

To: Dundee City Council

PERMISSION REQUEST/APPLICATION FOR THE USE OF PORTABLE LIGHT SIGNALS

This form may be used to: Request permission from the Roads Authority for the use of 2 way portable light signals and to request confirmation that specific site approval is not required.

or where a junction is involved: Apply to the Roads Authority for portable light signal site approval. **A charge of £121 is applicable for 3 or 4 way lights.**

or to: Request a portable light signal design and approval.

APPLICANTS

Statutory Undertaker/Client

Contractor

Company _____

Company _____

Address _____

Address _____

Phone _____

Phone _____

Fax _____

Fax _____

Contact _____

Contact _____

First Emergency Contact Out of Hours: Name and Phone: _____

Second Emergency Contact Out of Hours: Name and Phone: _____

Traffic Signal Supplier: _____

Phone: _____

SRWR Reference No: _____

Work Ref: _____

Location of Works

Address: _____

Traffic Sensitive?	
Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

OS Grid Ref: _____

Will there be a road junction between the signal heads? Yes: No:

If yes, please send an OS Plan 1:1250 or 1:2,500 scale indicating the work area and traffic control arrangements

Purpose of works: _____

Urgent:

Date and Time of works: From: _____

To: _____

Proposed Signal Operation	
Working Day	<input type="checkbox"/>
24 hours	<input type="checkbox"/>
Night	<input type="checkbox"/>
Off-peak	<input type="checkbox"/>

Remarks: _____

I agree to meet all reasonable costs incurred by the Roads Authority in respect of the connection, operation and disconnection of the signals and in respect of giving emergency attention in the event that the "emergency contacts" cannot be reached or are unable to rectify any fault within 2 hours of the first notification that the signals or associated signing are faulty. It should be noted that the Roads Authority and its employees in no way accept responsibility for any claims or demands which may be brought against it by third parties in any way by virtue of the installation operation or emergency rectification of these signals.

Signed: _____ Date: _____ On behalf of: _____

APPLICATION MUST NOT BE TAKEN AS APPROVAL

CONDITIONS

- 1 Upon receipt of the completed application form, the Roads Authority will, if specific site approval is required, issue the approval, together with a plan and signal timings for use by the applicant (if required). If site approval is not required, the Roads Authority shall take the application as notification of the intention to use two way Portable Light Signals and confirm that specific site approval is not required.
- 2 The Roads Authority must be notified if:
 - a any change is made to the date or time on the application;
 - b the work is in the vicinity of any permanent signals including Pelican crossings; and
 - c the work is in the vicinity of a level crossing (Network Rail must also be consulted).
- 3 Where emergency or urgent works require portable light signals to be set up outwith office hours, the Utility Company shall:
 - a obtain verbal approval from the appropriate Roads Authority;
 - b provide retrospective notification/application for written approval on the next working day; and
 - c provide details of the works location, nature of works, portable light signals layout, and both the Utility Company's and Contractor's contact telephone numbers to the appropriate Roads Authority.
- 4 At least **seven working days notice shall be given** for all works other than emergency and urgent works. For emergency and urgent works (ie when circumstances arise which could result in immediate danger to the public or serious damage to the road), this notice must be sent without **2 hours** of work starting. Where a portable light signal design is requested the minimum design period is **2 weeks** prior to approval of portable light signals. Roads Authority must be notified **within 48 hours** of signals being removed from carriageway. Any changes to start and finish dates must be notified and approved in advance.
- 5 Wherever signal control is to be used at a works site, which contains or is near a junction, two scaled plans showing the proposed temporary site layout must accompany this application. It is a statutory requirement for the Roads Authority to issue written site approval before signals are installed, in these instances.
- 6 Signal Operation:
 - a the working day is taken to be 7.30am to 7.00pm;
 - b 24 hours is taken to be continuous use for the duration of the works;
 - c overnight is taken to be 7.00pm to 7.30am; and
 - d off peak is taken to be 9.15am to 3.30pm (Monday to Friday).
- 7 The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 2002, and all other relevant regulations, directions and technical memoranda. Procedures, layouts and operations shall be in accordance with "Safety at Street Works and Road Works - A Code of Practice" and "Traffic Signs Manual - Chapter 8".
- 8 The mode of operation of the signals shall be "Vehicle Actuated" to the Department of Transport's booklet "An Introduction to the Use of Traffic Actuated Portable Traffic Signals" (the pink booklet), unless otherwise agreed by the Roads Authority.
- 9 All apparatus, whether hired or owned by the user will be subject to a "beck and call" maintenance contract. The user must establish a safe working method of traffic control within 2 hours of notification of a fault or defect. The apparatus must be inspected and tested before delivery to site and the user must satisfy the Roads Authority and Police that the equipment meets all the necessary requirements and that a competent person has made the pre-delivery check. Stop/Go Boards must be on site, and in a fit state for use, at all times that the site is manned.
- 10 When the site is an urban environment, the apparatus must be of a type, which produces a noise level maintained below the first action level 85 db(A). This will ensure that noise produced is kept to a minimum, thus reducing the risk and any harmful effects to the public.

Permit No: _____

PERMISSION FOR THE INSTALLATION OF PORTABLE TRAFFIC SIGNALS

**New Roads and Street Works Act 1991, Section 115 and Safety at Street Works
and Road Works - A Code of Practice**

The Roads Authority:

in exercise of its powers under Section 115 of the New Roads and Streetworks Act 1991 and the Safety at Street and Road Works - A Code of Practice hereby grant permission to:

to install on the road portable traffic signals with the agreed signing and coning layout and the like as may be necessary to comply with this permission at:

The permission will be valid for a period of _____ from the undernoted date.

Date: _____

Head of Roads/Chief Engineer/Network Manager

Notes

- 1 This permit must be kept on site and shall be shown on demand to any Police Officer or Official from the Roads Authority.
- 2 This permission shall, unless extended by the Roads Authority, expire at the termination of the period stated.

Appendix 1 - Additional specific conditions pertained to this permission are attached (Delete if no specific conditions apply).

THIS PART TO BE RETURNED TO THE ROADS AUTHORITY ON RECEIPT OF THIS PERMIT

Issuing Office

Permit No: _____

I/we acknowledge receipt of this permit and agree to comply with the conditions contained in Form PLS-A and any additional specific conditions contained in Appendix 1 of this permit.

Date: _____

Signed: _____

Official Designation

REGISTER OF APPLICATIONS/NOTIFICATIONS FOR PORTABLE LIGHT SIGNALS

Reference/Permit No	SRWR Reference	Name/Location/Description	Received Date and Initials	Approved Date and Initials	Completed Date and Initials