

**TEMPORARY TRAFFIC SIGNAL
AND PERMANENT SIGNAL
BAG-OFF REQUEST
APPLICATION FORM AND
GUIDANCE NOTES**

TEMPORARY TRAFFIC SIGNAL APPLICATION FORM

PART A.		
1. Application for use of:		
Please tick as applicable	Y	N
2-way Portable Traffic Signals	<input type="checkbox"/>	<input type="checkbox"/>
Multi-phase Portable Traffic Signals	<input type="checkbox"/>	<input type="checkbox"/>
Stop / Go Boards	<input type="checkbox"/>	<input type="checkbox"/>
Lane Closure	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian Signals (Temporary Switch-Off and Bag Off)	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Signals (Temporary Switch-Off and Bag Off)	<input type="checkbox"/>	<input type="checkbox"/>

PART B.	
1. Contact Details	
Applicant Details:	Traffic Signal Supplier Details:
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Phone Number:	Phone Number:
Email Address:	Email Address:
Emergency Details:	Emergency Details:
Please provide contact details that can be issued to the public for enquires relating to the works:	
Name:	Phone Number:

PART C.				
1. Location of Works				
Full Location				
Street Works Reference				
Description of Works				
OS Grid Ref	Easting	Northing		
Please tick if applicable			Y	N
Is site on a traffic sensitive road?			<input type="checkbox"/>	<input type="checkbox"/>
Is site near existing signalised control?			<input type="checkbox"/>	<input type="checkbox"/>
Is there a road junction between traffic head?			<input type="checkbox"/>	<input type="checkbox"/>
Is site near a bus stop?			<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with HCC Public Transport/ bus companies to discuss your proposal?			<input type="checkbox"/>	<input type="checkbox"/>
Do permanent signals require switching off?			<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please contact Traffic.Signals@hullcc.gov.uk for more details				
Do pedestrian signals require switching off?			<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please contact Traffic.Signals@hullcc.gov.uk for more details				
2. Closure Times				
Please state when the works are to start and for how long.				
Date of Works	Time From:	Time To:		
3. Hours of Signal use:				
Please tick if applicable			Y	N
Working Day			<input type="checkbox"/>	<input type="checkbox"/>
24 Hours			<input type="checkbox"/>	<input type="checkbox"/>
Off Peak			<input type="checkbox"/>	<input type="checkbox"/>
Night			<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency Vehicle Access				
Please tick as applicable			Y	N
Will access for emergency vehicles be maintained at all times during the works?			<input type="checkbox"/>	<input type="checkbox"/>

Note: Multi-phase signal application must be submitted with a 1:1250 scale OS plan showing the position of the signal heads, working area and traffic management / signing to be used.

PART D.			
1. Declaration			
I have read and understand fully the guidance and conditions and will adhere to all responsibilities and duties enforced by the document. I agree to pay any associated costs.			
Full Name		On behalf of	
Signature		Date	__ / __ / ____

PART E.	
1. Submitting Application	
Please complete this form and send to:	
Email: HCCRoadClosure@hullcc.gov.uk and Traffic.Signals@hullcc.gov.uk in the email "subject heading" please mark as TEMPORARY TRAFFIC SIGNAL APPLICATION – if this application is to be sent with a road closure please state both in the subject heading, TEMPORARY TRAFFIC SIGNAL APPLICATION AND TEMPORARY ROAD CLOSURE APPLICATION.	
If this application is approved by Hull City Council, notification with any conditions applied will be electronically sent, either via the street works notice for Utility Company applications or by email for any others.	

GUIDANCE NOTES – TEMPORARY TRAFFIC SIGNALS / MANAGEMENT

FOR INFORMATION

1. Site approval for all Portable Light Signals is required under the Traffic Signs Regulations and General Directions 2002, Regulations 35 and General Direction 53.
2. All applications must be accompanied by a 1:1250 (or better) scale plan showing the location of the signal heads to within 2 metres of their actual location on site.
3. Upon receipt of the completed application form, if satisfied the Highway Authority will notify the applicant, including any conditions applied, electronically either via a street works notice for utilities or email for any other applications. Alternatively, if the application is refused the Highway Authority will detail the reasons for this.
4. Should an applicant place and operate Portable Light Signals on the highway without the written approval of the Authority (as per Regulation 53) then an offence is committed under the Highways Act 1980 and the Authority may take legal action against offenders.
5. It is imperative for co-ordination and administrative reasons that adequate advance notice is given in all cases as noted above.
6. Applicants should, prior to submitting this form, make themselves familiar with the proposed location of the Portable Light Signals and the local features that may have an impact on their proposals. This will include, road junctions, Zebra/Pelican crossings, schools, commercial and industrial accesses, etc. Account must be taken of these features in the design and timings of the proposed Portable Light Signals.
7. Portable Light Signals must be operated in accordance with the DfT's booklet 'An Introduction to the use of Vehicle Activated Portable Traffic Signals' – ISBN 0-11-550781-7
8. Where, as part of the proposed use of the Portable Light Signals, there is a requirement to switch off any Permanent Traffic Signals or Pelican Crossings, only authorised Authority representatives may switch these off/on. The applicant may be charged for this service. If a permanent set of lights at a junction or a pedestrian crossing requires switching off, arrangements will need to be made beforehand. Please arrange it with Hull City Council via the details below who will instruct their contractor to do so. This will incur a charge. A minimum of 10 working days' notice is required for this. Email: Traffic.Signals@hullcc.gov.uk

9. Please note that the Authority will switch the Permanent Traffic Signals off and on and cover the signal heads and push buttons (where pedestrian facilities are involved). However it will be the responsibility of the Applicant to provide all the additional associated signing and barriers that are required at the Applicants cost. These must be on site at the time of the switch off and resources made available by the Applicant to place them on the highway in conjunction with the switch off. Conversely at the time of the switch on of the Permanent Traffic Signals by authorised Authority representatives, resources must be made available by the Applicant to remove the additional associated signing and barriers on the highway in conjunction with the switch on. Permanent Traffic Signal heads must not be covered by the Applicant in order to avoid having the signals officially switched off. Any such action is an offence under the Highways Act 1980 and the Authority may take legal action against offenders.

10. The Authority must be notified by the Applicant of any changes to those listed on the application.

11. Where the work is in the vicinity of a level crossing or railway bridge, the Rail Authority must also be consulted prior to any work commencing.

For more information please refer to Hull City Council code of practice for the use of Temporary Traffic Signals on the Highway (www.hull.gov.uk) and the Department for Transport Traffic Advisory leaflet (Tal), Portable Light Signals for the control of Vehicular Traffic at Road and Street Works. (www.dft.gov.uk)

Minimum period of notice required	Advance Notice	Notice of Start Date
Emergency/Urgent		2 hours
Minor works Non-Traffic Sensitive	3 days	3 days
Minor works Traffic Sensitive	3 days	3 days
Standard works Non-Traffic Sensitive	10 days	10 days
Standard works Traffic Sensitive	10 days	10 days
Major Works	12 weeks	10 days
Trunk Roads	Highways England	Highways England