Dear Sir / Madam

Permission to Erect Temporary Traffic Signals

Thank you for your enquiry regarding permission to erect temporary traffic signals.

Please note that the following minimum notification periods that are required by KCC Highways, Transportation and Waste to process your enquiry.

- **Emergency / Urgent**: 2 Hours
- **2 Way Portable Signals**: 7 Working Days
- **3 Way Multi Phase**: 21 Working Days
- **All Portable Signals on Trunk Roads**: 21 Working Days

Please find enclosed for your information:

- An application form for a permission, to be completed by the contractor
- Information guidance notes
- Temporary traffic signals conditions of permission – Form TS2

The form must be returned to the KCC Highways, Transportation and Waste Office appropriate to the site at which the temporary traffic lights will be placed.

Additional charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at [www.kent.gov.uk/lanerentalscheme](http://www.kent.gov.uk/lanerentalscheme)

If you have any further queries, please contact KCC Highways, Transportation and Waste on 03000 418181.

Yours faithfully

Toby Howe
Senior Highway Manager
Highway Operations
PORTABLE TRAFFIC SIGNALS

General Conditions

Portable traffic signals used to control junctions (i.e. more than simple shuttle working) or heavy plant crossings require that the Highway Authority issues specific site approval.
All signage to conform to Chapter 8 and the safety at Street Works Code of Practice.
All portable traffic signals to be operated in accordance with DFT booklet, “An Introduction to the use of Vehicle Actuated Portable Traffic Signals2. Manual control for fixed time operation shall only be used with the written consent of the Highway Authority.
All Highway users within the area of traffic control will be advised of the intended dates of use of portable traffic signals by the applicant.

Setting up Site

All appropriate advance warning signs, in accordance with the recommendations of Chapter 8 of the Traffic Signs Manual, to be established.
The maximum distance between portable traffic signals must not exceed 300 metres. The signals are to be set up to allow working space only and are not to include for parking non-essential site vehicles.
Portable traffic signals are set up with time settings as a function of site length. The period of use and the controlled shuttle working length to be kept to an absolute minimum. Signals must operate vehicle actuated unless alternative agreed in writing.
When switching off of permanent signals is required the promoter must contact the Highway Authority in advance, as far as reasonably practical, so the necessary arrangements can be made.
If the site can not be set out as planned the promoter must immediately contact the Highway Authority to discuss.

Environmental Considerations

In built up areas or residential areas, connection of signals to mains power supply may be preferable. The Electricity Supplier must be consulted and may levy a charge for supply. Connections to street lighting must be with the permission of the appropriate Authority and by a competent electrician. Any subsequent damage or repair will be a charge on the promoter.
All generators must meet the requirements of the Environmental Protection Act 1990 c43.

Maintenance

The signal supplier / hirer must provide and display on the equipment on site the call-out number for maintenance. Response to be within two hours.

Associated Documents

Notes for Guidance TTS,ppt
Design Example
Information Guidance Notes on Temporary Traffic Lights

When are temporary traffic signals needed?

Whenever any work is needed to be done on or adjacent to the highway and insufficient space is available in the highway to allow two-way traffic to pass safely in accordance with Health and Safety and Road Traffic Regulations requirements.

Why is permission needed for temporary traffic signals?

Under the Law, Highways must not be obstructed in an unlawful manner. A licence is needed to allow the Local Authority and the Police to treat the temporary traffic signals as a lawful obstruction.

Who can obtain permission?

Anyone can apply for permission.

Who operates temporary traffic signals?

The person holding the permission is entitled to set up and operate the signals, provided the requisite indemnity insurance is in place and we are satisfied that the person has received approved training and satisfies legislation on street works, but normally this work is carried out by contractors or signals companies who can readily fulfil our requirements.

How much does permission cost?

Charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at [www.kent.gov.uk/lanerentalscheme](http://www.kent.gov.uk/lanerentalscheme). These charges will be agreed with Kent County Council and paid for prior to the works taking place.

There is no charge at present.

What notice periods should be given in the request for permission?

For 2 Way-signals, we require 7 working days’ notice. For multi phase signals we require 21 days’ notice.

Why does Public Liability Insurance have to be provided and how much cover is required?

The insurance is needed to indemnify Kent County Council, its servants and agents from all claims and costs arising from the placing and use of the temporary traffic lights, however caused. The level of cover required is £5 million for an unlimited number of claims. Kent County Council will require proof of the existence of the insurance cover prior to the issue of any permission.

Does Kent County Council recommend temporary traffic signal companies?

No – however the companies must be to a suitably competent standard.

Do you inspect temporary traffic signals?

Yes, our Highway Inspectors do this as often as is felt required in each circumstance.

Is there a list of conditions?

Yes, these are attached in form TS2.
TEMPORARY TRAFFIC SIGNALS
CONDITIONS OF PERMISSION – FORM TS2

1. The applicant is to ensure that there is compliance with Direction 34(1) (b) of the Traffic Signs Regulations and General Directions 1981, namely that:
   • The equipment is type approved
   • The equipment is capable of being operated with vehicle actuation
   • The site involves simple shuttle working with no junctions within the controlled length
   • KCC Highways, Transportation and Waste is notified when signal control is used.

2. The applicant is to ensure that there is compliance with advice contained in the Department of Transport publication TD 21/85 and Advice Note TA 47/85, namely that:
   • There must be at least 7 days’ notice for planned work
   • Immediate contact to be made with the Highway Authority over signals needed for emergency work
   • Permanent manual control of fixed time operations shall only be used with the written consent of KCC Highways, Transportation and Waste

3. Manual control during peak hours and availability of Stop / Go Boards in the event of equipment failure may be specified in Special Conditions on the Permission.

4. Portable traffic signals used to control junctions (i.e. more than simple shuttle working) or heavy plant crossings require written specific site approval from KCC Highways, Transportation and Waste. Specialised multi phase equipment is required and applicants should initially approach the Permission Administration Section at KCC Highways, Transportation and Waste Offices appropriate to the site in question, giving a minimum of 21 days’ notice.

5. Additional information or a site plan is to accompany a permission application if proposed temporary traffic signals are to be used where other highway features may affect vehicle movements.

6. All appropriate advance warning signs in accordance with Chapter 8 of the Traffic Signs Manual shall be established on site prior to positioning of temporary signs.

7. The maximum distance between portable traffic signals must not exceed 200 metres. The signals are to be set up to allow working space only and are not to include space for contractors’ vehicle parking.

8. The period of use and the controlled shuttle working length to be kept to an absolute minimum. Signals must operate in vehicle actuated mode unless an alternative mode is agreed with KCC Highways, Transportation and Waste.
9. Portable traffic signals are to be set up with time settings as a function of site length as set out below:

10. Controlled length (m) | All Red (s) | Max. Green (s)
    30-50             | 5          | 35
    50-100            | 10         | 40
    100-150           | 15         | 45
    150 – 200         | 20         | 50

11. The above settings relate to level ground and low HGV usage. Settings must be checked by watching vehicle behaviours and adjusted accordingly.

12. In built-up or residential areas, connection of temporary traffic signals to mains power may be preferable to using a generator. The electricity supplier, EDF Energy must be consulted and may levy a charge for the supply. Connections to street lighting units must firstly be approved by KCC Highways, Transportation and Waste and may only be made by electrical contractors approved by KCC Highways, Transportation and Waste. The costs of any repairs needed due to damage to street lighting equipment incurred from these activities will be charges to the permission holder.

13. The signal supplier / hirer must provide and display on the equipment on site, the call out number for maintenance (including emergencies). Response to be within 2 hours during the working day and 3 hours at all other times.

14. The Kent County Council (KCC) is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of, or in any way incidental to, the said works, their maintenance and use. £5 million public liability insurance is required and proof of this has to be sent to the relevant KCC Highways, Transportation and Waste Office, as stated on the covering letter prior to erection and use of the temporary signals and related signs.
# PORTABLE TRAFFIC SIGNALS

**EToN works notice Supplement**

All Fields are to be completed entering not applicable or N/A where appropriate

<table>
<thead>
<tr>
<th>Notification of the use of 2-Way Portable Traffic Signals</th>
<th>7 days, please see guidance notes below</th>
<th>ENTER X IN ONE BOX ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Approval of Multiphase Portable Traffic Signals</td>
<td>21 Days, please see guidance notes below</td>
<td></td>
</tr>
<tr>
<td>Request for Design and Approval of Multiphase Portable Traffic Signals</td>
<td>14 Days, please see guidance notes below</td>
<td></td>
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</tbody>
</table>

**IMMEDIATE WORKS PORTABLE TRAFFIC SIGNAL REQUEST**

<table>
<thead>
<tr>
<th>Promoters Notice / Work ref.</th>
<th>Promoters Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Signal Supplier</td>
<td>PTS EMERGENCY 24hr Contact Details</td>
</tr>
<tr>
<td>Tel.</td>
<td>Fax</td>
</tr>
<tr>
<td>Promoters Contractor</td>
<td>Tel.</td>
</tr>
<tr>
<td>Name</td>
<td>Tel.</td>
</tr>
<tr>
<td></td>
<td>Fax</td>
</tr>
</tbody>
</table>

**PTS LOCATION AND DETAILS:** see guidance notes below

A map / plan may be requested for any set of signals to determine exact position of heads.

**Description of Works:** see guidance notes below

**Start Date of Signal Control :**

<table>
<thead>
<tr>
<th>Times of Operation tick / X</th>
<th>24 Hrs</th>
<th>Peak Times</th>
<th>Over night</th>
<th>Off Peak</th>
</tr>
</thead>
</table>

**SUBMITTED BY**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Print name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel</td>
<td>Fax</td>
<td>E-mail</td>
</tr>
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</table>

**Conditions Required**

**MULTI PHASE SIGNAL APPROVAL**

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Signature</th>
<th>Print name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact details</td>
<td>Tel</td>
<td>Fax</td>
<td>E-mail</td>
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Guidance Notes

Usage: This form is to be used in addition to a EToN works notice or permit. Works requiring traffic control on the highway are subject to noticing under section 7.3.4(c) of the code of practice for co-ordination.

Timescales for submission: All PTS submissions are to give 7 days advanced notification where timescales permit. Where this is not possible, a phone call to the Highway Authority is to be made prior to submission. For Multi phase signals this will become 21 days.

PTS location details: Full details of the position of the signals to be provided with any additional information as required. Grid references of head positions to be provided where possible. Details to include position of generator or trailer if to be sited outside of work space.

Description of Works: To include only as much information as pertains to the works being undertaken within the work area. Details of justification for Immediate works also to be included.

Location of works, site location to take account of existing traffic control including Level Crossings. Prior contact with the appropriate bodies must be made.

Conditions relating to application.

Portable traffic signals used to control junctions (i.e. more than simple shuttle working) or heavy plant crossings require that the Highway Authority issues specific site approval.

All signage to conform to Chapter 8 and /or the Safety at Streetworks code of practice.

All portable traffic signals to be operated in accordance with DfT booklet " An Introduction to the use of Vehicle Actuated Portable Traffic Signals".

The maximum distance between portable traffic signals must not exceed 300 metres. The signals are to be set up to allow working space only and are not to include for parking for non-essential site vehicles.

Portable traffic signals are set up with time settings as a function of site length. The period of use and the controlled shuttle working length to be kept to an absolute minimum.

When the switching off of permanent signals is required the promoter must contact the Highway Authority in advance, as far as reasonably practical, so the necessary arrangements can be made.

If the agreed scheme cannot be set out as planned, the promoter must immediately contact the Highway Authority to discuss.

Environmental considerations.

In built up or residential areas, connection of signals to mains power supply may be preferable. The Electricity Supplier must be consulted and may levy a charge for supply. Connections to street lighting must be with the permission of the appropriate Authority and by a competent electrician. Any subsequent damage or repair will be a charge on the promoter.

All generators must meet the requirements of the Environmental Protection Act 1990 c43.

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