**Switch off Application Form**

**Location:**

1. There are permanent traffic signals/pedestrian crossing signals within the vicinity of your proposed works. To facilitate safe working these will need to be switched off by Highway Network Services. There is a charge of £250 on weekdays and £750 out of hours and weekends for this service.
2. To cancel a request for a traffic signals or pedestrian crossing switching off, 1 working days’ notice is needed in writing to highway\_permits@sandwell.gov.uk or telephone, without 1 days’ notice the applicant will not be credited.

This application will only be accepted if the works do not involve the use of positive temporary traffic control on the highway (e.g. Temporary Traffic Signals and Stop/Go boards).

Please complete the following details in order that your application can be processed:

|  |  |
| --- | --- |
| Date & time of SWITCH **OFF:** | DD/MM/YYYY HH:MM |
| Date & time of SWITCH **ON:** | DD/MM/YYYY HH:MM |
| Additional Details (If applicable): |  |
| Permit Number associated with this switch off ***(required)***: |  |
| Contact name ***(person available on site)***: |  |
| Contact number ***(on site)***: |  |
| Billing address: |  |
| Contact name: |  |
| Telephone: |  |
| Purchase Order Number: ***(required for invoicing purposes)*** |  |

Signed………………………………………………….. Date…………………………………..…..

**Please note that it is the applicant’s responsibility to ensure that signal heads are bagged off and that all pedestrian push button units are covered with ‘out of order’ bags. Information boards and barriers should also be erected on site advising pedestrians that the signals are not in use.**

**If a set of permanent traffic signals requires switching off, a purchase order number is required for invoicing purposes and a switch off application will not be processed without this.**

Should there be any change to your requirements please telephone 0121 569 4019 during normal office hours (Mon to Thurs 08:00 – 15:30 and Fri 08:00 – 15:00) or 07867506556 out of hours, weekends and bank holidays.