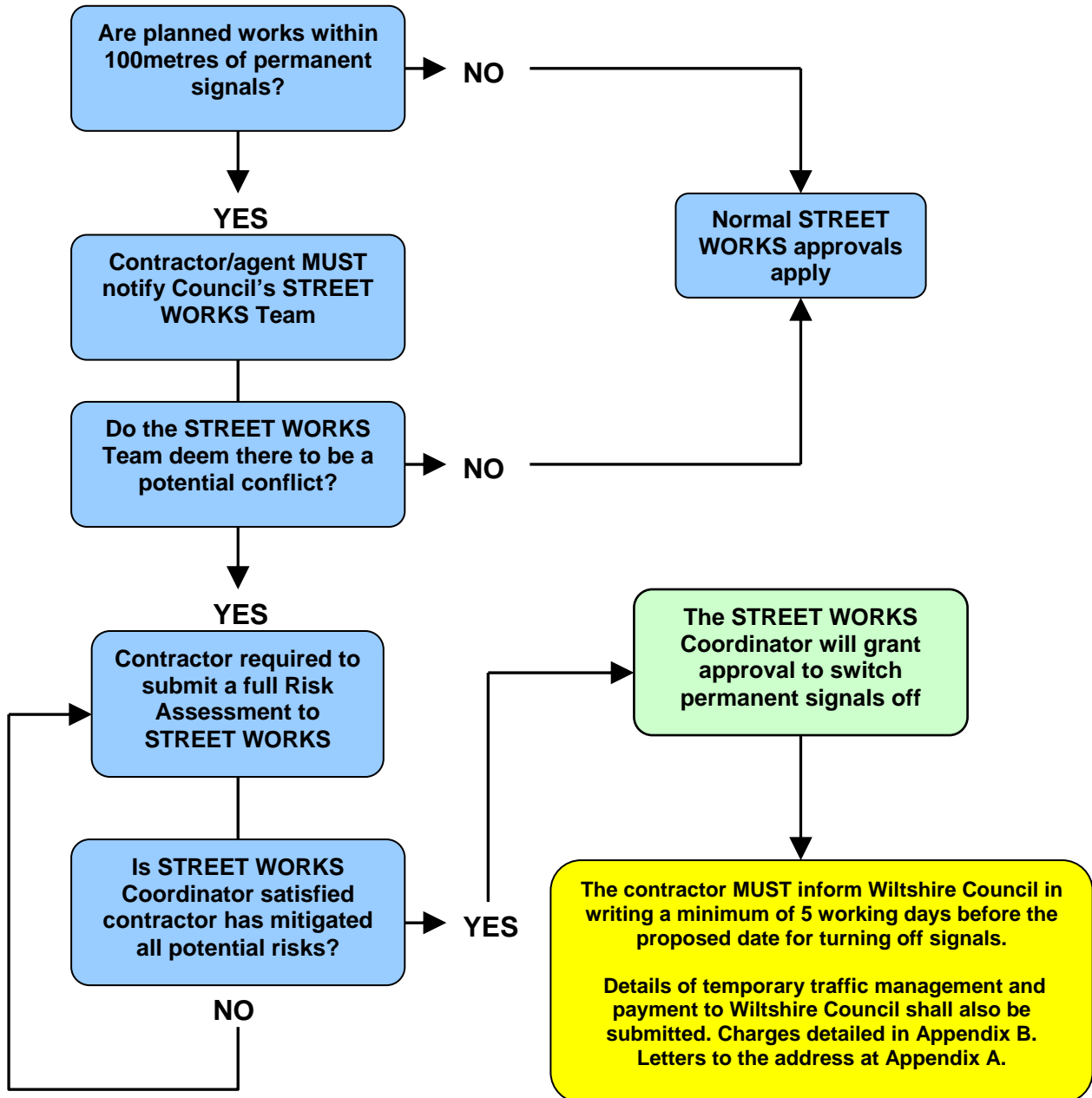


**Procedure for APPROVAL to switch off/on signals**

'signals', this shall be deemed to include all Traffic Lights and pedestrian crossings excluding Zebras

**MONITORING:**  
IT SHOULD BE NOTED THAT PERMANENT SIGNAL JUNCTIONS AND PEDESTRIAN CROSSINGS ARE CONNECTED TO MONITORING SYSTEMS THAT ALERT THE COUNCIL'S TERM CONSULTANTS TO ANY SWITCH OFFS. ANY UNAUTHORISED SWITCH OFFS WILL BE INVESTIGATED IMMEDIATELY.



**The signals shall only be turned off by one of the following persons;**



- ✓ **Authorised officers of Wiltshire Council**
- ✓ **Authorised persons from the Council's term consultants**
- ✓ **Authorised persons from the Council's traffic signal term maintenance contractor, as instructed by the Council's term consultants**

## Procedure for ARRANGING switching off/on signals

Once approval to the principle of switching signals off has been given, the undertaker shall inform Wiltshire Council in writing a minimum of 5 working days before the proposed date for turning off the signals and shall submit details of temporary traffic management measures and payment.

The switching off of signals shall be undertaken for planned works by the Council or their authorized agents who will attend site at an agreed time. A 30 minute period from the agreed time to turn off signals will be allowed within the fixed price.  
**If the site is not ready then additional time will be charged at the current time charge rate for that person carrying out the work**

The switch on of signals following completion of ALL works should be done by the Council or it's agent in conjunction with the removal of temporary traffic control and management measures by the undertaker.

It is the undertakers responsibility to ensure that all temporary signs have been removed and there are no obstructions to the highway.

**MONITORING:**  
IT SHOULD BE NOTED THAT PERMANENT SIGNAL JUNCTIONS AND PEDESTRIAN CROSSINGS ARE CONNECTED TO MONITORING SYSTEMS THAT ALERT THE COUNCIL'S TERM CONSULTANTS TO ANY SWITCH OFFS. ANY UNAUTHORISED SWITCH OFFS WILL BE INVESTIGATED IMMEDIATELY.

### Urgent or emergency works

For urgent or emergency works the promoter / undertaker shall notify the Council's term consultants to arrange switch off as soon as possible by telephone, and, for works other than for a short duration submit details of the temporary traffic management, payment and reference number for the works to the Council. The call will be logged and the reference number recorded.



Mouchel Traffic Signals Team 01225 756600 (office hours)

The Duty Engineer (out of hours) 01722 413834

**NB.** The undertaker shall provide "Traffic Signals Not in Use" and/or "Pedestrian Crossing Not in Use" signs together with other appropriate signing in accordance current legislation and codes of practice. Bagging and un-bagging of signal heads and push buttons shall only be carried out by the Council or their representatives.

### The signals shall only be turned off by one of the following persons;



- ✓ **Authorised officers of Wiltshire Council**
- ✓ **Authorised persons from the Council's term consultants**
- ✓ **Authorised persons from the Council's traffic signal term maintenance contractor, as instructed by the Council's term consultants**