



**Form TS1**

**APPLICATION FOR THE USE OF**

**SHUTTLE AND MULTI-PHASE**

**PORTABLE TRAFFIC SIGNALS**

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| 1. | Name of Utility / Organisation:  |  |
| Address: |  |
| Applicant dealing with request (print name):Telephone No:Email: Utility Emergency Contact Name & 24hr Telephone: |  |
| 2. | Traffic Management Company:Address:Telephone Number:Email:Emergency Contact & 24hr Telephone: |  |
| 3. | Works Location Street name(s):Town:Post Code:Grid Reference:Approximate Length and Width: |  |
| 4. | Works Description: |  |
| 5. | Proposed Date of Works:Proposed Times of Works:Two Way or Multi Phase signals?If Multi Phase, how many phases?Temporary Ped Phase?Manual control at the following times(If applicable): | Date(s): From: DD/MM/YYYY To: DD/MM/YYYY 24 Hours [ ]  Daytime (8:00am-6:00pm) [ ]  Off Peak (9:30am-3:30pm) [ ] Out of Hours (7:00pm–6:00am) [ ]  Other (Give Details in 1st box) [ ] 2 Way [ ]  Multi Phase [ ] 3 Way [ ]  4 Way [ ]  Other (Give Details in 2nd box) [ ] Yes [ ]  No [ ] From: HH:MM To: HH:MM and From: HH:MM To: HH:MM  |
| 6. | Permit Number ***(required)***: |  |
| 7. | Is there a traffic signal junction or pedestrian crossing which will require switching off? | Yes [ ]  No [ ]  | Bill To:Name:Tel. Number:P.O. Number:***(required)*** |  |
| If Yes:Date and Time of Switch **Off**:Date and Time of Switch **On**:Signal Controller number(s) (if known):Contact name and number: ***(Person available on site)*** | DD/MM/YYYY At: HH:MMDD/MM/YYYY At: HH:MMName: Number:  |
| 8. | Are there any bus stops within the vicinity of your proposed works? | Yes [ ] No [ ]  | If Yes, please tick the boxes to confirm:The bus stops have been suspended and TFWM have been notified: [ ] Temporary Bus Stop signs have been erected beyond the works area: [ ]  |
| 9 | Print name: -  | Signature of Applicant: -  | Date: - DD/MM/YY |

Form TS2

**Notes:**

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
* An Introduction to the Use of Portable Vehicular Signals (pink book).
* The Traffic Signs Regulations and General Directions 2016.

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, position of signal heads, signal phasing together with relevant timings, proposed temporary traffic management layout including the location of signs and barriers. The application for theTemporary traffic signals should be made the same time the Permit has been submitted to ensure it can be granted expeditiously. This application form and associated information should be emailed to Sandwell\_TMApplications@sandwell.gov.uk and Highway\_Permits@sandwell.gov.uk.

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 Sandwell Metropolitan Borough Council. However, the works may proceed, and the authorisation will be issued from the date of approval and not necessarily from the start of the works. 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 must also be submitted at the earliest opportunity.

1. 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. The application for theTemporary traffic signals should be made the same time the Permit has been submitted to ensure it can be granted expeditiously. This application form and associated information should be emailed to Sandwell\_TMApplications@sandwell.gov.uk and Highway\_Permits@sandwell.gov.uk.

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 Sandwell Metropolitan Borough Council. However, the works may proceed, and the authorisation will be issued from the date of approval and not necessarily from the start of the works. 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 must also be submitted at the earliest opportunity.

1. Should permanent traffic signals or pedestrian crossings require switching off; charges of £275 will be made during office hours (08:00 – 15:30 Mon to Thurs and 08:00 – 15:00 Fri) and £750 Out of Hours and Weekends. A minimum notice period of five working days should be provided by completion and email of this form together with the Purchase Order number for the works to Sandwell Metropolitan Borough Council. To cancel a request for a traffic signal 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.
2. If a set of permanent traffic signals requires switching off then a purchase order number is required for invoicing purposes and a switch off application will not be processed without this.

Please return this form to: -

Sandwell\_TMApplications@sandwell.gov.uk and Highway\_Permits@sandwell.gov.uk

Form TS3

**Terms and Conditions**

1. A readable scaled CAD drawing must be submitted, detailing the position of each traffic signal head, phasing and 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. This application will not be processed or approved until a detailed CAD Drawing has been submitted.
2. Before submission of the Traffic signal form and the associated design it is recommended that the following is consulted;
* Safety at Street Works and Road Works, A Code of Practice (red book),
* An Introduction to the Use of Portable Vehicular Signals (pink book),
* Traffic Signs Regulations and General Directions 2016,
* Traffic Advisory Leaflet 2/11 (Portable traffic Signals for the Control of Vehicular Traffic) and Traffic Advisory Leaflet 3/11 (Signal-controlled Pedestrian Facilities at Portable Traffic Signals).
1. Proposed traffic signal stage timings, minimum and maximum green times and with the inter-green or the all red time period between each stage must be stated.
2. If an existing traffic signal junction or pedestrian crossing is to be switched off, 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. A Temporary Pedestrian Phase must also be included within the Temporary Traffic Signals if there are no other alternative crossing facilities.
3. If a zebra crossing is to be suspended, the existing belisha beacons are to be bagged off and information boards and barriers should also be erected on site advising pedestrians that the crossing is not in use. A Temporary Pedestrian Phase must also be included within the Temporary Traffic Signals if there are no other alternative crossing facilities.
4. Portable traffic signals are to operate in Vehicle Actuated (VA) unless otherwise agreed.
5. If there are any existing signs (i.e. Priority Signs, Give Way Signs, etc. including duplicate or advanced signs) which are located within the area of or within close proximity to Temporary Traffic Signals, they must be temporarily covered over.
6. 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. 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**.
7. “Stop and Go” boards must be available on site to control traffic in the event of portable traffic signal failure.
8. A log of all faults should 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.
9. Equipment must be of a type approved to be used on the highway and in full working order including all switches and LEDs.
10. 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 and duplicate signal heads must be provided to that approach, and on all roads 7.3m wide and above.
11. 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.
12. 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. This also applies if portable temporary signals are to be used at an existing zebra crossing or uncontrolled crossing point.
13. 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 Transport for West Midlands (TFWM) using their bus shelter and stop suspension procedure. More information on this can be obtained by the Traffic Management Team or Transport for West Midlands.

Further information can be obtained by emailing Sandwell\_TMApplications@sandwell.gov.uk and Highway\_Permits@sandwell.gov.uk.