

APPLICATION FORM :
To Place Portable Traffic Signals in the Public Highway
 Section 53, Traffic Signs Regulations and General Directions 2002



Application for Revised Dates Re-submitted Application

TO: (Street Authority Name)		Statutory Undertaker Applying		(logo)	
		OFFICER NAME:			
		ADDRESS:			
				POST CODE:	
Phone:		Phone:			
Fax:		Fax:			
Email:		EToN REF:			
Immediate Works	<input type="checkbox"/> Y	<input type="checkbox"/> N	Planned Works	<input type="checkbox"/> Y	<input type="checkbox"/> N

LOCATION DETAILS

ROAD NUMBER (A & B Only):	LOCATION:
STREET NAME or USRN/S:	TOWN:
GRID REF - EASTING:	GRID REF - NORTHING:

SITE SETUP

DOES SITE CONTAIN A JUNCTION? <i>Comments:</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
DOES THIS AFFECT PERMANENT SIGNALS OR PEDESTRIAN CROSSING? <i>Comments:</i>	<input type="checkbox"/> Y	<input type="checkbox"/> N
Has the Highway Authority been contacted to agree switching / bagging these lights off	<input type="checkbox"/> Y	<input type="checkbox"/> N
Is there an effect on other matters? (E.g. trams / bus lane/bus stop / pedestrian crossing point/ parking bays)	<input type="checkbox"/> Y	<input type="checkbox"/> N
Comments :		
Number of Signal heads	<input type="checkbox"/> 2	<input type="checkbox"/> 3
	<input type="checkbox"/> 4	

WORK DETAILS

START DATE:	FINISH DATE:	Days in use (working) :	
TIMING OF TRAFFIC LIGHT USE - <i>Tick Applicable Boxes Or Enter Details</i>			
24 hrs	Night 19:00-07:00hrs	Off Peak 09:30-1530hrs	<i>Comments/Details:</i>
Weekday	Weekends	Other	
Have unsocial working hours been confirmed with relevant Environment Health departments?			<input type="checkbox"/> Y <input type="checkbox"/> N
WORKS DESCRIPTION:			

EMERGENCY/OUT OF HOURS CONTACT – For Traffic Management /Signal Failure

NAME:	ORGANISATION:	TEL:
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DECLARATION

I have completed ALL the above sections, have read, understood and agree to the Notes on Portable Traffic Signals and have provided any additional information as required. I understand that incomplete Applications will be refused and will notify the Street Authority if any change is made to the date or time given on this Application. **I understand that as part of this agreement, it is a mandatory condition to have stop/go boards available on site whilst works are ongoing in case of signal failure.** I also confirm that the maximum site length will be no more than 300m. I understand that the individual authority may impose a charge for turning off any permanent signals required to facilitate my works. I confirm that 1 scale site plan (minimum requirement) has been attached to this application. I confirm that any unsocial working hours have been agreed with the relevant Environmental Health Departments.

NAME:	DATE:
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STREET AUTHORITY COMMENTS

Response	(AUTHORISED/ NOT AUTHORISED)	
Comments:		
NAME:	DATE:	Contact Tel

Guidance Notes

Method of sending

All applications must be sent by email in the first instance. Other methods of sending, (E.g. fax/post) must be agreed with the Street Authority in advance of sending.

The Local Authority must publish the contact details for applications to be sent to and the preferred method of sending on the SWHAUC website.

Application Durations

Planned Works:

Minor / Standard Applications 10 working days
Major works 1 calendar month

Immediate Works:

Urgent / Emergency: As soon as reasonably practicable

N.B. Late applications may result in the EToN notice & application form for TTL's being rejected and the works requested needing to be replanned.

Location Details

Road Number: Only required if this is an A or B route.
Street / USRN: One or both is acceptable. N.B. Must correspond with EToN Notice.
Town: Must correspond with EToN Notice.
Grid reference: Must be 12 figures minimum. Centre point of site should be used.

Site Set Up

Permanent signals / Crossing / Junctions: Must be checked and any special requirements to manage the junction noted at this stage on the application. *I.e. Permanent signal heads to be switched of.*
Site length: 300M is the maximum length allowed.
Signal Heads: Only 1 application will be accepted per street and per set of signals. E.g. If moving from 2 to 3 way signals, 2 applications must be sent together.
Site Plans: 1 site plan is the minimum requirement. The street map must be to an appropriate scale and indicate the start / finish of the shuttle lane. If this changes whilst works are ongoing on site, the works promoter must undertake a risk assessment and log all justifications for slight amendments on an audit document. If the changes are significant e.g. 2 way to 3 way, affecting another street, then approval from the street authority is required.
Is there an effect on other matters? Please consider and advise if the TTL's effect other factors of the highway. The comments box is an opportunity to confirm what planning has been taken to reduce the impact of the TTL's.

Work Details

Start / Finish Date: To represent actual days on site. N.B. Must correspond with the EToN Notice and be a reasonable duration to avoid challenge by the street authority. N.B. By 'correspond' the dates may not reflect the exact dates on the EToN notice, but should be within the EToN dates e.g. EToN Dates 1-10/3/11. TTL dates 5-10/3/11.
Days in Use: Must indicate the amount of working days the TTL's are in use on the highway. (N.B. Working days means Monday – Friday excluding bank holidays).
Works description: Must be in layman's terms. (N.B. No technical jargon) and justify the duration of any work requested *e.g. New Water 150mm diameter supply main 100m long and 5 connections*. Must be in laymen's terms as per the EToN Technical Specification.
Timings of Traffic Lights: Must reflect the intention of when the lights will be operational. This must not just reflect the times that the applicant intends to be working on the site.
Environment Health: This box requires the applicant to consider any additional impact on the local community due to the works, (e.g. Noise) if works are proposed for unsocial hours. The comments box allows the applicant to advise the street authority of any action taken to help plan the works. *(e.g. EA / District council contacted and noise control measures A & B will be imposed / not residential – no action necessary)*.
Emergency/out of Hours contact: Must be a number that can be contacted 24/7 in case of traffic management concerns or signal failure. This can not be an individual's mobile.

Street authority Comments

This box must be blank on submission of the application. Authorisation is only given if the form is returned to the applicant with 'authorisation' & relevant conditions attached in this section of the form.