

# Application for the use of Portable Traffic Signals

It is a statutory requirement to notify the Roads Authority of ALL portable signal installations and to obtain written approval for those sites which contain or are near a junction.



FAO:	Public Space Manager
Perth & Kinross Council, Public Space Management, The Atrium, 137 Glover Street, PERTH. PH2 0HY. Fax 01738 477210 or email <a href="mailto:jlogan@pkc.gov.uk">jlogan@pkc.gov.uk</a> ; <a href="mailto:iwatson@pkc.gov.uk">iwatson@pkc.gov.uk</a> or <a href="mailto:mcleland@pkc.gov.uk">mcleland@pkc.gov.uk</a>	

This form may be used to	<input checked="" type="checkbox"/>	Request permission from the Roads Authority for use of 2 way portable traffic signals and to request confirmation that specific site approval is not required
Or where a junction is involved	<input type="checkbox"/>	Apply to the Roads Authority for portable traffic signal site approval
Or to	<input type="checkbox"/>	Request a portable traffic signal design and approval

## Applicant

Statutory Undertaker / Client		Contractor	
Company		Company	
Address		Address	
Phone		Phone	
Fax		Fax	
Contact		Contact	

## Emergency Contacts

Applicants Out of Hours Contact Details		Signal Supplier Out of Hours Contact Details	
Name (1 <sup>st</sup> Call)		Name (1 <sup>st</sup> Call)	
Phone		Phone	
Name (2 <sup>nd</sup> Call)		Name (2 <sup>nd</sup> Call)	
Phone		Phone	

## Location of Works

Street						
Town			OS Grid Ref			
Traffic Sensitive			Yes		No	
Will there be a junction between the signal heads?			Yes		No	
If Yes, please send an OS plan 1:1250 or 1:2500 scale indicating the work area and traffic signal locations						

## Job Information / Details

Purpose	Symology Details					
			SRWR Ref			
			LA Ref			
Date From			Proposed Signal Operation			
Date To			Working Day			
Urgent	Yes		No			
Comments			24 Hours			
			Overnight			
			Off Peak			

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		

**NOTIFICATION / APPLICATION FOR INSTALLATION OF PORTABLE TRAFFIC SIGNALS**

**CONDITIONS**

1. At least **SEVEN WORKING DAYS NOTICE SHALL BE GIVEN** for all works other than emergency and urgent works. For emergency and urgent works, (e.g. when circumstances arise which could result in immediate danger to the public or serious damage to the road), this notice must be sent **WITHIN TWO HOURS** of work starting.
2. 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.
3. **ROADS AUTHORITY MUST BE NOTIFIED WITHIN 48 HOURS OF SIGNALS BEING REMOVED FROM CARRIAGEWAY.**
4. Signal operation :     **Working day** is taken to be **07:30 – 18:00**  
  
                                  **24 Hours** is taken to be **continuous use for duration of the works**  
  
                                  **Overnight** is taken to be **18:00 – 07:30**  
  
                                  **Off peak** is taken to be **09:15 – 15:45 (Mon – Fri)**
5. The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 1994, and all other relevant regulations, directions and technical memoranda.
6. Procedures, layouts and operations shall be in accordance with the "**Safety at Street Works and Road Works – A Code of Practice**" and "**Traffic Signs Manual – Chapter 8**"
7. The mode of operation of the signals shall be "**Vehicle Actuation**" 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 in writing.
8. If an external supply of electricity is required for the operation of the signals a separate application must be made to Scottish Hydro Electric and to the Area Engineer (lighting section) for such a supply.
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. See paragraph 3 overleaf.
10. 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.

Further copies of this form may be obtained from: -

Public Space Manager  
Perth & Kinross Council  
Public Space Management  
The Atrium  
137 Glover St.  
Perth  
PH2 0HY

Telephone 01738 477200  
Fax. 01738 477210  
**Emergency Tel No 01738 625411.**

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