

SEHAUC AGREED WORKING PROCEDURES



Portable Traffic Signal Process

The attached process for the provision of Portable Traffic Signals was agreed by SEHAUC to be evaluated and will run for a three month trial period from 1st October 2003.



**THE TRAFFIC SIGNS REGULATIONS AND GENERAL
DIRECTIONS 2002. SI NO. 3113.
PORTABLE TRAFFIC SIGNALS.**

**Highway
Authority /
Company
Logo**

All Fields are to be completed entering not applicable or N/A where appropriate

Notification of the use of 2-Way Portable Traffic Signals	<input type="checkbox"/>
Application for Approval of Multiphase Portable Traffic Signals	<input type="checkbox"/>
Request for Design and Approval of Portable Traffic Signals	<input type="checkbox"/>
WORKS OF AN URGENT NATURE TRAFFIC SIGNAL REQUEST	<input type="checkbox"/>

TICK ONE BOX

Promoters work ref.	Ha ref.
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To: Council
Address:
Tel. Fax
E-Mail

From: Promoter
Address:
Tel. Fax
E-Mail

Traffic Signal Supplier	
Tel. Fax	
Promoters Contractor	
Tel. Fax	

PTS EMERGENCY 24 hr CONTACT DETAILS
Name :
Tel.

SITE LOCATION AND DETAILS: Road Number & Address			
TRUNK ROAD: YES <input type="checkbox"/> NO <input type="checkbox"/>		OS Grid Ref. E N	
Is Site On A Traffic Sensitive Section Of Road.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Is Site Near Existing Signalised Control	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Is There a Road Junction between Signal Heads	YES <input type="checkbox"/> *	NO <input type="checkbox"/>	
* The Promoter must supply a 1:1250 scale map of the works with this application # A map may be requested for any set of signals to determine exact position of heads.			
Description of Works			

Start Date of Signal Control	End Date of Signal Control
Times of Operation <i>circle / tick</i>	24hrs <input type="checkbox"/> peak times <input type="checkbox"/> overnight <input type="checkbox"/> off peak <input type="checkbox"/>

SUBMITTED BY	Signature	Print name	Date
Contact details	Tel	Fax	E-mail



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PROMOTERS WORK REF.	HA REF.
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FOR HIGHWAY AUTHORITY USE		
APPROVAL (FOR MULTI PHASE SIGNALS ONLY)	APPROVED <input type="checkbox"/>	NOT APPROVED <input type="checkbox"/>

Conditions Required			
Authorised by	Signature	Print	Date
Contact details	Tel	Fax	E-mail
Note, If Notification only with no site specific conditions only the HA Reference number is required to be returned. If this form has been submitted as a request for approval, the HA must return both pages to the promoter. If a design was requested, the HA must return this form with the design.			

Minimum period of notice required	Advance Notice	
Emergency/Urgent	2 Hours	
2 Way Portable Signals	7 working days	
3 Way Multi Phase*	21 working days	
All Portable Signals on Trunk Roads	21 working days	
The Highway Authority will reply within 3 working days of receipt of request. Reply to be sent to the Submitter.		

- *Minimum design period is 2 weeks for approval of portable traffic signals.

Conditions relating to application.

Legality

The Traffic Signs Regulations and General Directions 2002 SI 3113 permit the use of portable traffic signals in accordance with regulation 35 provided that:-

- The equipment is type approved
- The equipment is capable of working vehicle actuated.
- The site involves simple shuttle working with no junctions in the controlled length.
- The Highway Authority or Agent Authority is notified when signal control is used.

Safety at Street Works and Road Works a code of practice issued under The New Roads and Street works Act Section 65.3

All signals to be provided, installed, maintained and removed on site in accordance with Chapter 8, safety at Street works and Road Works CoP and Temporary Traffic Management on High Speed Roads - Good Working Practice document available at www.highways.gov.uk/aboutus/corpdocs/ttm_sept_02/index.htm



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General Conditions

Portable traffic signals used to control junctions (i.e. more than simple shuttle working) or heavy plant crossings require that the Highway Authority issues specific site approval.

All signage to conform to Chapter 8 and the safety at Streetworks code of practice.

All portable traffic signals to be operated in accordance with DfT booklet " An Introduction to the use of Vehicle Actuated Portable Traffic Signals". Manual control for fixed time operation shall only be used with the written consent of the Highway Authority.

All Highway users within the are of traffic control will be advised of the intended dates of use of portable traffic signals by the applicant.

Setting up Site

All appropriate advance warning signs, in accordance with the recommendations of chapter 8 of the Traffic Signs Manual, to be established prior to positioning of the signals.

The maximum distance between portable traffic signals must not exceed 300 metres. The signals are to be set up to allow working space only and are not to include for parking for non-essential site vehicles.

Portable traffic signals are set up with time settings as a function of site length. The period of use and the controlled shuttle working length to be kept to an absolute minimum. Signals must operate vehicle actuated unless alternative agreed in writing.

When the switching off of permanent signals is required the promoter must contact the Highway Authority in advance, as far as reasonably practical, so the necessary arrangements can be made.

If the site can not be set out as planned the promoter must immediately contact the Highway Authority to discuss.

Environmental considerations.

In built up or residential areas, connection of signals to mains power supply may be preferable. The Electricity Supplier must be consulted and may levy a charge for supply. Connections to street lighting must be with the permission of the appropriate Authority and by a competent electrician. Any subsequent damage or repair will be a charge on the promoter.

All generators must meet the requirements of the Environmental Protection Act 1990 c43.

Maintenance

The signal supplier / hirer must provide and display on the equipment on site the call-out number for maintenance. Response to be within two hours.

Associated Documents

Notes for guidance TTS.ppt
Design example.