



ORKNEY
ISLANDS COUNCIL

It is a requirement under the Traffic Signs General Regulations and Directions 2002 to notify the Roads Authority of ALL portable signal installations and to obtain written approval to place signals at a particular site.

NOTIFICATION/APPLICATION TO PLACE PORTABLE TRAFFIC SIGNALS FOR THE CONTROL OF TRAFFIC ON THE PUBLIC ROAD

To: Head of Infrastructure & Strategic Projects, Orkney Islands Council, Development and Infrastructure, School Place, Kirkwall, KW15 1NY

This form should be used to: Notify Roads Authority Officer of the use of 2 way portable traffic signals.

(Tick appropriate box) Apply to the Roads Authority Officer for portable traffic signal site approval where a junction is involved.

APPLICANT

Statutory Undertaker/Client

Contractor

Company:

Company:

Address:

Address:

Post Code:

Post Code:

Phone:

Phone:

Fax:

Fax:

Contact Name:

Contact Name :

EMERGENCY CONTACTS (OUTWITH NORMAL WORKING HOURS)

Name : Company : Phone :

Name : Company : Phone :

Charges: Payment of fee attached £.....

Signal supplier: Company : Phone :

SRWR Reference:

LOCATION OF WORKS

Address :
.....

Has the road been designated Traffic Sensitive by the Roads Authority?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

.....

WORK DETAILS

Type of works:

Start Date: Completion Date:

Signal Operation Working Day 24 Hours Overnight Off Peak

*** See condition 4 overleaf for definition of above times ***

Signals to be 'Traffic Actuated' unless otherwise agreed with the Roads Authority

I agree to meet all costs incurred by Orkney Islands Council 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.

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

OFFICE USE ONLY

I acknowledge receipt of the above amount:

Signature..... Print Name..... Date.....

Payment paid into Cash Office, Customer Services on by(Print Name)

Finance Ledger Code.....

Original to be retained by Support Services until all sections have been completed, then pass original to Roads Support.

Notification / Application for Installation of Portable Traffic Signals

Conditions

1. At least 7 working days notice must be given for all works other than emergency and urgent works. For emergency and urgent works, (e.g. 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.
2. 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 consent before signals are installed.
3. Roads Authority must be notified immediately the traffic signals have been removed from the site.
4. Signal operation : **Working day** is taken to be **07:30 – 18:00**
24 Hours is taken to be **continuous use for duration of the works**
Overnight is taken to be **18:00 – 07:30**
Off peak is taken to be **09:30 – 15:30 (Mon – Fri)**
5. The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 2016, and all other relevant regulations, directions and technical memoranda.
6. Procedures, layouts and operations shall be in accordance with the “**Traffic Signs Manual – Chapter 8**” and “**Safety at Street Works and Road Works – A Code of Practice**”
7. The mode of operation of the signals shall be “**Vehicle Actuation**” 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.
8. If an external supply of electricity is required for the operation of the signals a separate application must be made to Scottish Hydro Electric and to the Roads Authority Officer for such a supply.
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.
10. The apparatus must be inspected and tested before delivery to site and the user must satisfy the Roads Authority and Police Scotland that the equipment meets all the necessary requirements and that a competent person has made the pre-delivery check.
11. A set of STOP / GO boards should be available on site at all times in the event of a fault in the temporary traffic signals to control the traffic flow in a safe manner.
12. Information boards giving 24 hour contact number should be displayed at all times.

Further copies of this form may be obtained from: -

Orkney Islands Council
Development and Infrastructure
School Place
Kirkwall
Orkney
KW15 1NY

Telephone 01856 873535
Fax 01856 876094

Emergency Telephone Number (out with normal office hours): 01856 876338.
Co-ordinated with Police Scotland, Kirkwall.