

Endorsed for use in England by  
*National Street Works Highways Group*

**APPLICATION PACK**  
**for**  
**PERMISSION TO PLACE**  
**PORTABLE LIGHT SIGNALS**  
**ON THE HIGHWAY**



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### Portable Light Signals

The term “Portable Light Signals” is used throughout this document. The purpose of the procedure is to provide guidance on the Formal Authorisation of the temporary use of traffic signals irrespective of terminology used elsewhere.

### Document Status

This document has been endorsed for use in England by the  
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### IMPORTANT

Promoters should refer to the individual Highway Authority and Regional HAUC for specific reference information of contact details, delivery address, network policy guidance notes, peak traffic periods and local standard conditions for use of portable light signals.

## SECTION A - GUIDANCE NOTES

1. This process applies to the prescribed requirements for any promoters of activities on the highway to obtain Formal Authorisation from highway authorities before placing portable light signals on the highway
2. It is a legal requirement that portable light signals must not be placed on the highway without Formal Authorisation of the relevant authority. For the avoidance of doubt, Formal Authorisation must be obtained for non-notifiable works. It is an offence to place and operate portable light signals on the highway without approval from the traffic authority.
3. 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.
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. Although placement of portable light signals for Categories of Work of Emergency, Urgent, Special Cases of Urgent and Remedial Dangerous does require Formal Authorisation, these applications will follow an agreed 'fast-track' process. Arrangements for 'fast track' authorisations must be established in advance with each individual authority, including relevant out of hours contact numbers and procedures.
6. Full retrospective applications for Formal Authorisation for any 'fast-track' applications must be received by the highway authority in accordance with their out of hours procedures or by 10:00 the next working day, whichever is the sooner.
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 highway authority may require that multiphase portable light signals are used at these sites.
8. 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.
9. Proposed signal timings must be submitted with all applications. Use of Vehicle Actuation is standard except where otherwise instructed in writing by the highway authority.
10. The "Site Location and Details" section must refer to the highest classification of street (Motorway, Trunk Road, 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 relevant highway authority for the adjustment or suspension of permanent traffic signals, pedestrian crossings, bus lanes or bus stops, controlled parking, Traffic Regulation Orders etc.
13. Applications must follow the agreed process and flow chart, see Section B. All relevant items of the application form must be completed to enable the highway authority to evaluate the promoter's works.
14. Any changes to the approved application must be agreed by the highway authority. These changes may require a new application to be submitted.
15. This process is in addition to NRSWA notice requirements. 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 authority procedures and time scales for advising when the portable light signals are activated and deactivated.
17. All portable light signal equipment must conform to the TSRGD Regulation 35.

18. Promoters must take account of environmental considerations for their works. This may include seeking approval with the Regional Electricity Company / Highway Authority 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 local highway authority 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. Work activity must be ongoing on site at all times while signals are being used, unless otherwise directed by the highway authority and in regard to NRSWA s66.
21. 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.
22. Application Process Period.

The following minimum notice periods are required for approval process:

Category of Work	Period
Emergency, Special Urgent, Urgent, Remedial Dangerous	Telephone before set-up Fast track/retrospective process
All Minor Works: Traffic Sensitive	10 days
All Minor Works: Non-Traffic Sensitive	7 days
Remedial Works: Dangerous	Fast Track Process
Remedial Works: Non-Dangerous	10 days
Standard Works: Traffic Sensitive	10 days
Standard Works: Non-Traffic Sensitive	7 days
Major Works / Projects	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 highway authority on request.

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

23. Portable Light Signals Reference Material:

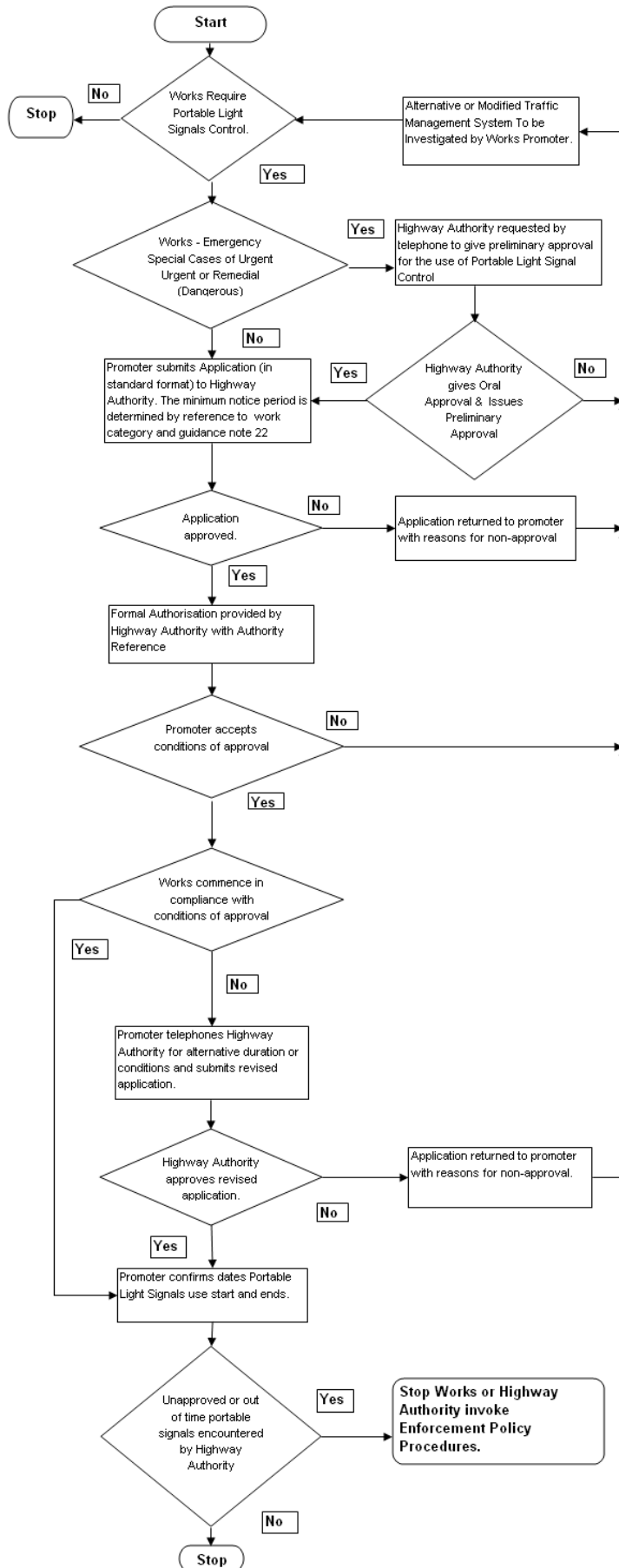
The following references relate to the application, approval and use of portable light signals on the highway. However, this should not be considered as a definitive list.

Reference Material	ISBN / Date
Traffic Management Act 2004	0 10 541804 8
New Roads and Street Works Act 1991	0 10542291 6
Road Traffic Regulation Act 1984	0 10 542784 5
Traffic Signs Manual Chapter 8 Volume 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 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 1992 No. 2985 The Street Works (Registers, Notices, Directions and Designations) Regulations 1992	0 11 025819 3
Code of practice for the Co-ordination of Street Works and works for road purposes and related matters	0 11 552310 3 April 2001

**Note:**

**Promoters should contact the relevant highway authority with any concerns regarding these matters.**

### Section B - Portable Traffic Signals Process Flow Diagram



#### NOTES

WORKS CATEGORY	NOTICE PERIOD
Emergency	Tel + Notice by 10:00 Next Working Day
Special Case of Urgent	Tel + Notice by 10:00 Next Working Day
Urgent	Tel + Notice by 10:00 Next Working Day
Remedial (Dangerous)	Tel + Notice by 10:00 Next Working Day
All Minor (Non-Traffic Sensitive)	7 Working Days
Standard (Non-Traffic Sensitive)	7 Working Days
All Minor (Traffic Sensitive)	10 Working Days
Standard (Traffic Sensitive)	10 Working Days
Remedial (Non-dangerous)	10 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 Emergencies, Remedial (Dangerous) sites 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 application 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.

**SECTION C - APPLICATION FOR FORMAL AUTHORISATION**
**The Traffic Signs Regulations and General Directions 2002 General Direction 53**  
**Application for Permission or Scheme Design to Place Portable Light Signals on the Highway**
**PART A** To be completed by the Promoter and with reference to Section A Guidance Notes**Signal Application Type** (choose one item only)

2-Way	<input type="checkbox"/>	Multiphase	<input type="checkbox"/>	Scheme Design & Approval	<input type="checkbox"/>
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**Information Submitted** (tick applicable items)

Signal Timings must be submitted with the application unless request is for a Scheme Design.

1:1250 Scale Map	<input type="checkbox"/>	Site Plans	<input type="checkbox"/>	Signal Timings	<input type="checkbox"/>
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**Site Location and Details**

Street Name:	Address:				
USRN:	Road Classification & Number:				
Ordnance Survey Grid Reference	Easting		Northing		
Will the site affect a Level Crossing or Tramway	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Will the site affect a Bus Lane?	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Will the site affect existing Traffic Signals?	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Will the site affect existing Pedestrian Crossing?	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Is there a road junction between the signal heads?	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Will the site affect Parking / Meter Bays?	YES <input type="checkbox"/>				NO <input type="checkbox"/>
Will the site affect a structure?	YES <input type="checkbox"/>				NO <input type="checkbox"/>

**Operating Criteria for Portable Traffic Light Signals**

Start Date for Portable Light Signals:			End Date for Portable Light Signals:			
Signal Operation Periods: (tick applicable items)	24 Hours	Weekday	Weekend	Overnight	Signals Start Time	Signals Finish Time
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**NRSWA Notice Details**

Promoter Reference:	Traffic Sensitive (Y/N)	<input type="checkbox"/>
Work Description:		

**Category of Work: (choose one item only)**

Emergency (including Remedial Dangerous)	<input type="checkbox"/>	Minor Works (With Excavation)	<input type="checkbox"/>	Special Cases of Urgent	<input type="checkbox"/>
Minor Works (Without Excavation)	<input type="checkbox"/>	Urgent	<input type="checkbox"/>	Remedial Works (Non-Dangerous)	<input type="checkbox"/>
Standard Works	<input type="checkbox"/>			Major Projects	<input type="checkbox"/>

**Liaison and co-ordination:** The following services should be contacted for comment before application submitted:

Stakeholder	Comment (agreed, name etc)	Date (ddmmyy)
Police		
Ambulance		
Fire		
Adjoining Highway Authority		
Bus Operators		
Other affected stakeholder (name)		
Traffic Control Centre (Directorate)		

**Contact Details**

To (Authority):		From (Promoter):	
Name (print):		Contact Name (print):	
Address:		Address:	
		Tel:	
Tel:	Fax:	E-Mail:	
E-Mail:		Promoter Signature:	

Traffic Signal Supplier		Promoter 24 hour Emergency Contact Point	
Name:		Name:	
Address:		Tel:	
		Contractor / Organisation undertaking works	
		Name:	
Tel:	Fax:	Tel:	
E-Mail:		E-Mail:	

Note:

Any changes to the approved application must be agreed by the highway authority and may require a new application to be submitted.

**Submitted By**

Name:	Signature:	Date:

**PART B** To be completed by the highway authority

**Approval**

The highway authority has considered this application and has made the following decision:

Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>	Authority Reference: (or electronic signature)
Conditions of Approval:				
Reasons for non-approval:				
Site Visits:	Required		Date of site visit	Outcome of visit:
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Traffic Impact Assessment: (tick the worse case scenario)		Slight	Moderate	Severe
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority Signatory: (Includes electronic signature)		Name(print):		Date:
Contact Number:		Out of Hours Contact Number:		

**Note: Return of the approved application form constitutes the permission in writing and related conditions.**