

This application must be completed by the Works Promoter **7 days prior** to switch off with reference to the '**Protocol for turning off/on permanent signals**' (Document PSW-1 attached) and submitted for approval to the Street Works Team streetworks@wiltshire.gov.uk / 01225 713497

Applicant Contact Details:

Applicant Name:			
Company Name:		Office no: Mobile no:	
Company Address:		Email address:	
24hr site contact details for Traffic Management:	Name: Company: Tel:		

Works details:

Work type: (tick as appropriate)	Planned?		
	Emergency?		
Permit Number:			
Works description:			
Location details:	This MUST include road number, road name, town/village: (Please add other details as appropriate outside / opposite etc)		
Start date of works:		Finish date of works:	
Tick to confirm that a Site plan is included:		Tick to confirm that a Risk assessment is included:	

Switch off/on details:

Proposed Switch OFF: (Date & Time)	
Proposed Switch ON: (Date & Time)	
If signalised pedestrian facilities are affected please confirm alternative measures:	

Payment and declaration:

Fees are included within our protocol document. Permit Officers will send an email after the switch off is booked with the codes for civica epay or BACS payments and issue a unique reference number.

I confirm that I have read, understood and agree to the conditions within the 'Protocol for turning off/on permanent signals' have submitted a location plan and risk assessment with this application and will adhere to Wiltshire Council's Permit scheme and payment requirements:

Name and position:			
Signed:		Date:	

PSW-1 Protocol for turning off / on permanent traffic signals

This protocol does not affect the duties of the Works Promoter or their agents under the New Roads and Street Works Act 1991 or relieve the Works Promoter or their agents of any statutory Health and Safety obligation. It shall be followed in parallel with any requirements of that Act and direction from Wiltshire Council's Network Management team.

General Principles:

- The Network Management Team **MUST** be notified of works within 100m of permanent signals. We will assess the implications of the works on the signal facilities and advise accordingly.
- A minimum of **7 days' notice** is required of ALL planned switch offs.
- If the nature of works are deemed to indicate a level of conflict with the permanent signal facilities, the applicants will be required to produce a full site specific risk assessment in relation to the implications and complete an Application Form which must be attached to the relevant permit for the works in accordance with Wiltshire Council's Permit Scheme. Applications outside of a works permit can be emailed to the Network Management Team, contact details below.
- As a general rule, if the works will affect the functioning or capacity of the signals, the capacity of the approach roads to or the exit roads from the signals and/or will involve the use of temporary signals, the permanent signals shall need to be switched off.
- Where the signals are to be turned off overnight or for more than 24 hours they must also be bagged.
- If a site requires switch off over multiple dates and times, each instance must be stated in the application with dates and times and they will each be charged separately.



Signals may only be switched off/on by one of the following persons:

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

This also includes bagging and un-bagging of signal heads and push buttons.

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.

IT IS THE RESPONSIBILITY OF THE WORKS PROMOTOR TO CHECK THAT ALL TEMPORARY SIGNS HAVE BEEN REMOVED AND THERE ARE NO OBSTRUCTIONS TO THE HIGHWAY AND THAT THE SITE IS LEFT IN A SAFE STATE.

Note: If a site is not ready for switch off / on then additional time will be charged at the current time charge rate for that person provided they have availability to wait for the site to be ready. Abortive charges may be applied where a switch off / on fails due to contractor inaction.

Procedure for Switching Off /On Signals for PLANNED works:

On receipt of the signal switch off/on application form, Network Permit Officers will check compliance with our Permit Scheme and assess the application. Once satisfied that the contractor has mitigated all potential risks, approval will be granted in principle and our term contractors will be notified of the application.



Once approval in principle is granted, the contractor must inform Wiltshire Council a minimum of **7 working** days before the proposed date for turning off the signals and shall submit details of temporary traffic management measures and payment to Wiltshire Council in accordance with the fees detailed below.



The switching off of signals shall only be carried out by an authorised person, (stated above), 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 of a signals switch off.

Following completion of all works, only an authorised person may switch the signals back on, in conjunction with the removal of temporary traffic control and management measures by the contractor.

TEMPORARY SIGNALS MUST REMAIN OPERATIONAL UNTIL THE PERMANENT SIGNALS HAVE BEEN SWITCHED BACK ON

Procedure for Switching Off /On Signals for URGENT /EMERGENCY works:

The contractor must first notify and get agreement from the Network Management Team to proceed, before they contact the Council's term consultants to arrange switch off as soon as possible by telephone. Contact details listed below.



For works other than for a short duration, the contractor shall submit details of the temporary traffic management and arrange payment with the Network Management Team.

Office hours contact details:

Wiltshire Council Network Management Team - 01225 713497 / streetworks@wiltshire.gov.uk
Wiltshire Council, Atkins Traffic Signals Team - 01225 458694 / trafficsignals.wiltshire@atkinglobal.com

Out of hours contact details:

Wiltshire Council's Duty Engineer - 0300 456 0105
Wiltshire Council's Signal Engineers, Telent - 07815 954651

Fees

Permit Officers will send an email after the switch off is booked with the codes for civica epay or BACS payments and issue a unique reference number.

Charge for turning signals off/on (inc bagging)	£714
Charge for each additional visit on same application	£296

Charges for switch on/off allow for a 30 minute period from agreed time, if the site is not ready for switch off or switch on then additional time will be charged at the current hourly rate for that person provided they have availability to wait for the site to be ready. It is the responsibility of the Works Promoter/Contractor to coordinate timing of erection/removal of PTS with the signals on/off. Abortive charges may be applied where a switch off or on fails due to contractor inaction or non-attendance.

There is a penalty charge for any unauthorised switch off or on of at a rate of £714. This charge is to cover costs of checking the signals installation following works. Any damage caused to signals equipment as a result of works by the contractor will be recharged by Wiltshire Council to the Works Promoter.

DAMAGE TO TRAFFIC SIGNALS

The contractor shall inform Wiltshire traffic signals if there has been any damage to traffic signals or associated equipment during the works. The authorised person will check the signals for damage prior to switch on. The permanent signals shall not be switched on if there is damage that could affect the safe operation of the signals. In this instance the temporary Traffic Management may need to remain until a repair is undertaken to the permanent signals.