

Bracknell Forest Borough Council

Local Guidance on Application for Permission to Place Portable Temporary Traffic Signals on the Highway

SECTION A - GUIDANCE NOTES

1. This process applies to the prescribed requirements for any promoters of activities on the highway to obtain Formal Authorisation from highway authorities before placing portable light signals on the highway
2. It is a legal requirement that portable light signals must not be placed on the highway without Formal express written Authorisation of the relevant authority. For the avoidance of doubt, Formal Authorisation must be obtained for non-permitable works under the New Roads & Street Works Act 1991 (NRSWA), Traffic Management Act 2004, Highways Act 1980 etc. It is an offence to place and operate portable light signals on the highway without approval from the traffic authority.
3. Relevant reference material is shown in Guidance Note 23. Specifically, the Traffic Signs Regulations and General Directions 2016 (the TSRGD) which provides the requirement that express written permission is required from a traffic authority for the placement of portable light signals on the highway.
4. Although placement of portable light signals for Categories of Immediate Emergency and Immediate Urgent does require Formal Authorisation, these applications will follow an agreed 'fast-track' process. Arrangements for 'fast track' authorisations must be established in advance with each individual authority, including relevant out of hours contact numbers and procedures.
5. Full retrospective applications for Formal Authorisation for any 'fast-track' applications must be received by the highway authority in accordance with their out of hours procedures or by 10:00 the next working day, whichever is the sooner.
6. Four sets of suitable ordnance survey based site plans of not less than scale 1:1250 must be supplied for all hard copy applications, or, one set for soft copy and facsimile applications. Plans must show head / controller position, stage diagram details and work schedules.
7. Proposed signal timings must be submitted with all applications. Use of Vehicle Actuation is standard except where otherwise instructed in writing by the highway authority.
8. The "Site Location and Details" section must refer to the highest classification of street (Motorway, Trunk Road, A road, B road etc.) on which the portable light signals will be placed for the notified works. A separate schedule of works should be provided with the application if the number and position of signal heads will change through the progress of the works.
9. The promoter will take responsibility for ensuring compliance with any conditions associated with the Formal Authorisation of an approved scheme.
10. It is the responsibility of the promoter to arrange in advance with the relevant highway authority for the adjustment or suspension of permanent traffic signals, pedestrian crossings, bus lanes or bus stops, controlled parking, Traffic Regulation Orders etc.
11. Applications must follow the agreed process and flow chart, see Section B. All relevant items of the application form must be completed to enable the highway authority to evaluate the promoter's works.
12. Any changes to the approved application must be agreed by the highway authority. These changes may require a new application to be submitted.
13. This process is in addition to permit scheme requirements. Normal permit procedures must be followed, and the intention to operate portable light signals should be recorded on any PAA or PA.

14. Promoters must comply with the authority procedures and time scales for advising when the portable light signals are activated and deactivated.

15. All portable light signal equipment must conform to the TSRGD Schedule 14 part 4 no's. 1,2,3

16. Promoters must take account of environmental considerations for their works. This may include seeking approval with the Regional Electricity Company / Highway Authority to utilise mains power supply for portable light signal equipment or ensuring that equipment is battery operated. Use of generators must comply with the Environmental Protection Act 1990.

17. Promoters must comply with the Safety at Street Works and Road Works Code of Practice and have regard to local highway authority policy and guidance notes and relevant checklists when submitting applications. It is a statutory requirement that 'STOP / GO' boards must be available in case the portable light signals break down.

18. Work activity must be ongoing on site at all times while signals are being used, unless otherwise approved by the permit authority and may require additional advisory signs explaining zero occupancy.

19. The return to the promoter of an Approved Application Form, together with any Conditions of Approval, will constitute written permission to place portable light signals in regard to the application made. A copy of this permission must be held on site and provided on site for inspection when requested.

20. Application Process Period.

The following minimum notice periods are required for approval process:

Category of Work Period	Period
Immediate Urgent, Immediate Emergency	Telephone before set-up (08:00 - 16:30) Fast track/retrospective process (16:30 - 08:00)
All Minor Works	3 working days
Standard Works	10 working days
Major Works / Projects	One Month

Note 1: Days are working days in accordance with the New Roads and Street Works Act 1991.

Note 2: Scheme Design and Approval process period will be confirmed by highway authority on request.

Note 3: The highway authority is not obliged to accept a request to design a scheme.

21. Portable Light Signals Reference Material:

The following references relate to the application, approval and use of portable light signals on the highway. However, this should not be considered as a definitive list.

Reference Material	ISBN / Date
Traffic Management Act 2004	0 10 541804 8
New Roads and Street Works Act 1991	0 10542291 6
Road Traffic Regulation Act 1984	0 10 542784 5
Traffic Signs Manual Chapter 8 Volume One and Two Traffic Safety Measures and Signs for Road Works and Temporary Situations 1991	0 11 550937 2
Safety at Street Works and Road Works Code of Practice	0 11 551958 0
S.I 2016 No. 362 The Traffic Signs Regulations and General Directions 2016	0 11 130015 2
An Introduction to the Use of Vehicle Actuated Portable Traffic Signals (The 'Pink Book')	978 0 11 552936 5 March 2008
The Bracknell Forest Borough permit scheme 2017	

22. Signal Timings refers to the times of day the signals will be operated if this is variable a separate schedule should be provided.

23. Bracknell Forest Borough Council does not offer a scheme design service.

24. USRN is the Unique Street Reference Number as contained in the National Street Gazetteer.

25. The Traffic Sensitive check box should only be completed if the times of signal operation are within the traffic sensitive hours for the street in question.

26. For works not permissible under the Bracknell Forest Borough permit scheme Standard Works should be selected as the category of works.

27. Where permanent traffic or pelican/toucan crossing signals are required to be switched off a charge of £400.00 per visit up to 1hr, per additional hour or part thereof will be an extra £50.00 will be made by the authority for each visit during working hours (08:00 - 16:30) or £600.00 out of hours (16:30 - 08:00 Mon-Fri & All day Sat, Sun & B/H'S). per visit up to 1hr, per additional hour or part thereof will be an extra £100.00.

28. Liaison and co-ordination with the listed stakeholders is only required when the circumstances of the request warrant it i.e. works outside Fire/Ambulance stations or works with a high impact on traffic flow or when instructed by the authority.

29. If in doubt please telephone 01344 352000 for further guidance.