

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

SECTION A – GENERAL GUIDANCE NOTES

1. This process applies to the prescribed requirements for any promoters of activities on the highway to obtain formal authorisation from Gateshead Metropolitan Borough Council (“the Council”) before placing multiphase portable light signals on the Council’s Highway Network.
2. It is a legal requirement that multiphase portable light signals must not be placed on the highway without formal authorisation of the 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 Council.
3. Reference material is listed in note 23 below. Your particular attention is drawn to The Traffic Signs Regulations and General Directions 2016 (Regulation 3, Direction 3 and Schedule 14), which establish the requirement for permission to be required from a traffic authority for the placement of portable light signals on the highway. The Council’s application form should also be used.
4. An authority may consider applications by promoters to operate a system of general prior approval for the exceptional circumstances permitted by Direction 53(2).
5. 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.
6. Full retrospective applications for formal authorisation, or to notify the Council, must be received by the Council by 10:00am the next working day.
7. 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.
8. 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. For electronic (which we prefer) or facsimile applications, only one such plan is required. Plans must show head / controller position, stage diagram details and work schedules.
9. Proposed signal timings must be submitted with all applications. Use of Vehicle Actuation is standard except where otherwise instructed in writing by the Council.
10. 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.
11. The promoter will take responsibility for ensuring compliance with any conditions associated with the formal authorisation of an approved scheme.
12. It is the responsibility of the promoter to arrange in advance with the Council for the adjustment or suspension of permanent traffic signals, pedestrian crossings, bus lanes, controlled parking, Traffic Regulation Orders etc. (*In relation to bus stops, the promoter*

would need to contact Nexus rather than the Council. In relation to permanent traffic signals, the promoter would need to contact Highways & Local Services at Newcastle City Council, who manage all permanent traffic signals throughout the County of Tyne & Wear).

13. All relevant items of the Council's Temporary Traffic Signals application form (as amended from time to time and published on our website) must be completed to enable us to evaluate the promoter's works.
14. Any changes to the approved application must be agreed by the Council. These changes may require a new application to be submitted.
15. This process is in addition to New Roads and Street Works Act 1991 (NRSWA) notice requirements (unless a Statutory Undertaker exemption applies). Normal NRSWA notice procedures must be followed, and the intention to operate portable light signals should be recorded on any notice.
16. Promoters must comply with the Council's procedures and time scales for advising when the portable light signals are activated and deactivated.
17. All portable light signal equipment must conform to current regulations.
18. Promoters must take account of environmental considerations for their works. This may include seeking approval from the electricity supply company or the 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.
19. 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 in case the portable light signals break down.*
20. Having regard to s.66 NRSWA, work activity must be ongoing on site at all times while signals are being used.
21. The return to the promoter of an "approved" application form or other written agreement from the Council's street works team, along with any approval conditions, 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 for inspection when requested.*
22. **Application Process Period**
The Council will try to accommodate requests where less notice is given than is required and there are valid reasons for the delay. However, *this cannot be guaranteed* and such short notice consent should not be assumed. The minimum notice periods required, depending on which category they fall into, are as follows:

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 NRSWA.

Note 2: Scheme Design/Approval process period will be confirmed by the Council on request.

Note 3: The Council is not obliged to accept a request to design a scheme and will charge for it.

23. **Portable Light Signals Reference Material**

The following references relate to the application, approval and use of portable light signals on the highway. However, this list is intended as a helpful guide and should not be considered definitive or exhaustive. Where statutory requirements apply, they will always take precedence.

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	0 11 551958 0
S.I 2016 No. 362 The Traffic Signs Regulations and General Directions 2002	978 0 11 130015 2
An Introduction to the Use of Vehicle Actuated Portable Traffic Signals (The 'Pink Book')	0 11 50781 7
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 (2012)	978 0 11 553251 1

Notes

1. Promoters should contact the Council in advance with any concerns regarding these matters.
2. Legislation has been quoted in places in order to help applicants. However, regulations and Acts of Parliament do change and it is not always possible to amend guidance straight away. Applicants need to satisfy themselves as to the law at the time the application is submitted.

24. **Notification via "EToN".**

Where utilities or their contractors have the facility, temporary traffic signals requests may alternatively be submitted via EToN6-compatible systems.

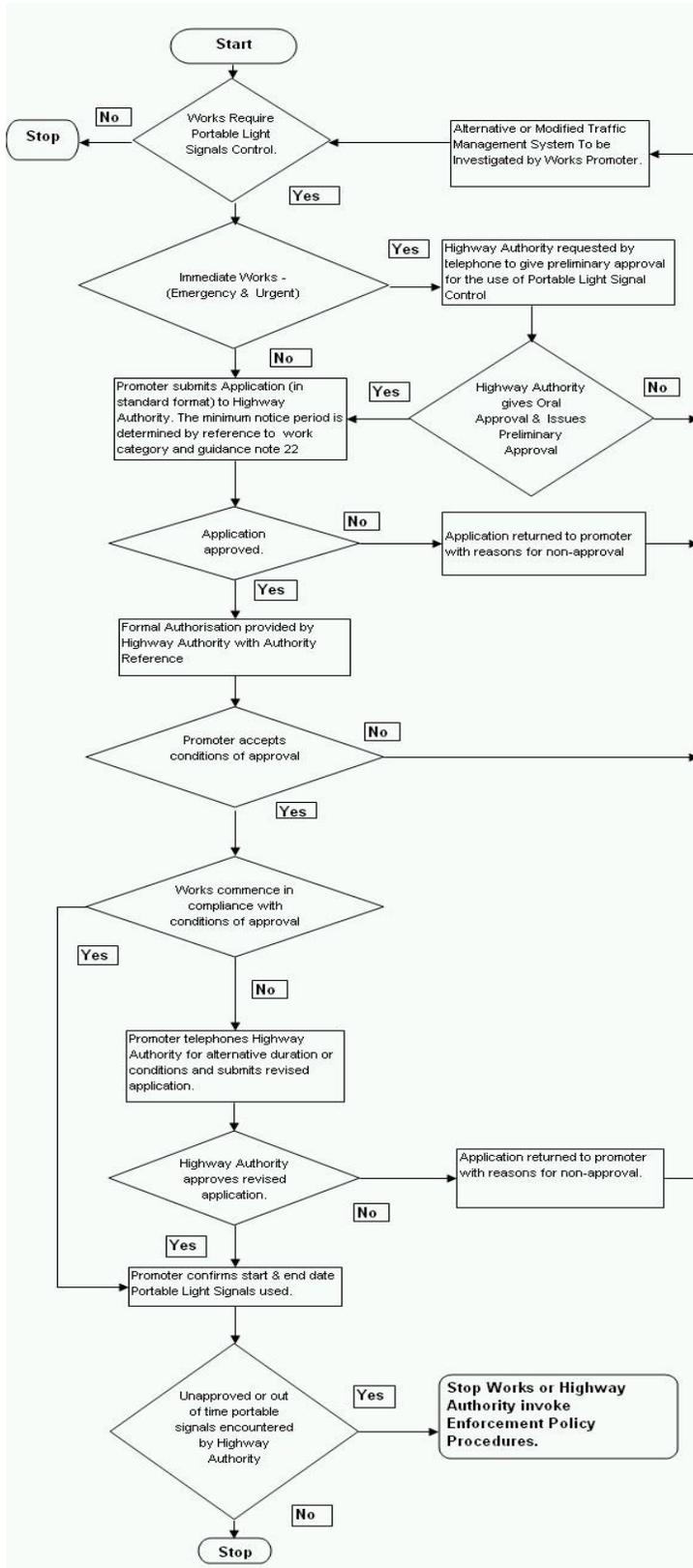
Contact Details

Gateshead Council
Street Works Team
Development, Transport & Public Protection
Communities & Environment
Civic Centre
Gateshead
NE8 1HH

Tel: 0191 4333092

Email: streetworks@gateshead.gov.uk

SECTION B – PORTABLE TRAFFIC SIGNALS PROCESS FLOW DIAGRAM



NOTES

WORKS CATEGORY	NOTICE PERIOD
Immediate (Emergency & Urgent)	Tel + Notice by 10:00 Next Working Day
Minor	7 Working Days
Standard	7 Working Days
Major	20 Working Days

GENERAL

The provisions of the Traffic Signs Regulations and General Directions 2002 mean that at least oral approval confirmed in writing is required for all Portable Light Signal Installations whether encompassing junctions or not.

Highway Authorities will maintain a register of all applications and approvals issued.

Highway Authority contacts should be identified within the Streetworks contact page listed on web sites or issued at co-ordination meetings.

Any changes to a formally authorised application must be agreed by the Highway Authority. A new application may be required.

FEES

Highway Authorities may design a scheme on behalf of a promoter. The basis for fees and charges should be agreed in advance.

LIAISON WITH OTHER ORGANISATIONS

The promoter is responsible for initial arrangements with other affected organisations such as: Public Transport Operators, Emergency Services, Adjoining Highway Authorities, Traffic Control Centres, etc.

ASSOCIATED WORKS

The continued operation of Permanent Traffic Signals and Pedestrian Crossings within a portable light signals site is prejudicial to public safety. Except in emergency, prior approval must be sought from the Highway Authority before permanent facilities are suspended.

The promoter should establish with the Highway Authority the arrangements for the suspension and reinstatement of these facilities including identifying the parties authorised to carry out any work.

The promoter should identify (in conjunction with the Highway Authority) any other measures that are necessary to facilitate the works, such as: adjustment of street furniture, making of temporary Traffic Regulation Orders (TRO's) or suspension of any permanent TRO's (No Entry, No Right Turn, One Way Streets, Bus Lanes, Controlled Parking etc.).

For planned works there is usually a minimum period which is necessary to legally process a temporary Traffic Regulation Order (TRO). Emergency temporary TRO's are only appropriate for Emergency works or Urgent works (the latter only by specific agreement).

APPROVAL IN WRITING

Highway Authorities will sign and return the application form to signify "approval in writing" giving the permission to the promoter to place the portable light signals specific to the application.

Promoters must comply with all conditions unless the Highway Authority agrees specific variations with the promoter.

For changes to the approved scheme, the signed approval in writing must contain any revised conditions and will signify "approval in writing" giving the permission to the promoter to place the portable light signals specific to the application.