



**PERMISSION REQUEST/APPLICATION FOR THE USE OF PORTABLE LIGHT SIGNALS**

This form may be used to:	<input type="checkbox"/>	Request permission from the Roads Authority for the use of 2 way portable light signals and to request confirmation that specific site approval is not required.
Or where a junction is involved	<input type="checkbox"/>	Apply to the Roads Authority for portable light signal site approval
Or to	<input type="checkbox"/>	Request a portable light signal design and approval.

**APPLICANT**

<b>Statutory Undertaker/Client</b>		<b>Contractor</b>	
<b>Company</b>		<b>Company</b>	
<b>Address</b>		<b>Address</b>	
<b>Phone No.</b>		<b>Phone No.</b>	
<b>Email Address</b>		<b>Email Address</b>	
<b>Contact</b>		<b>Contact</b>	
<b>First Emergency Contact out of hours</b>		<b>Name/Number</b>	
<b>Second Emergency Contact out of hours</b>		<b>Name/Number</b>	
<b>Traffic Signal Supplier</b>		<b>Phone No.</b>	
<b>SRWR Reference No.</b>		<b>Works Ref.</b>	
<b>Purchase Order No. (if applicable)</b>			
<b>Invoice Address – if different to applicant address</b>			

**Location of Works**

<b>Address</b>		<b>Traffic Sensitive?</b>	
<b>OS Grid Ref.</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Will there be a road junction between the signal heads?</b> If yes, please send an O.S. plan 1:1250 or 1:2500 scale indicating the work area and traffic control arrangements.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Purpose of works</b>		<b>Urgent</b> <input type="checkbox"/>	<b>Proposed signal operation</b>
<b>Date/Time of works</b>	<b>From</b>		<b>Working day</b> <input type="checkbox"/>
	<b>To</b>		<b>24 hours</b> <input type="checkbox"/>
<b>Remarks</b>			<b>Night</b> <input type="checkbox"/>
			<b>Offpeak</b> <input type="checkbox"/>

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.

<b>Signed</b>		<b>Date</b>		<b>On behalf of</b>	
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**APPLICATION MUST NOT BE TAKEN AS APPROVAL**



Return completed forms to Aberdeenshire Council, Environment & Infrastructure Services at the appropriate Roads Area e-mail address – ref list/map.

An invoice will be issued for the amount due.

**IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:**

Banff & Buchan: [banffandbuchan.roads@aberdeenshire.gov.uk](mailto:banffandbuchan.roads@aberdeenshire.gov.uk)

Buchan: [buchan.roads@aberdeenshire.gov.uk](mailto:buchan.roads@aberdeenshire.gov.uk)

Formartine [formartine.roads@aberdeenshire.gov.uk](mailto:formartine.roads@aberdeenshire.gov.uk)

Garioch [garioch.roads@aberdeenshire.gov.uk](mailto:garioch.roads@aberdeenshire.gov.uk)

Kincardine & Mearns [kincardineandmearns.roads@aberdeenshire.gov.uk](mailto:kincardineandmearns.roads@aberdeenshire.gov.uk)

Marr [marr.roads@aberdeenshire.gov.uk](mailto:marr.roads@aberdeenshire.gov.uk)





## CONDITIONS

1. Upon receipt of the completed application form, the Roads Authority will, if specific site approval is required, issue the approval, together with a plan and signal timings for use by the applicant (if required). If site approval is not required, the Roads Authority shall take the application as notification of the intention to use two way Portable Light Signals and confirm that specific site approval is not required.
2. The Roads Authority must be notified if:
  - a. Any change is made to the date or time on the application.
  - b. The work is in the vicinity of any permanent signals including Pelican crossings.
  - c. The work is in the vicinity of a level crossing (Network Rail must also be consulted).
3. Where emergency or urgent works require portable light signals to be set up out with office hours, the Utility Company shall:
  - a. Obtain verbal approval from the appropriate Roads Authority.
  - b. Provide retrospective notification/application for written approval on the next working day; and
  - c. Provide details of the works location, nature of works, portable light signals layout, and both the Utility Company's and Contractor's contact phone numbers to the appropriate Roads Authority.
4. At least **seven working days notice shall be given** for all works other than emergency and urgent works. For emergency and urgent works, (ie 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. Where a portable light signal design is requested the minimum design period is **2 weeks** prior to approval of portable light signals. Roads Authority must be notified **within 48 hours** of signals being removed from carriageway. Any changes to start and finish dates must be notified and approved in advance.
5. Where signal control is to be used at a works site, which contains or is near a junction, two scales plans showing the proposed temporary site layout must accompany this application. It is a statutory requirement for the Roads Authority to issue written site approval before signals are installed, in these instances.
6. Signal Operation:
  - a. Working day is taken to be 0730 hours to 1900 hours.
  - b. 24 hours is taken to be continuous use for duration of the works.
  - c. Overnight is taken to be 1900 hours to 0730 hours.
  - d. Off peak is taken to be 0915 hours to 1530 hours (Mon to Fri).
7. The signal equipment and traffic signs must satisfy fully all the requirements set out in the Traffic Signs Regulations and General Directions 2002, and all other relevant regulations, directions and technical memoranda. Procedures, layouts and operations shall be in accordance with "Safety at Street Works and Road Works – A Code of Practice" and "Traffic Signs Manual – Chapter 8".
8. The mode of operation of the signals shall be "Vehicle Actuated" 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.
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. The apparatus must be inspected and tested before delivery to site and the user must satisfy the Roads Authority and Police that the equipment meets all the necessary requirements and that a competent person has made the pre-delivery check. Stop/Go Boards must be on site, and in a fit state for use, at all times that the site is manned.
10. When the site is in an urban environment, the apparatus must be of a type, which produces a noise level maintained below the first action level 85 db(A). This will ensure that noise produced is kept to a minimum thus reducing the risk and any harmful effects to the public.



**FAIR PROCESSING NOTICE**

**WHO MAY PROCESS YOUR PERSONAL DATA?**

The information which you provide on the attached form will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

**WHAT PERSONAL DATA WILL BE COLLECTED?**

The information which you provide on the attached form. This includes:

- Personal contact details

**FOR WHAT PURPOSES WILL YOUR PERSONAL DATA BE USED?**

The information which you provide on the attached form will be used by Aberdeenshire Council for the following purposes:

- Administration and issue of permit
- Maintenance of Scottish Road Works Register

**WILL ABERDEENSHIRE COUNCIL DISCLOSE YOUR PERSONAL DATA TO ANYONE ELSE?**

Yes. The Council has a statutory duty to place a copy of any permissions granted on the Scottish Road Works Register, which can be accessed by other parties undertaking works on the road.

**CONSENT**

I confirm that I have read and understood the Fair Processing Notice

<b>Name</b>	<b>Date</b>	<b>Signature</b>