

**TS1 FORM  
APPLICATION FOR THE USE OF  
SHUTTLE AND MULTI-PHASE  
PORTABLE TRAFFIC SIGNALS**



1.	Name of Utility / Contractor: Applicant dealing with request (print name): Telephone No: Email: Emergency Contact Name & No. (24hr): Order Number (see note 4 below): Invoice Address:	
2.	Traffic Management Company: Address:  Telephone Number: Email: Emergency Contact No. (24hr):	
3.	Works description	
4.	Site Location (Street names): Town: Post Code: Grid Reference: Approximate Length and Width:	
5	Proposed Date and Time of Works:  Will the signals be in use 24 hours? Two way or Multi phase signals Manual control at the following times.	Date(s): From.... To.... Times: From.... To.... Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i> Two way <input type="checkbox"/> Multi Phase <input type="checkbox"/> <i>please tick</i> From .....am <input type="checkbox"/> .....am and from <input type="checkbox"/> ..pm to .....pm
6.	Permit reference number +	
7.	Will the portable traffic signals be located within 100m of permanent traffic signal junction or a pedestrian crossing. If so, will they be required to be switched off?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i>
8.	Purchase Order number associated with the works  See note 4  See note 4	Purchase Order number _____ Switching off/on during office hours no. <input type="checkbox"/> Switching off/on during out of office hours no. <input type="checkbox"/>  Total sum for switch off/on works _____

Persons completing this application form must have a working knowledge of the following:

- ◆ Safety at Street Works and Road Works – A Code of Practice (red book).2015
- ◆ Traffic Signs Chapter 8 2016
- ◆ An Introduction to the Use of Portable Vehicular Signals (pink book).
- ◆ The Traffic Signs Regulations and General Directions 2016.

Print name: - \_\_\_\_\_ Signature of Applicant: - \_\_\_\_\_  
 Date: - \_\_\_\_\_

**Notes:**

1. Authorisation of **shuttle** working portable traffic signals will be considered when in receipt of all the required information including, a scaled drawing showing the following details: - works area, location of controller and position of signal heads. **The application for the Temporary traffic signals should be made a minimum of 10 days before the granted permit.** We cannot book a signal switch off unless the **permit is granted** and therefore this is needed before applying for a switch off. This application form and associated information should be emailed to [signalswitchoffs@warwickshire.gov.uk](mailto:signalswitchoffs@warwickshire.gov.uk)
2. For **Urgent** and **Emergency** Signal Switch Off request, i.e. where there is immediate danger to persons or property:  
  
**Emergency Switch Off Monday to Sunday 05.00 to 00.00 charge will be £520**  
**Emergency Switch Off Monday to Sunday 00.00 to 05.00 charge will be £600**
3. Should permanent traffic signals or pedestrian crossings require switching off, charges of:  
  
**£270 will be made per site visit during hours (08:00 – 16:30 Mon to Thur and 08:00 – 16:00 Fri) or £325 per site visit outside office hours.**  
  
**A minimum notice period of 10 working days before a granted permit** should be given to the **Signals Team in Network Management on 01926 414018 or email: [signalswitchoff@warwickshire.gov.uk](mailto:signalswitchoff@warwickshire.gov.uk)**
4. Authorisation of **multi-phase** portable traffic signals will be considered when we are in receipt of all the required information including a scaled drawing showing the following details: - works area, location of controller, position of signal heads, signal phasing together with relevant timings, proposed temporary traffic management layout including the location of signs and barriers. (See examples in Form TS3). The application for the Temporary traffic signals should be made a minimum of **10 working days** before the granted permit. This application form and associated information should be emailed to [signalswitchoffs@Warwickshire.gov.uk](mailto:signalswitchoffs@Warwickshire.gov.uk)
5. If all relevant information has been submitted and no site visits are required by the Authority, no authorisation charge will be incurred. However, should the information submitted, be insufficient, a standard charge of **£270** will be made for the work associated with the authorisation of multi phase portable traffic signals. A purchase order number must be supplied in this instance.
6. Purchase Order Invoice address must be correct. If we have to re-invoice to a new address an additional charge of **£50** will be issued.
7. For portable traffic signals where permanent signals or pedestrian crossings are unaffected, please contact the street works team on **01926 412515** and email this form to [streetworks@warwickshire.gov.uk](mailto:streetworks@warwickshire.gov.uk)
8. You must have a granted permit before you apply for a signal switch off. Minimum notice period of **10 working days** should be provided to the Network Management Team to book in the switch off.
9. Please ensure the TS1 form includes a Purchase Order for the works.
10. In the event of a switch off/on please be aware only the first hour is covered by the initial visitation charge. Further waiting time onsite is charged at **£55** per hour during office hours (9am-5pm) and **£80** per hour out of office hours.
11. The approval of the temporary signals is **NOT** a Streetworks Permit for the works. Therefore, a Permit should be sought in the normal manner by contacting the Network Management Team.
12. Your traffic management company and contractor must be on site for your time slot. Our Engineers will only wait **30 minutes**, you will still be charged and have to re-book within the original timeframes and be charged again.
13. If you do not cancel within 48 hours or show up for your allocated signal switch off time you will be charged the full cost of signal switch off site booking.

Please return this form to **Michelle Brown, Signals Coordinator, Network Management**  
Email: [signalswitchoff@Warwickshire.gov.uk](mailto:signalswitchoff@Warwickshire.gov.uk) Telephone: - **01926 414018**

## Portable Traffic Signals

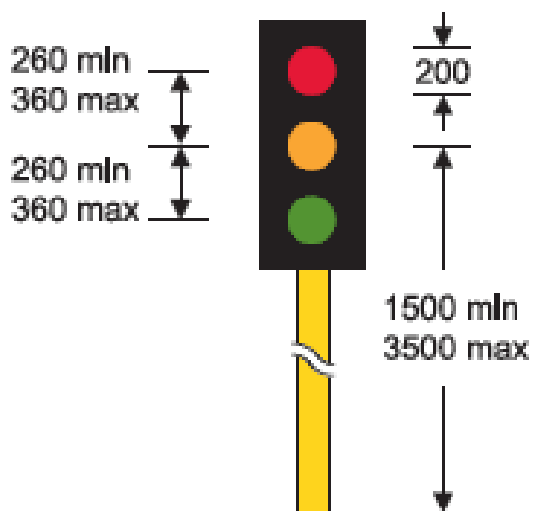
Directions for the use of temporary signals:

1. A readable scaled O.S. based drawing of the location should be submitted, detailing the position of each traffic signal head, phasing, controller position.. The signal heads are to be identified to a point within two metres of that intended to be used on site, when scaled from this drawing. All distances between stop here signs should be indicated on the drawing. See examples below showing desired details.
2. The size, type and location of all portable traffic signals, traffic management and signing are be detailed in accordance with advice given in Safety At Street Works and Road Works, A Code of Practice (red book), Chapter 8 of the Traffic Signs Manual, An Introduction to the Use of Portable Vehicular Signals (pink book) and the Traffic Signs Regulations and General Directions 2016.
3. Portable traffic signals, traffic management and signing shall be installed by suitably qualified personnel. i.e. Sector 12 Traffic Management with relevant units or equivalent Street Works Accreditation.
4. Proposed traffic signal stage timings, minimum and maximum green times and with the inter-green or the all red time period between each stage to be stated. Only use fixed time or manual operation signals at the request of the LHA.
5. Portable traffic signals must operate in the vehicle actuated mode at all times unless written approval is obtained from the Local Authority. The controller should also be capable of working in fixed time and manual modes.
6. Cable protectors must be fitted where traffic is travelling over cabling and these must be sand bagged and sited away from turning traffic or where braking/accelerating is likely to occur.
7. If there are any existing 'Give Way' or 'Stop' signs (including duplicate or advanced signs) and / or markings, they must be temporarily covered over.
8. A 'beck and call' maintenance system for the portable traffic signal equipment is required. The maintenance provision must be such that a suitably trained technician (also NRSWA accredited) will arrive on site within two hours of notification during the hours 07.00 to 19:00 hours Mondays to Fridays, and within two hours at all other times. The equipment must be returned to working condition within 30 minutes of arrival on site and the appropriate spare parts will, therefore, need to be carried in their vehicle. The signals should switch off in fault conditions and not default to an All Red state.
9. "Stop and Go" boards must be available on site to control traffic in the event of portable traffic signal failure.
10. A log of all faults must be kept detailing time reported, time repaired, time on site, nature of fault, etc. The log shall be submitted to the Highway Authority if requested when the portable traffic signals are removed from site.
11. A representative from the Local Authority may be in attendance when the portable traffic signals are being installed at the site. Therefore a 72 hours notice period is required prior to the intention to set up this equipment on the highway.
12. The controller unit and slaves must be secured by key or padlock when the site is not being attended by the contractors traffic management personnel.
13. Equipment must be of a type approved to be used on the highway and in full working order including all switches and LEDs.

14. Where the 85% speed is greater than 35 mph on any one approach, the amber height will need to be above 2.5m from the footway level; minimum clearance of traffic signal head to be 2.1m from footway level (see diagram below) and a duplicate signal heads must be provided to that approach, and on all roads 7.3m wide and above.
15. Where there are two or more lanes to any given approach then duplicate signal heads must be provided to that approach due to possibility of obstruction.
16. Where portable temporary signals are to be used at existing permanent traffic signals which have pedestrian crossing facilities, or where the works require controlled facilities to assist pedestrians through the working area then the temporary signal installation shall also incorporate temporary pedestrian crossing facilities, unless there is an alternative safe pedestrian route.

Any bus stops located within the area of the proposed traffic management will need to be either suspended or relocating for the duration of the works. All such requests should be made in writing to TfWM using their bus shelter and stop suspension procedure.

Futher information can be obtained from the [Network Management Team on 01926 414018](mailto:Network Management Team on 01926 414018) or [signalswitchoff@warwickshire.gov.uk](mailto:signalswitchoff@warwickshire.gov.uk)



Height of amber signal from footway level.

Example – Scaled drawing (1:500) of the proposed works

