

Application for the use of Temporary / Portable Traffic Signals (T/PTS)

- This form may be used to:
- or where a junction is involved
- or to
- (please tick appropriate box)
- ☐ Apply to Authority for the use of 2 way T/PTS approval.
 - ☐ Apply to the Authority for multi-phased T/PTS approval.
 - ☐ Request a T/PTS design and approval which will incur a charge.

APPLICANT

Statutory Undertaker / Client

Company _____
Address _____

Phone _____
Fax _____
Contact _____

Contractor

Company _____
Address _____

Phone _____
Fax _____
Contact _____

Emergency Contact out of hours

Name _____ Phone _____

Traffic Signal supplier

Phone _____

NRSA Ref. No

Works Ref. _____

Location of Works

Address _____

Is the road traffic sensitive?
Yes No

Will there be a road junction between the signal heads? Yes No

If yes please send an O.S. Plan 1:1250 scale, indicating the work area and traffic control arrangements.

Type of works _____

urgent

Date of works From _____
To _____

Proposed signal operation.
Working Day
24 hours
Night
Off peak

Declaration

I have read and understood fully the conditions listed, and I will adhere to all responsibilities and duties enforced by this document

Signed

Date

Name (please print)

On behalf of (organisation)

Authorisation

Received by TSS _____

Design Verified by TSS _____

TSS Database Number _____

Check by _____

Final approval granted (Highway Inspector)

Signed _____

Date _____

T/PTS conditions of Permission (e.g. Manual control at peak times)

FOR YOUR INFORMATION

Minimum period of notice required	Advance notice	notice of start date
Emergency		2 hours
Urgent		2 hours
Minor works Non-Traffic Sensitive	**	3 days
Minor works Traffic Sensitive	2 weeks	3 days
Standard works Non Traffic Sensitive	**	3 days
Standard works Traffic Sensitive	2 weeks	3 days
Major Projects	4 weeks	7 days
Trunk Roads	6 weeks	3 days

** Minimum period to verify a submitted design by Traffic Signal Section is 10 working days.

NOTES

1. Site approval for temporary traffic signals is required under the Traffic Regulations and General Directions 2002, General Direction 53.
2. Upon receipt of the completed application form, the Highway Authority will, if site approval is required, issue the approval based on the submitted O.S. Plan 1:1250 (or better) scale indicating the work area and traffic control arrangements provided by the applicant. The Highway Authority may request changes to the submitted plan and/or traffic control arrangements as necessary.
3. It is imperative that at least the minimum advance notice (notice periods given above) is given, where a design for Temporary/Portable Traffic Signals at junctions is requested, i.e. Where there is a junction between a set of shuttle working signals or if more than 2 approaches have a traffic signal control.
4. If site approval is not required then the Authority shall take the application as notification of the intention to use 2-way Temporary/Portable Traffic Signals.
5. The Authority must be notified if :
 - Any change is made to the date or time of the application.
 - The work is within 100 metres of any permanent signals including Pelican crossings.
 - The work is in the vicinity of a level crossing (Railway Authority must also be consulted).

For more information please refer to Leicestershire County Council code of practice for the use of Temporary Traffic Signals on the Highway (www.leics.gov.uk) and the Department for transport Traffic Advisory leaflet (Tal), Portable Light Signals for the control of Vehicular Traffic at Road and Street Works. (www.dft.gov.uk)

Please return this completed application and either email to networkmanagement@leics.gov.uk or post to Leicestershire County Council, Highways Management, Coventry Road, Croft, Leicestershire LE9 3GP. Telephone 0116 3052301.