

Information Pack

for

Permission to Place Portable Light Signals on the Highway Within the County of Norfolk including the City of Norwich

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Section A - Guidance Notes

1. This process sets out what is required for any promoters of activities on the highway to obtain permission from the relevant highway authority before placing portable light signals (traffic lights) on the highway. Portable light signals must not be placed on the highway by any promoters of activities, their contractor or other agent acting on their behalf without the permission of the relevant authority.
2. Applications for 2-way portable light signals do not require **Section C – Application form** unless a shuttle section includes a road junction and or pedestrian facilities. The authority may require that multiphase portable light signals are used at these sites.
3. That approval can only be given in certain circumstances (see The Traffic Signs Regulations and General Directions).
4. Placement of portable light signals for Categories of Work of Immediate (emergency and urgent) will still require approval.
5. A retrospective approval application must still be presented for immediate works when advance approval has not been practicable. The completed application form must be received by the relevant highway authority by 10:00 the next working day.
6. For the avoidance of doubt, approval must be obtained before placing of portable light signals for non-excavation works.
7. It is a requirement of the Operations Manual that 'STOP / GO' boards must be available in case the portable traffic signals break down (see Traffic Signs Manual Chapter 8 part 2 03-21-15).
8. A plan of appropriate scale must be supplied for all works showing signal head positions location of 'WAIT HERE' boards or temporary stop lines and stage diagram details. **Section D – Scale Plan Example** shows suggested treatment of multi lane approaches
9. Proposed signal timings must also be submitted with all applications (see Department for Transport document "An introduction to the use of portable vehicular signals").
10. The applicant will take responsibility for ensuring compliance with any conditions associated with an approved scheme.
11. Applications must follow **Section B – Flow Diagram**. All relevant items of the application form must be completed to enable the authority to evaluate the request.
12. Any minor changes to the approved scheme must be agreed by the authority. Major changes will require a new application to be submitted.
13. This process is in addition to NRSWA notice requirements. Normal NRSWA notice procedures must be followed and the intention to operate portable traffic signals should be recorded on the notice.
14. Subsequent versions of NRSWA notices must be updated with the approval reference number for the application.

15. Applicants must comply with the authority procedures and time scales for advising when the portable light signals are installed and removed.
16. All portable light signal equipment must conform to the Traffic Signs Regulations and General Direction Regulation 35.
17. Dropped kerbs or ramps, tactile paving and audible signals are to be used at portable pedestrian facilities unless otherwise agreed by the highway Authority.
18. Application Process Period:

Applicants should note the following minimum notice period required for approval process:

Category of Work	Period
Immediate (emergency and urgent)	Telephone before set-up
Minor Works	15 days
Standard Works	15 days
Major Works	20 days

Note: Days are working days in accordance with the Act.

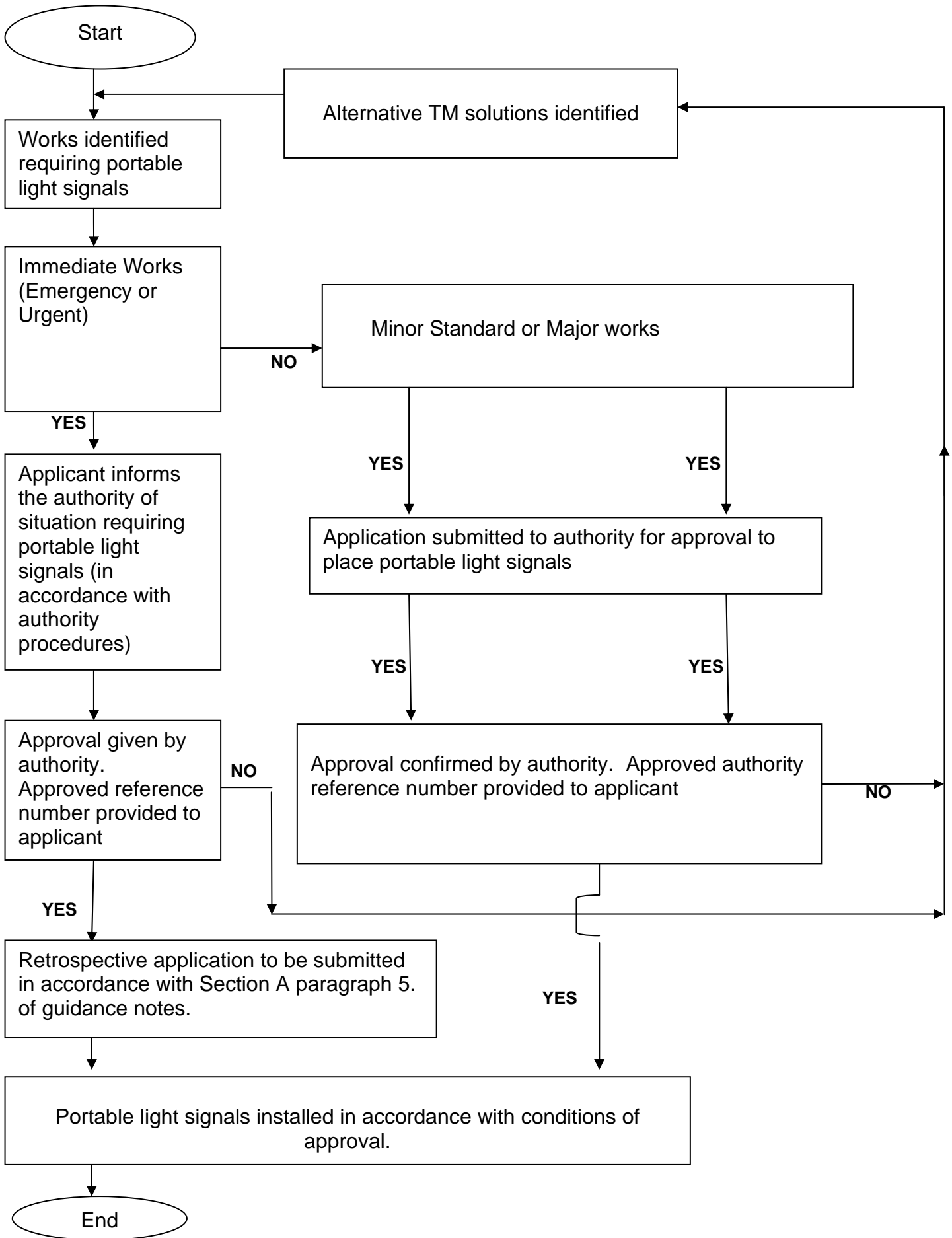
19. Portable Light Signals Reference Material:

The following material is considered relevant information for application, approval and use of portable light signals on the highway. However, it is not an absolute definitive list.

Reference Material	ISBN / Date
Traffic Management Act 2004	0 10 541804 8
New Roads and Street Works Act 1991	0 10 542291 6
Road Traffic Regulation Act 1984	0 10 542784 5
Traffic Signs Manual Chapter 8 Volume 1 and 2 Traffic Safety Measures and Signs for Road Works and Temporary Situations 2006	0 11 552738 9 0 11 552739 7
Safety at Street Works and Road Works Code of Practice	0 11 551958 0
Statutory Instrument I 2002 No. 3113 The Traffic Signs Regulations and General Directions 2002	0 11 042942 7
An Introduction to the use of Portable Vehicular Signals (The 'Pink Book')	978 0 11 552936 8 March 2008
Statutory Instrument 2007 No. 1951 The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007	978 0 11 077795 5
Code of practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters Third Edition	Revised March 2008
Traffic Advisory Leaflet 3/11	Revised June 2011
Traffic Advisory Leaflet 2/11	Revised April 2011

If you have any further concerns relating to these or other relevant matters please contact the relevant highway authority. It is your responsibility to make sure that you act in accordance with statutory requirements.

Section B – Flow Diagram



Section C - Application Form

**The Traffic Signs Regulations and General Directions 53
Application for Permission to Place Portable Light Signals on the Highway**

PART A To be completed by the applicant.

Signal Application Type (tick one item only)

2-way Junction	<input type="checkbox"/>	Multistage	<input type="checkbox"/>	Haul Route Crossing	<input type="checkbox"/>	Pedestrian Crossing	<input type="checkbox"/>
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Information Submitted (all must be submitted with the application)

Appropriate Scale Map	<input type="checkbox"/>	Stage Diagram	<input type="checkbox"/>	Signal Timings	<input type="checkbox"/>
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Site Location and Details

Street Name:	Address:				
USRN:	Road Classification & Number:				
Ordnance Survey Grid Reference	Easting		Northing		
Will the site affect a Level Crossing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Will the site affect a Bus Lane?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Will the site affect existing Traffic Signals?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Will the site affect existing Pedestrian Crossing?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Is there a road junction between the signal heads?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

Operating Criteria for Portable Traffic Light Signals

Start Date of Works:			End Date of Works:			
Signal Operation Periods: (tick applicable items)	24 Hours <input type="checkbox"/>	Weekday <input type="checkbox"/>	Weekend <input type="checkbox"/>	Overnight <input type="checkbox"/>	Peak <input type="checkbox"/>	Off-Peak <input type="checkbox"/>

NRSWA Notice Details

Utility Reference	Category of Work	Traffic Sensitive (Y/N)	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Work Description:			

Liaison and co-ordination

The following services should be contacted for comment before application is submitted:

Stakeholder	Comment (agreed, name etc)	Date
Police		
Ambulance		
Fire		
Adjoining Highway Authority		
Bus Operators		
Other affected stakeholder		
Rail Authority		

Contact Details

To: (Refer to Street Works Sectors Plan)		From (Applicant):	
Name (print):		Contact Name (print):	
Address:		Address:	
Tel:		Tel:	
Fax:		E-Mail:	
E-Mail:		Applicant Signature:	

Traffic Signal Supplier		Applicants 24 hour Emergency Contact Point	
Name:		Name:	
Address:		Tel:	
		Contractor / Organisation undertaking works	
		Name:	
Tel:	Fax:	Tel:	
E-Mail:		E-Mail:	

Note: Any minor changes to the approved scheme must be agreed by the authority. Major changes will require a new application to be submitted.

Submitted By

Name:	Signature:	Date:

PART B To be completed by the authority

Approval

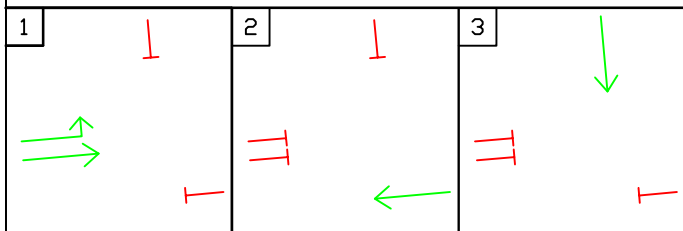
The authority has considered this application and has made the following decision:

Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>	Authority Reference:
Conditions of Approval:				
Reasons for non-approval:				
Site Visits:	Required	Date of site visit	Outcome of visit:	
	Yes <input type="checkbox"/> No <input type="checkbox"/>			
Traffic Impact Assessment: (tick the worse case scenario)		Slight	Moderate	Severe
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority signatory:		Name(print):	Date:	
Contact Number:		Out of Hours Contact Number:		

Note: This form may change with the introduction of amended working practices and regulations.

Section D - Scale Plan Example

STAGE DIAGRAM



SIGNAL TIMINGS

	Max Green: 35	Max Green: 35	Max Green: 30	
All Red Matrix				
To Stage	1	2	3	4
From Stage				
1		5	5	
2	5		5	
3	5	5		
4				

KEY

- SIGNAL HEAD**
- 'WAIT HERE' BOARD**
- TRAFFIC CONE**

WHITE WOMAN LANE

NORTH WALSHAM ROAD

EXAMPLE

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Mike Jackson
Director of Environment, Transport and Development
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2SG

DRAWING TITLE
Portable Light Signal Application Example Drawing
Showing types of multi lane approach requirements

REV.	DESCRIPTION	CHECKED	DATE

	INIT.	DATE	DRAWING No.	
SURVEYED BY	OS		PROJECT TITLE Portable Light Signals Example Drawing	
DESIGNED BY	PS	02/09		
DRAWN BY	PS	02/09	SCALE	FILE No.
CHECKED BY	GNH	02/09	1:200 @ A3	