

DURHAM COUNTY COUNCIL
APPLICATION FOR FORMAL AUTHORISATION TO PLACE PORTABLE TRAFFIC
SIGNALS ON THE HIGHWAY

SECTION A – GENERAL GUIDANCE NOTES

- A1. This process applies to the prescribed requirements for any promoters of activities on the highway to obtain Formal Authorisation from Durham County Council before placing multiphase portable light signals on the County's Highway Network.
- A2. It is a legal requirement that multiphase portable light signals must not be placed on the highway without Formal Authorisation of the County Council. For the avoidance of doubt, Formal Authorisation must also be obtained for non-notifiable works. It is an offence to place and operate multiphase portable light signals on the highway without approval from the County Council.
- A3. The application form should also be used to notify the County Council when portable light signals are to be used. Note that Formal Authorisation will be required where a shuttle section includes a road junction.
- A4. Relevant reference material is shown in Guidance Note 24. Specifically, the Traffic Signs Regulations and General Directions 2002 (the TSRGD) Part II Direction 53 which provides the requirement that permission is required from a traffic authority for the placement of portable light signals on the highway. The application should also be used
- A5. An authority may consider applications by promoters to operate a system of general prior approval for the exceptional circumstances permitted by Direction 53(2).
- A6. Where placement of portable light signals for Categories of Immediate Works - Emergency and Immediate Works - Urgent requires either Formal Authorisation or to notify the Council, these applications must be submitted as soon as is practicably possible to the relevant email address.
- A7. Full retrospective applications for Formal Authorisation or to notify the Council must be received by 10:00am the next working day.
- A8. Applications for 2-way portable light signals where a shuttle section includes a road junction should be clearly identified under the Site Location and Details section of the form. The Council may require that multiphase portable light signals are used at these sites.
- A9. For applications for Formal Authorisation, 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.
- A10. Proposed signal timings must be submitted with all applications. Use of Vehicle Actuation is standard except where otherwise instructed in writing by the County Council.
- A11. The "Site Location and Details" section must refer to the highest classification of street (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.
- A12. The promoter will take responsibility for ensuring compliance with any conditions associated with the Formal Authorisation of an approved scheme.

- A13. It is the responsibility of the promoter to arrange in advance with the County Council for the adjustment or suspension of permanent traffic signals, pedestrian crossings, bus lanes or bus stops, controlled parking, Traffic Regulation Orders etc.
- A14. All relevant items of the application form must be completed to enable the Council to evaluate the promoter's works.
- A15. Any changes to the approved application must be agreed by the County Council. These changes may require a new application to be submitted.
- A16. This process is in addition to New Roads and Street Works Act 1991 (NRSWA) notice requirements. Normal NRSWA notice procedures must be followed, and the intention to operate portable light signals should be recorded on any notice.
- A17. Promoters must comply with the Council's procedures and time scales for advising when the portable light signals are activated and deactivated.
- A18. All portable light signal equipment must conform to the TSRGD Regulation 35.
- A19. Promoters must take account of environmental considerations for their works. This may include seeking approval with the Regional Electricity Company / County Council 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.
- A20. Promoters must comply with the Safety at Street Works and Road Works Code of Practice and have regard to the County Council's 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.
- A21. Work activity must be ongoing on site at all times while signals are being used, unless otherwise directed by the Council and in regard to NRSWA s66.
- A22. 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.
- A23. Application Process Period.
The following minimum notice periods are required for approval process:

Category of Work	Period	
	2-way	Multi-phase
Immediate - Emergency or Urgent	Telephone before set-up; retrospective process	Telephone before set-up; retrospective process
Minor Works	10 days	20 days
Standard Works	10 days	20 days
Major Works / Projects	20 days	20 days

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 County Council request.

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

- A24. 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 10 542291 6
Road Traffic Regulation Act 1984	0 10 542784 5
Traffic Signs Manual Chapter 8 Volumes 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 (as amended June 2014)	0 11 553145 3
S.I 2002 No. 3113 The Traffic Signs Regulations and General Directions 2002	0 11 042942 7
An Introduction to the Use of Vehicle Actuated Portable Traffic Signals (The 'Pink Book')	0 11 550781 7 May 1986
SI 2007 No. 1951 The Street Works (Registers, Notices, Directions and Designations) Regulations 2007	0 11 077814 3
Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters	October 2016

Note: Promoters should contact the County Council with any concerns regarding these matters.

Contact Details

Durham County Council
 Network Management
 Neighbourhood Services
 Room 4/69-73
 County Hall
 Durham
 DH1 5UQ

Tel: 03000 265288 (East). This area includes the A167, Durham City, Chester le Street, Sedgefield, Peterlee, Easington, Seaham.

Tel: 03000 269226 (West). This area includes Stanley, Consett, Brandon, Crook, Spennymoor, Bishop Auckland, Barnard Castle.

Email: tempsignals@durham.gov.uk

SECTION B – APPLICATION FORM GUIDANCE NOTES

B1. Information Submitted:

Maps and plans can be obtained from the mapping section of the Durham County Council website via the Local Gazetteer link on:

<http://www.durham.gov.uk/Pages/Service.aspx?ServiceId=6059>

B2. Site Location and Details:

USRN and Street Name can be obtained from the mapping section of the Durham County Council website via the Local Gazetteer link noted in B1.

OS Grid Reference - (example: Easting - 407451; Northing - 537214) can be obtained from the mapping section of the Durham County Council website via the Local Gazetteer link noted in B1. By placing the cursor over the site, the coordinates can be read from the bottom left hand side of the screen.

B3. NRSWA Notice Details:

Details of the relevant Street Works notice must be included for cross referencing on the Street Works Register.

B4. Liaison and Coordination:

Further consultation with stakeholders may be required by the County Council.

B5. The Electronic Version should be saved using the following format prior to sending:

Promoter's initials; Street Name; Date

example:

dcc anystreet 010807.doc