

## SECTION 171 APPLICATION FORM

**For Consent to Deposit Material On,  
Or Temporarily Use An Area of the Public Highway.  
HIGHWAYS ACT 1980, SECTION 171**

Please allow **10 working** days' notice for applications which are 1-10 days' work (Minor or Standard).

Minimum **3 months'** notice for applications which are 11+ days' work (Major).

A Section 171 licence costs £100 to occupy the highway only

£150 for traffic management and road space booking only

£350 for traffic management and works, a permit to work.

If you make the request with fewer than **10 working** days' notice, we may still grant the licence but an additional fee of £100 will be charged.

However less than **10 working** days' notice can only be accepted for genuine emergencies which endanger life or is a risk to property.

### Section 1 - Applicant (Owner or Occupier)

Mr/Mrs/Ms	First name		Surname	
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Address: .....

.....Post Code:.....

Tel No:.....Fax No:.....E mail.....

Address of relevant property **(MUST BE PROVIDED)** (if different from above)

.....

.....

X & Y Coordinates **(MUST BE PROVIDED)** X: ..... Y: .....

#### I/We hereby apply for permission to: (please tick)

Deposit material on the highway		Temporarily use an area of the highway	
Build over the highway*			

**\* If building over the highway you will need to provide a copy of the planning approval.  
If you are planning to excavate in the public highway (road, pavement or verge) please contact the Highway Coordination Team for further guidance telephone:**

#### Reason

Brief description of proposed works (e.g. house renovation, trial holes, section 278 works if you are conducting 278 works please describe what works your completing do not just state s278 works)

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Explanation of why the material/temporary use of the highway is required (e.g. no physical space on private property)

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.....

Start Date:.....End Date:.....

Excavation Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Working hours .....

Weekend Working?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If any tm is being used for the works and you are NOT working the weekend, what is the intention for the TM over the weekend?

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**Declaration by Applicant**

I am the owner/occupier\* of the above property, if this application is approved I will abide by the conditions and requirements of the County Council for the approved activity and will not commence works until I have received a letter of consent indicating the earliest start date for construction.

Signed:.....Date:.....

Name.....

*\*Please delete as appropriate*

**Payment**

**BACS DETAILS ONLY**

**ACCOUNT NAME: WCC COUNTY FUND**

**LLOYDS TSB  
CITY OFFICE  
PO BOX 72  
BAILEY DRIVE  
GILLINGHAM BUSINESS PARK KENT  
ME8 0LS**

**SORT CODE: 30-00-02  
ACCOUNT: 01045348  
AGRESSO CODE: EB097 E1794 920221  
QUOTE: Section 171 License**

**Section 2 - Sketch plan of location with dimensions and proposed use:**

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**Note:** You may attach a copy of the sketch plan approved by the planning office

**Section 3 - Contractors details**

Company Name:.....  
 Address:.....  
 Office Tel No:..... Fax Number:.....  
 24hr Emergency Contact Telephone Number: .....  
 Email:.....  
 Public Liability Insurance Cert No.....

**Accredited personnel**

Name of trained Operative ..... Card No.....  
 (must be on site at all times) Copy **MUST** be provided with this form  
 Name of trained Supervisor ..... Card No.....  
 (must be available if required) Copy **MUST** be provided with this form

**Public liability insurance of a minimum value of £10 million**

Certificate No..... Copy **MUST** be provided with this form

**Traffic Management Arrangements and works locations**

Please indicate the method of traffic management that will be used, please tick

No Carriageway Incursion	<input type="checkbox"/>
Some Carriageway Incursion	<input type="checkbox"/>
Give & Take	<input type="checkbox"/>
Priority Working	<input type="checkbox"/>
Lane Closure	<input type="checkbox"/>
Stop & Go Boards	<input type="checkbox"/>
Temporary Traffic Signals	<input type="checkbox"/>
Road Closure/TTRO	<input type="checkbox"/>

Please indicate the location affected by the works, please tick all that apply,

Verge	<input type="checkbox"/>
Footway	<input type="checkbox"/>
Carriageway	<input type="checkbox"/>
Footpath	<input type="checkbox"/>
Cycleway	<input type="checkbox"/>

How will pedestrians be catered for if affected?

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Will the following require suspension?

Parking Bays	<input type="checkbox"/>
Bus Stops	<input type="checkbox"/>

PLEASE NOTE: we do not suspend parking bays or bus stops you will need to make contact with the relevant department to arrange the suspensions yourself.

For parking bay suspensions please contact: [warwickshireparking@nslservices.co.uk](mailto:warwickshireparking@nslservices.co.uk)/0333 003 0033  
For bus stop suspensions please contact: [passengertransport@warwickshire.gov.uk](mailto:passengertransport@warwickshire.gov.uk)

- Road Closure Application Form on Page 10 for application for a TTRO – this includes speed reductions, cycle way closures and banned right/left turns
- \*Note: a Section 171 with a Road Closure will take 12 weeks to process
- Temporary Traffic Signals Form Pages 5 to 9 – this form MUST be completed when any works involve temporary traffic signals.

Information which you provide on this form will be held by Warwickshire County Council. This information will be used for the purpose(s) of administering your request for a Section 171. We intend to keep the information which you provide for 6 years. This information will be held securely and will not be disclosed to anyone without your permission. The information which you provide will be destroyed in a secure manner when the retention period has expired. Information about how the Council will protect your privacy is available at [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy).

Please check the box to confirm you have read and agree to the data protection statement above

**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"/> please tick Two way <input type="checkbox"/> Multi Phase <input type="checkbox"/> please tick From .....am to .....am and from .....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"/> please tick
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 working 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 [signalswitchoff@warwickshire.gov.uk](mailto:signalswitchoff@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 £575**  
**Emergency Switch Off Monday to Sunday 00.00 to 05.00 charge will be £655**
3. Should permanent traffic signals or pedestrian crossings require switching off, charges of:  
**£300 will be made per site visit during hours (08:00 – 16:30 Mon to Thur and 08:00 – 16:00 Fri) or £360 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 [signalswitchoff@Warwickshire.gov.uk](mailto:signalswitchoff@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 **£300** 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**  
[signalswitchoff@Warwickshire.gov.uk](mailto:signalswitchoff@Warwickshire.gov.uk)

Telephone: - **01926 414018**

Email:

### Portable Traffic Signals

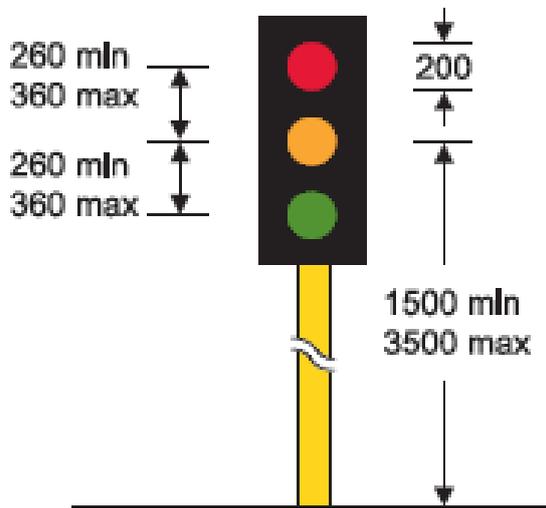
Directions for the use of temporary signals:

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 to 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.

## DEP1

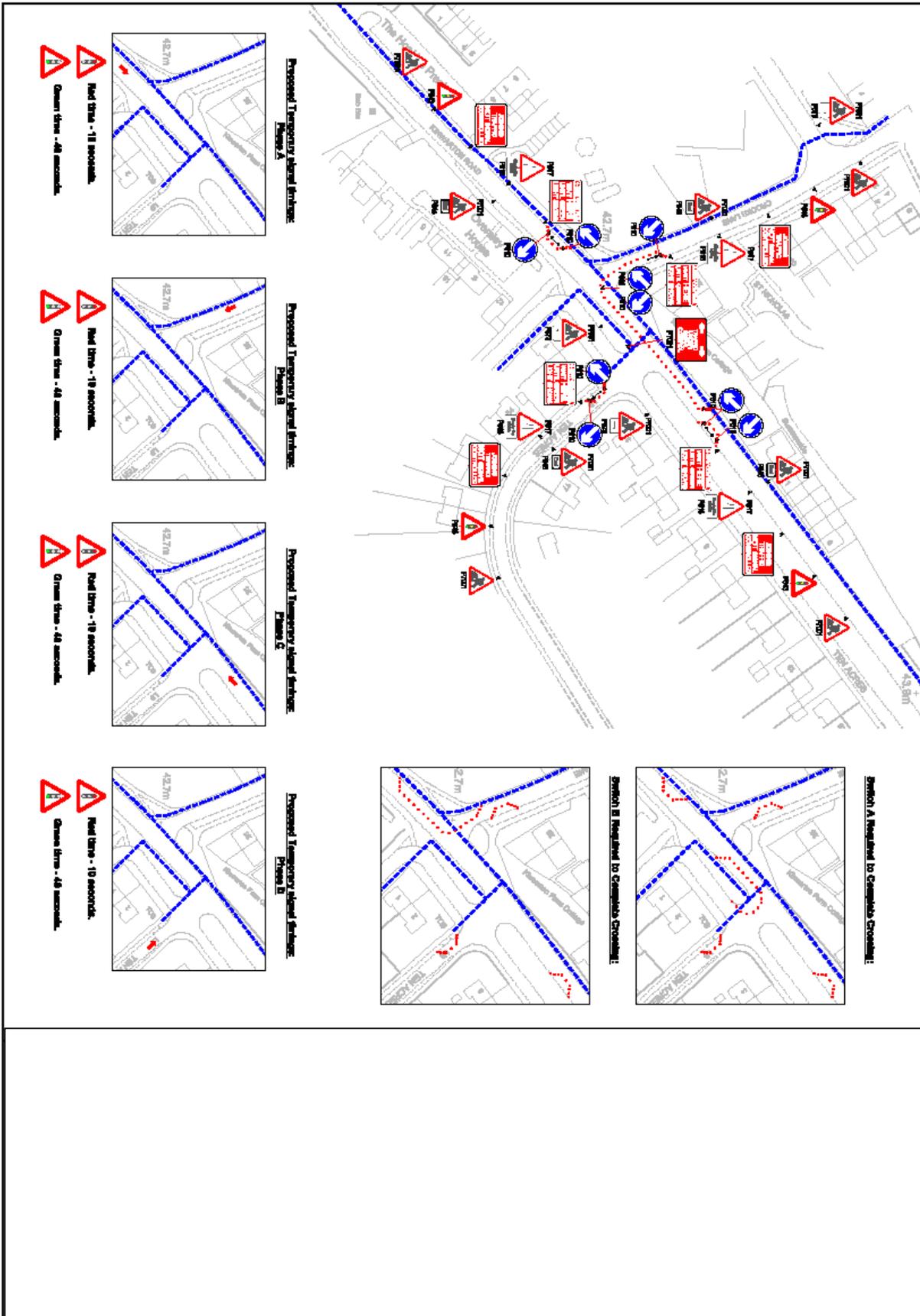
Any bus stops located within the area of the proposed traffic management will need to be either suspended or relocating for the duration of the works. All such requests should be made in writing to TfWM using their bus shelter and stop suspension procedure.

Futher information can be obtained from the [Network Management Team](#) on **01926 414018** 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





## Temporary Road Closure Request Form

<p><b>Please enclose fee of £1760 with this application for a planned road closure</b>  <b>Please enclose fee of £840 with this application for an emergency road closure</b></p>			
Contact Name:  24hr Tel. No: (Will appear in Public Notice)		Company Name and Invoice Address:	
<b>Purchase Order No:</b> (must be attached to application)			
<b>Location of required closure</b>			
Town/Village:			
Street:			
From & To:			
Approx Length:			
Type of temporary restriction required *Select the types of temporary restriction you are requesting		<input type="checkbox"/> Road closure <input type="checkbox"/> Footpath closure <input type="checkbox"/> Cycle path closure <input type="checkbox"/> Speed limit reduction <input type="checkbox"/> Other .....	
Dates: <b>(Min 12 weeks from receipt of app form)</b>		Start Date:	
		End Date:	
Duration of Closure within these dates:			
Notice Number:			
<b>WORKS CONTRACTOR DETAILS:</b> Name: Company: Emergency 24 hour Tel No:			
Attach TM and suggested diversion:		Yes/No	
<b>Cancellations:</b> <i>If PAA has been granted and you cancel minimum charge of £1000                  However, if this has already been sent to advertising then you will be charged full £1760</i>			
<b>Additional charges:</b> <i>An additional £600 will be charged if you need an extension or to request a start date change.</i>			

Please return to: [roadclosures@warwickshire.gov.uk](mailto:roadclosures@warwickshire.gov.uk)

Please add to all TTRO permit applications the following condition: NCT11b letter drop to residents and businesses affected plus advanced signage put out two weeks prior to works starting, in accordance with RCA4

**Document RCA4 – Signage Schedule**



**Note**

- All Signs are to be retro reflective and manufactured in accordance with the Traffic Signs and General Directions 2002.
  - All signs are to be clean and legible with printed lettering and fit for purpose. Damaged, defaced or hand written signs are not permitted.
  - Sign 1. One sign to be placed at each end of closed section of road and at junctions or intersections within the closure.
  - Sign 2. Placed at all advanced junctions where diversions will need to be signed from.
  - Sign No. 3 - As per signs one and two.
  - Sign No. 4 - With left or right arrow as appropriate to be placed only at start of the diversion alongside sign one or two.
  - Sign No. 5 - At every change of direction for traffic at junctions and where diversion continues past junctions. Note: This will usually be one left hand and one right hand arrow sign at each junction.
  - Sign No. 6 - To be provided at each end of the diversion.
  - Sign No. 7 or 9 - To be placed at each end of the closure ten (10) days prior to the road closure commencing.
  - Sign No. 8 - Information board to be placed on site at the commencement of works, the name of the contractor carrying out the works can be varied. This is a statutory sign and MUST be placed on site.
- Please see document RCA3 for an example map.

**Applicants will be responsible for periodic checking and maintenance of signing during period of closure. All signing to be removed and the road re-opened immediately works are completed, or on agreed completion date, whichever is the earlier.**