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| **Application for Temporary Traffic Signal Authorisation**  **Email:** [**tis@derby.gov.uk**](mailto:tis@derby.gov.uk) **and roadworks@derby.gov.uk** |  |

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| **To:**  Highway Authority |  |

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| Applicant |  | | | | | | | | |
| **Address** |  | | | | | | | | |
| **Telephone** |  | | | **Fax** | |  | | | |
| **E-mail** |  | | | **Contact** | |  | | | |
|  | | | | | | | | | |
| **Works Promoter** | |  | | **Works Contractor** | | | |  | |
|  | | | | | | | | | |
| Traffic Signal Supplier | | |  | | Telephone | | | |  |
|  | | | | | | | | | |
| **Emergency Telephone Contact for all hours of signal use** | | | | | | |  | | |

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| **Location of Works** | |
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| **Type of Works**   |  | | --- | |  |   **Description of Traffic Signal Arrangements** | |
|  | |
| **Dates of Traffic Signal Use** | |
|  | |
| **Hours of Traffic Signal Use** | |
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| Works Reference |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Highway Authority use only | | | | | HA Reference |  | | | | |
|  | | | | | | | | | | |
| Traffic Sensitive | Y |  | N |  | Permanent Signals Affected | | Y |  | N |  |

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| **Use of Temporary Traffic Signals is:** (Tick box) | | | Approved as application | |  |
| Approved subject to conditions below | | | | |  |
| Conditions / Comments | | Not approved as detailed below | | |  |
|  | | | | | |
|  | Date | | | Signed | |

**Notes for guidance.**

1 Site approval for all Portable Light Signals is required under the Traffic Signs Regulations and General Directions 2002, Regulations 35 and General Direction 53.

2. All applications must be accompanied by a 1:1250 (or better) scale plan showing the location of the signal heads to within 2 meters of their actual location on site.

3. Upon receipt of the completed application form, the Highway Authority will, if satisfied, issue the approval in writing as required by Regulation 53. Alternatively, if the application is refused the Highway Authority will detail the reasons for this.

4. Should an applicant place and operate Portable Light Signals on the highway without the written approval of the Authority (as per Regulation 53) then an offence is committed under the Highways Act 1980 and the Authority may take legal action against offenders.

5. It is imperative for co-ordination and administrative reasons that adequate advance notice is given in all cases. See below for notice periods

6. Applicants should, prior to submitting this form, make themselves familiar with the proposed location of the Portable Light Signals and the local features that may have an impact on their proposals. This will include, road junctions, Zebra/Pelican crossings, schools, commercial and industrial accesses, etc. Account must be taken of these features in the design and timings of the proposed Portable Light Signals.

7. Portable Light Signals must be operated in accordance with the DfT’s booklet ‘An Introduction to the use of Vehicle Actuated Portable Traffic Signals’ – ISBN 0-11-550781-7

8. Where, as part of the proposed use of the Portable Light Signals, there is a requirement to switch off any Permanent Traffic Signals or Pelican Crossings, only authorised Authority representatives may switch these off/on. The applicant will be charged for this service.

Please note that the Authority will switch the Permanent Traffic Signals off and on and cover the signal heads and push buttons (where pedestrian facilities are involved). However it will be the responsibility of the Applicant to provide all the additional associated signing and barriers that are required at the Applicants cost. These must be on site at the time of the switch off and resources made available by the Applicant to place them on the highway in conjunction with the switch off. Conversely at the time of the switch on of the Permanent Traffic Signals by authorised Authority representatives, resources must be made available by the Applicant to remove the additional associated signing and barriers on the highway in conjunction with the switch on.

Permanent Traffic Signal heads must not be covered by the Applicant in order to avoid having the signals officially switched off. Any such action is an offence under the Highways Act 1980 and the Authority may take legal action against offenders.

9. The Authority must be notified by the Applicant of any changes to those listed on the application.

10. Where the work is in the vicinity of a level crossing or railway bridge, the Rail Authority must also be consulted prior to any work commencing. Where the work is in the vicinity of a tram or light rapid transport system, the operator of these must be contacted prior to any work commencing.

11. The Applicant may request the Authority to design the layout and timing of Portable Light Signals. The Authority however reserves the right to decline to do this. If the Authority does enter into an agreement to undertake this work then it may charge the Applicant for this work.

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| **Notice Type** | **Amount of notice** |
| Major Works | 10 days |
| Standard Works | 10 days |
| Minor Works | 3 days |
| Emergency Works | Within 2 hrs |



**Traffic Information Systems**

**Derby City Council Tel: 01332 641765**

**Council House**

**Corporation Street**

**Derby DE1 2FS**

**Email: Tis@derby.gov.uk**

Switching Traffic Signals Off / On

**\* Works promoter:**

**\* Location:**

**\* Order number:**

**\*Please include an electronic copy of the purchase order**

**\* Date & time off:**

**\* Date & time on:**

**\* Company/address for invoices to be sent to**

**\*Contractor Site Contact Name and Mobile Number:**

\* Denotes these areas must be completed, or the application will be refused.

Should the job be cancelled, or dates changed for any reason, please ring 01332 641765 as soon as possible to advise. Please note that you will be charged the standard switch off cost if we do not have suitable notice of the cancellation/date change.

* Working days Mon-Fri 24 hours’ notice required
* Weekend and Bank Holidays 72 hours’ notice required.

Please note any damage to signal equipment will be charged at cost plus 15% administration charge.

**Completion and submission of this form denotes that you accept to pay the charges listed below**.

Charges:-

Standard Switch off and on of signals- £300

Additional visits due to site not being ready on date/time specified, per additional visit £150

Standing time for each additional hour or part of £75