

# APPLICATION FOR THE USE OF MULTI-PHASE PORTABLE TRAFFIC SIGNALS

1.	Name of Utility / Contractor: Applicant dealing with request (print name): Telephone No: Fax No: Emergency Contact Name & No. (24hr): Order Number (see note 4 below): Invoice Address:	
2.	Traffic Management Company: Address:  Telephone Number: Fax Number: Emergency Contact No. (24hr):	
3.	Site Location (Street names): Town: Post Code: Grid Reference:	
4.	Proposed Date and Time of Works:  Will the signals be in use 24 hours? If 24 hour, state method of supply:	Date(s): From.... To.... Times: From.... To.... Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i> Electricity Board <input type="checkbox"/> <i>please tick</i> Quiet Generator or Battery <input type="checkbox"/>
5.	NRSWA reference number	
6.	Will the portable traffic signals be located within 100m of permanent traffic signals or pedestrian crossing? (see note 3 and 4 below)	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i>

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).
- ◆ Traffic Signs Chapter 8
- ◆ An Introduction to the Use of Portable Vehicular Signals (pink book).
- ◆ The Traffic Signs Regulations and General Directions 2002.

## Notes:

1. Authorisation of multi-phase Portable Traffic Signals will be considered when in receipt of all the required information including a scaled drawing (1:500) 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). **Minimum of 3 weeks** notice period is required for authorisation.  
For **urgent** works the authorisation will be issued within 3 working days.  
For **emergency** works i.e. where there is immediate danger to persons or property, authorisation will be given within a reasonable period as agreed between the undertaker and Warwickshire County Council. However the works may proceed and the authorisation will be issued retrospectively within the agreed period.
2. 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 £475 will be made for the work associated with the authorisation of multi phase portable traffic signals. The fee can be reduced to £300 if a minimum 3 weeks notice is given. An order number must be supplied in this instance.
3. For portable traffic signals where permanent signals or pedestrian crossings are unaffected, please contact the street works team **on 01926 736537** and email this form to [streetworks@warwickshire.gov.uk](mailto:streetworks@warwickshire.gov.uk)
4. Should permanent traffic signals or pedestrian crossings require switching off, charges of £175 will be made per site visit during office hours or £225 per site visit outside office hours. A notice period of 72 hours should be given to the **Traffic Signals Team on 01926 412810** and email this form together with your order number for the works to [signals@warwickshire.gov.uk](mailto:signals@warwickshire.gov.uk)
5. The Authorisation is **NOT** an Opening Notice for the works. Therefore, an Opening Notice should be sought in the normal manner (Tel. 01926 736536, NRSWA Manager).

Print name..... Signature of Applicant: .....  
Date: .....

Please return this form to one of the e-mail addresses above, (notes 3 and 4).

## **Portable Traffic Signals**

Directions for the use of temporary signals:

1. A scaled drawing (1:500) of the location should be submitted, detailing the position of each traffic signal head, phasing, controller position and associated cable layout. 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. 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 and the Traffic Signs Regulations and General Directions 2002.
3. Portable traffic signals, traffic management and signing shall be installed by suitably qualified personnel. i.e. Sector 12 Traffic Management with relevant units.
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, Any request for fixed time or manual operation signals should be made separately, but may be attached to this application form.
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 7.00 am to 7.00 pm, Mondays to Fridays, and within three 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.
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, and the log submitted to the Traffic Section when the portable traffic signals are removed from site.
11. A representative from the Local Authority may be on site when the portable traffic signals are being installed and 72 hours notice is therefore required of the intention to set up this equipment.
12. The controller unit must be secured by key or padlock during out of hours use.
13. Equipment must be of a type approved by the Secretary of State and in full working order including all switches and LEDs.

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

