

**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 Works Promoters of activities on the highway to obtain prior written Formal Authorisation from Durham County Council (the Highway Authority) 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
- A3. The application form should also be used to notify the County Council when 2-way portable light signals are to be used. Note that Formal Authorisation will be required where a shuttle section includes a road junction.
- A4. Where the placement of portable light signals for Categories of Immediate Works (Emergency and 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. Full retrospective applications for Formal Authorisation or to notify the Council must be received within two hours of arriving on site or by 10:00am the next working day.
- A5. 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.
- A6. For applications for Formal Authorisation, site specific traffic management plans of not less than scale 1:1250 must be supplied. Plans must show head / controller position, stage diagram details and work schedules and whether on a Traffic Sensitive Street.
- A7. Proposed signal timings must be submitted with all applications. Use of Vehicle Actuation is standard except where otherwise instructed / agreed in writing by the Council.
- A8. 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.
- A9. The Works Promoter will take full responsibility for ensuring compliance with any conditions associated with the Formal Authorisation of an approved scheme.
- A10. It is the responsibility of the Works Promoter to arrange **in advance** with the Council for the adjustment or suspension of permanent traffic signals, pedestrian crossings, bus lanes or bus stops, controlled parking, Traffic Regulation Orders and the like
- A11. All relevant items of the application form must be fully completed to enable the Council to evaluate the Works Promoter's proposal.
- A12. Any changes to the approved application must be agreed, in writing by the Council prior to implementation. These changes may require a new application to be submitted.

- A13. This process is in addition to The County Council of Durham Road and Streetworks Permit Scheme notification requirements. Normal NRSWA permit procedures must be followed. The intention to operate portable light signals should be recorded on the permit application.
- A14. Notification via “EToN”. Wherever possible, Statutory Undertakers or their Contractors should submit applications for temporary traffic signals via EToN6 compatible systems.
- A15. Promoters must comply with the Council’s procedures, permit scheme timescales for advising when the portable light signals are activated and deactivated.
- A16. All portable light signal equipment must conform to BS EN 12368:2015 Traffic Control Equipment Signal heads (or of a type approved to TR 2206, or the TR 0102 amendment to BS 505)
- A17. Portable Traffic Signals should be powered by battery or mains electrical supply through a suitable transformer. This may include seeking approval with the Regional Electricity Company / County Council to utilise mains power supply for the portable light signal equipment.
- A18. Works Promoters must comply with the Safety at Street Works and Road Works Code of Practice and have regard to the Council’s policy and guidance notes and relevant checklists when submitting applications. It is a statutory requirement that ‘STOP / GO’ boards must be available should the portable light signals fail to operate.
- A19. 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. This requirement may be a permit condition and action may be taken by the permit authority for non-compliance
- A20. The return to the Works Promoter of an Approved Application Form, together with any Conditions of Approval, will constitute written permission to place portable light signals regarding the application made subject to the relevant permit being obtained prior to installation. A copy of this permission must be held on site and provided on site for inspection when requested.
- A21. 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 2hours after set-up or by 10am following working morning if after working hours;	Telephone 2hours after set-up or by 10am following working morning if after working hours
Minor Works	10 working days	20 working days
Standard Works	10 working days	20 working days
Major Works / Projects	20 working days	20 working days

A22 Training. The contractor must comply with the requirements of the National Highway Sector Schemes: certification for contractors and subcontractors October 2012

A23 Portable Light Signals Reference Documents:

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 or exhaustive list.

Reference Material	
Traffic Management Act	2004
New Roads and Street Works Act	1991
Road Traffic Regulation Act	1984
Traffic Signs Manual Chapter 8 Volumes 1, 2 and 3	1991
Safety at Street Works and Road Works Code of Practice	2013
The Traffic Signs Regulations and General Directions	2016
An Introduction to the Use of Vehicle Actuated Portable Traffic Signals (The 'Pink Book')	2016
Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters	October 2012
The County Council of Durham Road and Streetworks Permit Scheme	April 2020
BS EN 12368:2015 Traffic control equipment. Signal heads (or of a type approved to TR 2206, or the TR 0102 amendment to BS 505)	June 2015

Note: Works Promoters should contact the Council with any concerns regarding applications for the use of Portable Traffic Signals on the council's highway network.

Contact Details

Durham County Council
Traffic Assets and Streetworks
Neighbourhoods and Climate Change
County Hall
Durham
DH1 5UQ

Email: dccstreetworkspermitscheme@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/article/3529/New-Roads-and-Street-Works-Act>

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. **Streetworks Permit Details:**

Details of the relevant Street Works permit 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