



**APPLICATION FOR THE USE OF
PORTABLE LIGHT SIGNALS
THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016**

<u>Applicant/Statutory Undertaker/Client</u>	<u>Contractor</u>
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
First Emergency Contact out of hours:	Second Emergency Contact out of hours:
Name:	Name:
Tel No:	Tel No:
Signal Supplier:	Tel No:
SRWR (Symology) Ref: LA	Works Ref:
<u>Application Details</u>	
Road Name: (& town/village)	
Site Location: (house no/OS grid ref)	
Start Date & Time:	
For a Period of:	
For the purpose of:	
Traffic Sensitive?	YES NO
Will there be a junction between the signal heads?	YES NO
If yes, please send an OS plan, scale 1:1250 or 1:2500, indicating the work area and traffic control arrangements.	
Proposed signal operation:	
I/We agree to observe the standard conditions printed overleaf.	
Signature of Applicant or Agent:	Date:
E Mail:	
Approved By:	
Date:	
Fee Paid BACS/Cheque/Card Payment No:	

CONDITIONS

(APPLICATION MUST NOT BE TAKEN AS APPROVAL)

1. A fee of £115.00 is payable on application. Credit/Debit Card payment can be made by calling 0300 1234565 during office hours. Cheque payments by post only.
2. The Completed form should be submitted:
 - **By Post to:** Moray Council
P.O. Box 6760
Elgin IV30 9BX
 - **By E Mail to:** roadspermits@moray.gov.uk
3. The Applicant agrees 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.
4. Upon receipt of the completed application form, the Roads Authority will, if specific site approval is required, issue the approval, together with a plan and signal timings for use by the applicant (if required). If site approval is not required, the Roads Authority shall take the application as notification of the intention to use two way Portable Light Signals and confirm that specific site approval is not required.
5. The Roads Authority must be notified if:
 - a. Any change is made to the date or time on the application.
 - b. The work is in the vicinity of any permanent signals including Pelican crossings.
 - c. The work is in the vicinity of a level crossing (Network Rail must also be consulted).
6. Where emergency or urgent works require portable light signals to be set up out with office hours, the Utility Company shall:
 - a. Obtain verbal approval from the appropriate Roads Authority
 - b. Provide retrospective notification/application for written approval on the next working day; and
 - c. Provide details of the works location, nature of works, portable light signals layout, and both the Utility Company's and Contractor's contact phone numbers to the appropriate Roads Authority.
7. At least **seven working days notice shall be given** for all works other than emergency and urgent works. For emergency and urgent works, (ie when circumstances arise which could result in immediate danger to the public or serious damage to the road), this notice must be sent **within 2 hours** of work starting. Where a portable light signal design is requested the minimum design period is **2 weeks** prior to approval of portable light signals. Roads Authority must be notified **within 24 hours** of signals being removed from carriageway. Any changes to start and finish dates must be notified and approved in advance.

CONDITIONS - Continued

8. 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.
9. Signal Operation:
 - a. Working day is taken to be 0730hrs to 1900hrs
 - b. 24 hours is taken to be continuous use for duration of the works.
 - c. Overnight is taken 1900hrs to 0730hrs
 - d. Off peak is taken to be 0915hrs to 1530hrs (Mon to Fri)
10. The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 2016, and all other relevant regulations, directions and technical memoranda. Procedures, layouts and operations shall be in accordance with "Safety at Street Works and Road Works - A Code of Practice" and "Traffic Signs Manual - Chapter 8".
11. The mode of operation of the signals shall be "Vehicle Actuated" 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.
12. 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. 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. Stop/Go Boards must be on site, and in a fit state for use, at all times that the site is manned.
12. When the site is in an urban environment, the apparatus must be of a type, which produces a noise level maintained below the first action level 85 db(A). This will ensure that noise produced is kept to a minimum thus reducing the risk and any harmful effects to the public.