



Road Space Booking Form

Applicant Contact Details

Applicant Name:		Contractor Name:	
Telephone no:		24hr emergency contact number (during works):	
Address:		Email address:	

Proposed Works (Please provide a map of the exact location of the works)

Road No/USRN(s):		Road/Street(s):	
Town/Village:		National Grid Ref:	/

S278 / S184 Agreement Reference (if applicable):	
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Description of Works:	
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Proposed Traffic Management:	No/Some Carriageway Incursion		Give & Take		Stop/Go Boards	
	Temp Traffic Signals		Lane Closure		Road Closure	

Is your proposed Traffic Management at a junction?	Yes		No	
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Does your proposed Traffic Management affect any permanent signals or a pedestrian crossing? If yes, please provide a Switch Off Switch On application form.	Yes		No	
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Proposed Start Date:	
Proposed End Date:	



PLEASE NOTE:

APPLICANTS MUST SUBMIT THE RELEVANT APPLICATION FORM FOR STOP/GO BOARDS, TEMPORARY TRAFFIC LIGHTS, SWITCH OFF/ON OF PERMANENT SIGNALS AND ROAD CLOSURES (Additional charges may apply)

Approval

Any person completing this application form should be aware of the requirements of the following:

I/We confirm that the foregoing details are correct and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads & Street Works Act 1991, and associated Legislation and Codes of Practice, together with any other conditions imposed by the Street Authority in the relevant licence.

I/We accept the fee of £42 for the administration charge in relation to this application.

Name:			
Signed:		Date:	

AUTHORISATION

Standard Conditions

Directions for the use of temporary signals involving road junctions:

A certificate will be issued on completion of the following. Please allow at least **10 working days** before formal authorisation.

1. A drawing to a scale of not less than 1:500 must be provided, detailing the position of each traffic signal head, controller position and associated cable layout. The signal heads are to be identified to a point within two metres of that intended to be used on site, when scaled from this drawing.
2. The size, type and location of all temporary signs are to be detailed in accordance with advice given in Chapter 8 of the Traffic Signs Manual and Traffic Signs Regulations and General Directions 1994 (as amended).
3. Proposed traffic signal stage timings, minimum and maximum green times and either the inter-green or the all read time period between each stage to be stated. Any request for fixed time or manual operation signals should be made separately, but may be attached to this application.



4. Temporary traffic signals must operate in the vehicle-activated mode at all times unless written approval is obtained from the Local Authority. The controller should be capable of working either in fixed time or all red modes.
5. If the site is unattended at any time and/or the temporary traffic signals will be operative before 8.00am or after 8.00pm a suitable mains electricity supply must be used to power the signal equipment. Alternatively a supply switching to 'silent' battery operating must be capable of supplying continuous power for at least 12 hours.
6. Cable protectors must be fitted where traffic is travelling over cabling and these must be sited away from turning traffic or where braking/accelerating is likely to occur.
7. If there are any existing 'Give Way' or 'Stop Signs (including duplicate or advanced signs)' and/or markings they must be temporarily covered over.
8. A 'beck and call' maintenance system for the temporary traffic signal equipment is required. The maintenance provision must be such that a suitably trained technician (also NRSWA Accredited) will arrive on site within two hours of notification during the hours 7.30am to 5.30pm, Monday to Friday, and within three hours at all other times. The equipment must be returned to working condition within 30 minutes of arrival on site and the appropriate spare parts will, therefore, need to be carried in their vehicle.
9. 'Stop and Go' boards (Diagram 7023 & 7024) must be available on site to control traffic in the event of temporary traffic signal failure.
10. A log of all faults must be kept detailing time reported, time repaired, time on site, nature of fault etc. and the log submitted to the Traffic Management Centre when the temporary traffic signals are removed from site.
11. A representative from the Local Authority may be on site when the temporary signals are being installed and 48 hours notice is therefore, required of your intention to set up this equipment.
12. The controller unit must be secured by key or padlock during out of hours use.
13. Equipment must be of a type approved by the Secretary of State and in full working order including all switches and LED's.



Additional Conditions

Required Signal Operation Times (if different from above):	
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Manual Control of Signals:	
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Signed:

pp Business Unit Manager

Date:

On behalf of Telford & Wrekin Council

IMPORTANT

All communication relating to this Licence should be addressed to:

Telford & Wrekin Council, Streetworks, Darby House, Telford TF3 4JA / streetworks@telford.gov.uk / 01952 384000

Privacy Notice under the General Data Protection Regulations

Telford & Wrekin Councils Highways & Neighbourhood Services are collecting your personal data for the purpose of dealing with your recent enquiry/service request under Article 6(b) of the General Data Protection Regulations. The council may need to securely share relevant elements of your data with one of our contractors solely in order for them to deal with your enquiry on our behalf.

For further details on the council's privacy notice please view the privacy page on the council's www.telford.gov.uk/terms.