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| **Part One: Guidance relating to application** |
|   | Yes | No |
| **Does your proposed application affect a bus stop?**  | [ ]  | [ ]  |
| *If yes, please contact* ***ECC Passenger Transport*** *before applying (refer to Part Three)* |
| **PASSENGER TRANSPORT** | IPTU.Roadworks@essex.gov.uk  |

**Essex County Council will not process your application without written confirmation that you have permission to use roads managed by other bodies and that arrangements have been made to accommodate bus services.**

The Traffic Signs Regulations and General Directions 2002 SI 3113 permit the use of portable traffic signals in accordance with regulation 35 provided that:

* The equipment is type approved
* The equipment is capable of working vehicle actuated
* The site involves simple shuttle working with no junctions in the controlled length
* The Highway Authority or Agent Authority is notified when the signal control is used.

Safety at Streetworks and Road Works, a code of practice under The New Roads and Streetworks Act Section 65.3

* All signals to be provided, installed, maintained and removed on site in accordance with Chapter 8 and the Safety at Street Works and Road Works CoP.

**Helpful Links:**

[Traffic Light Guidance](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4391/2-11.pdf) (DfT)

https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/4391/2-11.pdf

[Safety at Street Works and Road Works](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/4388/safety-street-works-code.pdf) (The Red Book)

https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/4388/safety-street-works-code.pdf

**Please send completed application form to**

permit-scheme@essexhighways.org

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| **Part Two: Applicant Details** |
| **Type:** |  |  |
| **Applicant:** |       |
| **Address:** |                      |
| **Telephone:** |       |
| **Email:** |       |
| **Contact name:** |       |
| **Works promoter:** |       |
| **Works contractor:** |       |
| **Emergency contact number** |       |
| **Location of Works:** |
|       |
| **Proposed start date:** | **Proposed end date:** | **Duration:** |
|       |       |       |
| **Proposed hours of use:** |       |
| **Works reference:** |       |
| **Traffic sensitive:**  |       |

**Highway Authority Use Only**

|  |  |
| --- | --- |
| **HA reference** |       |
| **Permanent signals affected:** | **Y [ ]**  | **N** [ ]  |  |
|  |
| **Use of Temporary Traffic Signals is** | Approved as per application | **Y** **[ ]**  |
|  | Approved subject to conditions below | **Y [ ]**  |
| Conditions/Comments | Not approved as detailed below | **N** [ ]  |
|       |
|  | **Checked** | Date |  | Initial |  |
| **Approved** | Date |  | Initial |  |

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| **Part Three: General Conditions** |
| Portable traffic signals used to control junctions (i.e. more than simple shuttle working) or heavy plant crossings require that the Highway Authority issues specific site approval.* All signage to conform to “Safety at Streetworks and Road Works, code of practice” and Chapter 8. It is the responsibility of the applicant to comply and operate within the regulations for portable signals on the highway.
* All portable traffic signals to be operated in accordance with DfT booklet "An Introduction to the use of Vehicle Actuated Portable Traffic Signals". Manual control for fixed time operation shall only be used with the written consent of the Highway Authority.
* All highway users within the area of traffic control will be advised of the intended dates of use of portable traffic signals by the applicant.
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| **Setting up work site** |
| All appropriate advance warning signs, in accordance with the recommendations of chapter 8 of the Traffic Signs Manual, to be established prior to positioning of the signals.The maximum distance between portable traffic signals must not exceed 300 metres. The signals are to be set up to allow working space only and are not to include for parking for non-essential site vehicles.Portable traffic signals are set up with time settings as a function of site length. The period of use and the controlled shuttle working length to be kept to an absolute minimum. Signals must operate vehicle actuated unless alternative agreed in writing.When the switching off of permanent signals is required the promoter must contact the Highway Authority in advance, as far as reasonably practical, so the necessary arrangements can be made.If the site **can not** be set out as planned the promoter must immediately contact the Highway Authority to discuss. |
| **Suspending a bus stop** |
| The relevant third party doing so is required to:* Cover or remove the permanent bus stop sign.
* Establish a temporary bus stop in a safe location as close as possible to the permanent stop. The temporary stop must be marked with a sign stating “Bus Stop.”If desired, the permanent sign can be taken down and put up at the temporary stop.
* Post information at the permanent bus stop location directing people to the temporary stop.
* Move any timetable information from the permanent bus stop to the temporary one.

On the completion of work, the temporary bus stop sign must be removed and the permanent sign uncovered or reinstated. Any timetable information must be reinstated at the permanent bus stop. |
| **Maintenance** |
| The signal supplier / hirer must provide and display on the equipment on site the call-out number for maintenance. Response to be within two hours. |