

# APPLICATION FOR TEMPORARY TRAFFIC SIGNALS

Email completed form to: [hereford.streetworks@bblivingplaces.com](mailto:hereford.streetworks@bblivingplaces.com) or post to  
NRSWA Team, Balfour Beatty Living Places, Unit 3, Thorn Business Park, Rotherwas, Hereford, HR2 6JT

**APPLICATIONS MUST BE SUBMITTED AT LEAST 10 WORKING DAYS PRIOR TO START OF WORKS**

A £114.95 fee is applied to Traffic Signal Applications for Private Works, payable on application.

All payments should be made out to: BALFOUR BEATTY LIVING PLACES LIMITED (and remittance sent to the NRSWA Team above)

<b>Name &amp; address of applicant:</b>	
<b>Tel:</b>	
<b>Email:</b>	

If NOT for a utility company please put the name & address for whom the works are being carried out below.

<b>Works for Utility Company (Name of Company)</b>	
--	--

<b>Details of works being undertaken:</b>	
---	--

<b>Date Signals will be placed on the network :</b>		<b>Date of Removal of Signals :</b>	
---	--	-------------------------------------	--

<b>NRSWA NOTICE NUMBER</b>	If the works are for a Utility Company <b>you must</b> provide this information.

*If the application is for private works then the NSRWA Notice shall be created by Balfour Beatty on your behalf.*

LOCATION OF WORKS			
<b>Road Name:</b>		<b>Road No:</b> <small>e.g. A4123</small>	
<b>Easting:</b>		<b>Northing:</b>	
		<b>USRN:</b>	
<b>Location:</b> <small>(e.g. outside No.1)</small>			

TRAFFIC MANAGEMENT DETAILS
(Tick or x appropriate boxes)

Type of TM	Period of Operation	Means of Operation
Stop & Go Boards	24 Hour Use	Mains
Two Way Lights	9:30am to 3:30pm	Battery
3 or More way Lights (Specify)	Other (Specify)	Generator

A Traffic Management Plan or Sketch **must be provided** with this application.

*Failure to do so may result in your application being returned*

TM Plans attached:	Y/N
--------------------	-----

**Are any of the following required in association with your works:** (Tick or x appropriate boxes)

Bus Stop Suspension		Permanent Lights Switch Off/On	
Speed Restriction		Parking Suspension	

Name and contact details of company who owns the traffic signals	
--	--

Name and contact details of person responsible for maintenance:	
During working hours	
After working hours	

DECLARATION	
I have read and understood fully the guidance notes provided and will adhere to all responsibilities/duties enforced by this document.	
Signed:	Date:

# APPLICATION FOR TEMPORARY TRAFFIC SIGNALS

Email completed form to: [hereford.streetworks@bblivingplaces.com](mailto:hereford.streetworks@bblivingplaces.com) or post to

NRSWA Team, Balfour Beatty Living Places, Unit 3, Thorn Business Park, Rotherwas, Hereford, HR2 6JT

## GUIDANCE NOTES

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. 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 also be capable of working either in fixed time or all red modes. The controller unit must be secured by key or padlock during out of hours use.
4. Traffic signals must be set up and maintained by a qualified person.
5. If the site is unattended at any time and / or the temporary traffic signals will be in operation before 8.00am or after 8.00pm a suitable mains electrical 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 N.R.S.W.A. Accredited) will arrive on site within two hours of notification during the hours 07.30 to 17.30, Mondays to Fridays, 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 must be available on site to control traffic in the event of temporary traffic signal failure. Operatives should be trained on how to use them and if necessary stop work until the lights are repaired.
10. Equipment must be of a type approved by the Secretary of State and in full working order including all switches and L.E.D's.
11. Should you require the switch off/on of nearby permanent lights you must arrange this through the Balfour Beatty street lighting team.
12. Should you require the suspension of a bus stop, you must arrange this through Herefordshire Councils Transport department.
13. Should your works also require a temporary traffic regulation order (e.g. parking or speed restriction) this will need to be applied for separately in line with minimum notice periods required.
14. For Private Works there is an administration fee of £114.95 made payable by cheque or Purchase order upon application.

All payments should be made out to: **BALFOUR BEATTY LIVING PLACES LIMITED**

VAT Registration No. 217 9672 35 Sort Code 16-04-00 Bank Account No. 31336726

Remittance should be sent to the NRSWA Team at [hereford.streetworks@bblivingplaces.com](mailto:hereford.streetworks@bblivingplaces.com)