

**APPLICATION FOR THE USE OF  
SHUTTLE WORKING 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 3 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 crossings? (see note 3 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 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. **Minimum of 2 days** notice period is required for authorisation.  
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. Please contact the street works team **on 01926 736537** and email this form to [streetworks@warwickshire.gov.uk](mailto:streetworks@warwickshire.gov.uk)
3. 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 your order number for the works to [signals@warwickshire.gov.uk](mailto:signals@warwickshire.gov.uk)
4. 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 2 and 3).