



Perth & Kinross Council Environment & Infrastructure

Application for Temporary Traffic Signals

Roads Network Management, Environment & Infrastructure, Ruthvenfield Depot, Ruthvenfield Road, Inveralmond Industrial Estate, Perth, PH1 3EE.

It is a statutory requirement to notify the Roads Authority of ALL portable signal installations and to obtain written approval for those sites which contain or are near a junction.

Applicant Details

Statutory Undertaker / Client		Contractor	
Company		Company	
Address		Address	
Phone		Phone	
Email		Email	
Contact Name		Contact Name	

Emergency Contact Details

Applicants Out of Hours Contact Details <i>(office numbers are not acceptable)</i>		Signal Supplier Out of Hours Contact Details <i>(office numbers are not acceptable)</i>	
Name (1 st Call)		Name (1 st Call)	
Phone		Phone	
Name (2 nd Call)		Name (2 nd Call)	
Phone		Phone	

Job Information

Description of works		Signal Operation <i>See Conditions Number 4</i>	Traffic Signal Layout <i>See Conditions Number 2</i>
Aurora Activity Number		Working Day	2 Way
Date from		24 Hours	Multi-phase (Fee of £100 per application)
Date to		Overnight	Multi-phase lights application must be accompanied with a Traffic Management Drawing
Urgent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Off Peak	

Location of Works

Street					
Town		Co-ordinates			
Traffic Sensitive	Yes		No		
Will there be a junction between the signal heads?	Yes		No		
If yes, please send a site-specific traffic management plan indicating the work area and traffic signal locations					
Will any Permanent Signalised junctions be affected?	Yes		No		
If yes, see condition Number 5 This has an additional fee of £200 per occasion.					

CONDITIONS

1. At least **seven working days 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 two hours** of work starting.
2. **Standard** - 2-way signal layouts do not incur a charge.
Non-Standard - Charges apply for **ALL** layouts, with multiple heads, including standalone temporary pedestrian layouts, and wherever signal control is to be used on or near a JUNCTION. Two site specific traffic management plans showing the proposed temporary site layout must also accompany this application. It is a **STATUTORY REQUIREMENT** for the Roads Authority to issue **APPROVAL BEFORE** signals are installed. A fee of **£100.00** is payable on application once a reference number has been sent to you. Credit/Debit Card payments can be made by calling 01738 475900 between 10:00 and 16:00 (Mon-Fri), payment for Urgent/Emergency works will be charged in arrears.
3. **ROADS AUTHORITY MUST BE NOTIFIED WITHIN 48 HOURS OF SIGNALS BEING REMOVED FROM CARRIAGEWAY.**
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 **20:00 – 06:00**
 - Off peak** is taken to be **09:30 – 15:00 (Mon – Fri)**

Traffic Signals must be manual controlled at specific times upon Road Authorities request and must be confirmed by applicant before approval is given.
5. Permanent Signalised junctions must be switched off by Perth and Kinross Council Network Team only. This must be requested at the application stage at these specified times only.
 - Monday – Friday daytime works – 9.30am switch off.**
 - Monday – Friday night-time works – 8pm switch off.**
 - Saturday – Sunday daytime works – 9am switch off.**
 - Saturday – Sunday night-time works – 8pm switch off.**

All Traffic Management **must be** pre-laid prior to switch off times to ensure these times above are met. If this isn't met switch off will be aborted.
A fee of **£200.00** is payable on application. Credit/Debit Card payments can be made by calling 01738 475900 between 10:00 and 16:00 (Mon-Fri), payment for Urgent/Emergency works will be charged in arrears.
6. The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 1994, and all other relevant regulations, directions and technical memoranda.
7. Procedures, layouts and operations shall be in accordance with the "**Safety at Street Works and Road Works – A Code of Practice**" and "**Traffic Signs Manual – Chapter 8**"
<https://roadworks.scot/sites/default/files/publications/add/safety-at-streetworks-Oct2014.pdf>
8. The mode of operation of the signals shall be "**Vehicle Actuation**" unless otherwise agreed by the Roads Authority in writing. The manual control of portable traffic signals should only be considered for limited times and specific sites. The use of ADS Traffic Signals **must be** approved by the Roads Authority.

9. 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 Engineer (lighting section) for such a supply.
10. 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. See paragraph 3 overleaf.
11. 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.

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			
Office Use Only			
Application Approved		Yes	No
Processed By		Date Approved	
Approved on the following conditions			

Further copies of this form may be obtained from

Perth & Kinross Council
 Environment & Infrastructure
 Roads Network Management
 Ruthvenfield Depot
 Ruthvenfield Road
 Inveralmond Industrial Estate
 Perth
 PH1 3EE

Telephone 01738 475000
 Emergency Tel 01738 476476
roadsnetworkmanagement@pkc.gov.uk