



**ROADS AUTHORITIES & UTILITIES COMMITTEE
(SCOTLAND)**

ADVICE NOTE 8

Adopted 9 March 2005

PORTABLE LIGHT SIGNALS

PORTABLE LIGHT SIGNALS

INTRODUCTION

1. This procedure covers the use of portable light signals on Council Roads within the Roads Authorities and Utilities Committee (Scotland) area. This procedure is not applicable to trunk roads. A diagrammatic representation of the procedure is indicated on the flow chart below.
2. Portable light signals are often referred to as portable traffic signals. The terminology used in Traffic Signs Regulations and General Directions 2002 (SI 2002 No. 3113) (TSR&GD2002) has been used throughout.

AIM

3. The aim of this procedure is to provide guidance on the notification and approval processes for temporary traffic signals (portable light signals) on Roads Authority public roads.

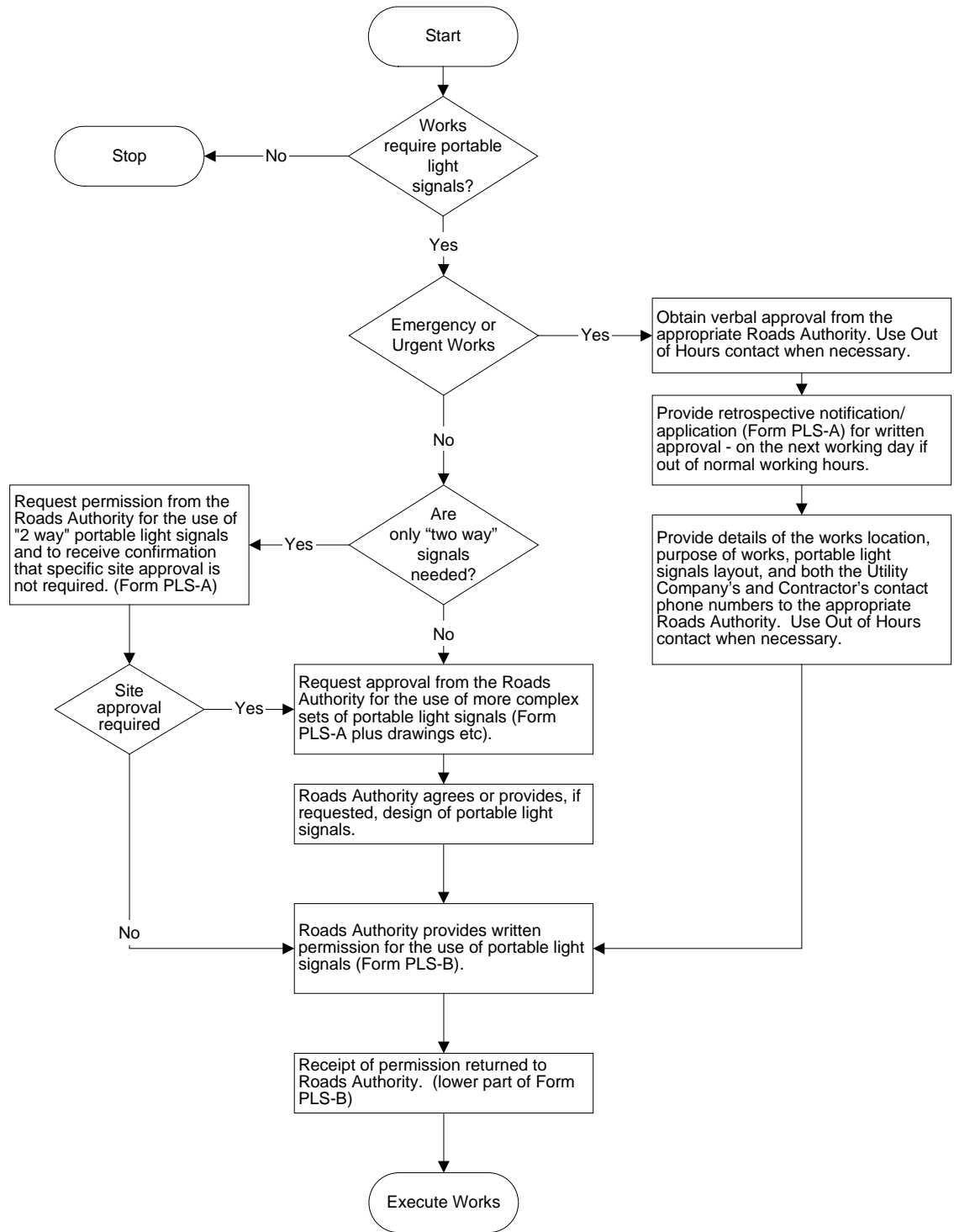
BACKGROUND

4. General Direction 53 of the TSR&GD2002 states that portable light signals may be placed for the control of vehicular traffic only if permission is given in writing by the Roads Authority, or orally in an urgent situation if followed by written confirmation. The written permission must give specific approval to the placing of signals at a particular site except:
 - a. Where the signals are being operated and maintained by and under the regular supervision of a uniformed constable during the progress of a temporary scheme of traffic control;
 - b. On a length of road along which there is no junction carrying vehicular traffic to and from it; and the width of the carriageway is temporarily restricted so as to carry one line of traffic;
 - c. At a level crossing when work in relation to that crossing is being carried out; or
 - d. On a road adjacent to the temporary site of road, building or engineering works used for the movement of vehicles, materials, plant or equipment within the site of the works.
5. "Safety at Street Works and Road Works, A Code of Practice" also states that the Roads Authority must be notified about the use of portable light signals.

PROCEDURE

6. TSR&GD2002 requires specific approval for sites with junctions or where there are more than two approaches. In some instances it may be necessary to prepare/design signal plans and timings to ensure proper traffic management and to allow approval to be granted.
7. In the above cases, advice can be obtained from the appropriate Roads Authorities' contacts (contact details held on the RAUC(S) website www.raucs.org.uk).
8. Fees for the processing of applications for specific site approval shall be as set out in the RAUC(S) Advice Note Inspections, Defects and Other Charges. No fee shall be charged for sites exempted from specific approval¹.
9. Form PLS-A is an application form which is used by Utilities to:
 - a. Request permission from the Roads Authority for the use of "2 way" portable light signals and to request confirmation that specific site approval is not required; or to
 - b. Request approval from the Roads Authority for the use of more complex sets of portable light signals.
10. The conditions to be met by the Utility Company in utilising portable light signals are also given on Form PLS-A.
11. Form PLS-B is to be used by the Roads Authority to provide written permission for the use of portable light signals to the Utility Company.
12. Form PLS-C is to be used by the Roads Authority to record applications for and notifications of the use of portable light signals.
13. Where emergency or urgent works require portable light signals to be set up out with office hours then the Utility Company shall:
 - a. Obtain verbal approval from the appropriate Roads Authority Out of Hours contact;
 - b. Provide retrospective notification/application (Form PLS-A) for written approval on the next working day; and
 - c. Provide details of the works location, nature of works, portable light signals layout, and both the Utility Company's and Contractor's contact phone numbers to the appropriate Roads Authority Out of Hours contact (contact details held on the RAUC(S) website www.raucs.org.uk).

¹ RAUC(S) Advice Note Inspections, Defects and Other Charges dated December 2002 will require amendment to reflect the above.



Portable Light Signals - Procedure

To:

PERMISSION REQUEST / APPLICATION FOR THE USE OF PORTABLE LIGHT SIGNALS

- This form may be used to: Request permission from the Roads Authority for the use of 2 way portable light signals and to request confirmation that specific site approval is not required.
- or where a junction is involved Apply to the Roads Authority for portable light signal site approval.
- or to Request a portable light signal design and approval.

APPLICANT

Statutory Undertaker/Client

Contractor

Company

Company

Address

Address

Phone

Phone

Fax

Fax

Contact

Contact

First Emergency Contact out of hours

Name & Phone

Second Emergency Contact out of hours

Name & Phone

Traffic Signal supplier

Phone:

SRWR Reference No.

Works Ref.

Location of Works

Address:

Traffic Sensitive ?

OS Grid Ref:

Yes

No

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

If yes please send an O.S. plan 1:1250 or 1:2,500 scale indicating the work area and traffic control arrangements.

Purpose of works

Urgent

Proposed signal operation.

Date and time

From:

Working day

of works

To:

24 hours

Remarks:

Night

Offpeak

I agree to meet all reasonable costs incurred by the Roads Authority in respect of the connection, operation and disconnection of the signals and in respect of giving emergency attention in the event that the 'emergency contacts' cannot be reached or are unable to rectify any fault within 2 hours of the first notification that the signals or associated signing are faulty. It should be noted that the Roads Authority and its employees in no way accept responsibility for any claims or demands which may be brought against it by third parties in any way by virtue of the installation operation or emergency rectification of these signals.

Signed.....Date.....On Behalf of.....

APPLICATION MUST NOT BE TAKEN AS APPROVAL.

CONDITIONS

1. Upon receipt of the completed application form, the Roads Authority will, if specific site approval is required, issue the approval, together with a plan and signal timings for use by the applicant (if required). If site approval is not required, the Roads Authority shall take the application as notification of the intention to use two way Portable Light Signals and confirm that specific site approval is not required.
2. The Roads Authority must be notified if:
 - a. Any change is made to the date or time on the application.
 - b. The work is in the vicinity of any permanent signals including Pelican crossings.
 - c. The work is in the vicinity of a level crossing (Network Rail must also be consulted).
3. Where emergency or urgent works require portable light signals to be set up out with office hours, the Utility Company shall:
 - a. Obtain verbal approval from the appropriate Roads Authority
 - b. Provide retrospective notification/application for written approval on the next working day; and
 - c. Provide details of the works location, nature of works, portable light signals layout, and both the Utility Company's and Contractor's contact phone numbers to the appropriate Roads Authority.
4. At least **seven working days notice shall be given** for all works other than emergency and urgent works. For emergency and urgent works, (ie when circumstances arise which could result in immediate danger to the public or serious damage to the road), this notice must be sent **within 2 hours** of work starting. Where a portable light signal design is requested the minimum design period is **2 weeks** prior to approval of portable light signals. Roads Authority must be notified **within 48 hours** of signals being removed from carriageway. Any changes to start and finish dates must be notified and approved in advance.
5. Wherever signal control is to be used at a works site, which contains or is near a junction, two scaled plans showing the proposed temporary site layout must accompany this application. It is a statutory requirement for the Roads Authority to issue written site approval before signals are installed, in these instances.
6. Signal Operation:
 - a. Working day is taken to be 0730hrs to 1900hrs
 - b. 24 hours is taken to be continuous use for duration of the works.
 - c. Overnight is taken 1900hrs to 0730hrs
 - d. Off peak is taken to be 0915hrs to 1530hrs (Mon to Fri.)
7. The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 2002, and all other relevant regulations, directions and technical memoranda. Procedures, layouts and operations shall be in accordance with "Safety at Street Works and Road Works - A Code of Practice" and "Traffic Signs Manual - Chapter 8".
8. The mode of operation of the signals shall be "Vehicle Actuated" to the Department of Transport's booklet "An Introduction to the Use of Traffic Actuated Portable Traffic Signals", (the pink booklet), unless otherwise agreed by the Roads Authority in writing.
9. All apparatus whether hired or owned by the user will be subject to a "beck and call" maintenance contract. The user must establish a safe working method of traffic control within 2 hours of notification of a fault or defect. The apparatus must be inspected and tested before delivery to site and the user must satisfy the Roads Authority and Police that the equipment meets all the necessary requirements and that a competent person has made the pre-delivery check. Stop/Go Boards must be on site, and in a fit state for use, at all times that the site is manned.
10. When the site is in an urban environment, the apparatus must be of a type, which produces a noise level maintained below the first action level 85 db(A). This will ensure that noise produced is kept to a minimum thus reducing the risk and any harmful effects to the public.

PERMISSION FOR THE INSTALLATION OF PORTABLE TRAFFIC SIGNALS
New Roads and Street Works Act 1991, Section 115 and Safety at Street Works and Road Works –
A Code of Practice

The Roads Authority:

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in exercise of its powers under Section 115 of the New Roads and Street Works Act 1991 and the Safety at Street and Road Works – A Code of Practice hereby grant permission to:

.....

.....

to install on the road portable traffic signals with the agreed signing and coning layout and the like as may be necessary to comply with this permission at:

.....

The permission will be valid for a period offrom the undernoted date.

Date

.....
Head of Roads/Chief Engineer/Network Manager

- Note:**
- 1 This permit must be kept on site and shall be shown on demand to any Police Officer or Official from the Roads Authority.
 - 2 This permission shall, unless extended by the Roads Authority, expire at the termination of the period stated.

Appendix 1 - Additional specific conditions pertained to this permission are attached. (Delete if no specific conditions apply).

THIS PART TO BE RETURNED TO THE ROADS AUTHORITY ON RECEIPT OF THIS PERMIT

Issuing Office

Permit No.

I/we acknowledge receipt of this permit and agree to comply with the conditions contained in Form PLS-A and any additional specific conditions contained in Appendix 1 of this permit.

Date

Signed

Official Designation

