



**ROADS AUTHORITIES & UTILITIES COMMITTEE  
(SCOTLAND)**

**ADVICE NOTE 8**

**PORTABLE LIGHT SIGNALS**

Version 1.20  
December 2006

## PORTABLE LIGHT SIGNALS

### VERSION HISTORY

<b>Version</b>	<b>Date</b>	<b>Notes</b>
1.00	Mar 05	Approved by RAUC(S)
1.10	Dec 03	Approved by SCOTS 23 Sep 05 for Road Authority work excluding Trunk Roads
1.20	Dec 06	At RAUC(S) 7 Jun 06, accepted for Trunk Roads by Transport Scotland. Minor changes to text.

## **PORTABLE LIGHT SIGNALS**

### **INTRODUCTION**

1. This procedure covers the use of portable light signals on Public Roads in Scotland. A diagrammatic representation of the procedure is indicated on the flow chart below.
2. Portable light signals are often referred to as temporary traffic signals. The terminology used in Traffic Signs Regulations and General Directions 2002 (SI 2002 No. 3113) (TSR&GD2002) has been used throughout this advice note (ie 'portable light signals').

### **AIM**

3. The aim of this procedure is to provide guidance on the notification and approval processes for portable light signals on Public Roads in Scotland.

### **BACKGROUND**

4. General Direction 53 of the TSR&GD2002 states that portable light signals may be placed for the control of vehicular traffic only if permission is given in writing by the Roads Authority<sup>1</sup>, or orally in an urgent situation if followed by written confirmation. The written permission must give specific approval to the placing of signals at a particular site except:
  - a. Where the signals are being operated and maintained by and under the regular supervision of a uniformed constable during the progress of a temporary scheme of traffic control;
  - b. On a length of road along which there is no junction carrying vehicular traffic to and from it; and the width of the carriageway is temporarily restricted so as to carry one line of traffic;
  - c. At a level crossing when work in relation to that crossing is being carried out; or
  - d. On a road adjacent to the temporary site of road, building or engineering works used for the movement of vehicles, materials, plant or equipment within the site of the works (for example where the signals control access and egress to the works.)
5. "Safety at Street Works and Road Works, A Code of Practice" also states that the Roads Authority must be notified about the use of portable light signals.

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<sup>1</sup> Reference to Roads Authority includes their agents when appropriately authorised.

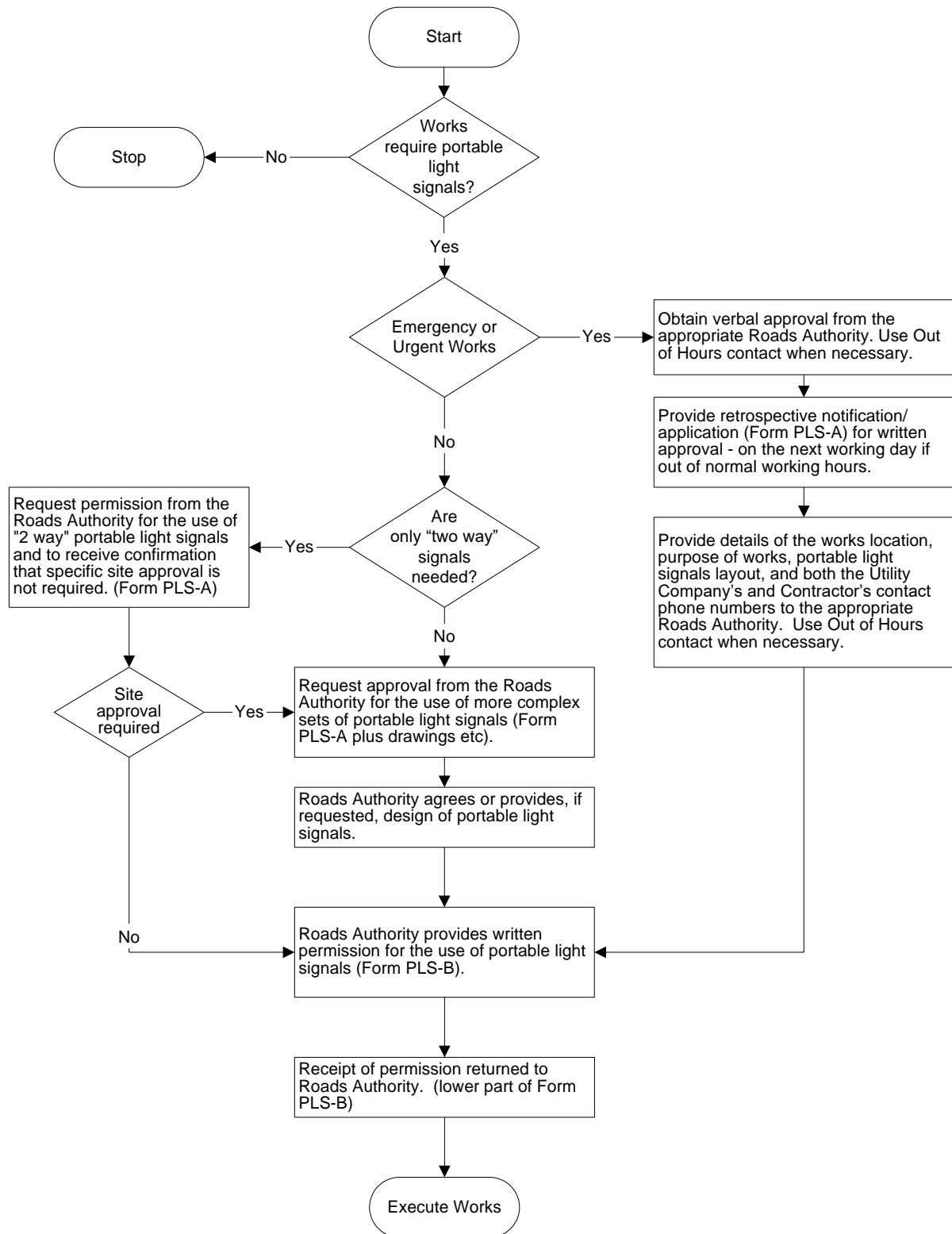
**PROCEDURE**

6. TSR&GD2002 requires specific approval for sites with junctions or where there are more than two approaches.. In some instances it may be necessary to prepare/design signal plans and timings to ensure proper traffic management and to allow approval to be granted.. In these cases, advice can be obtained from the appropriate Roads Authority.
7. Fees for the processing of applications for specific site approval shall be as set out in the RAUC(S) Advice Note 4 - Inspections, Defects and Other Charges. No fee shall be charged for sites exempted from specific approval.
8. Form PLS-A is an application form which is used by Undertakers<sup>2</sup> (Utility Companies) to:
  - a. 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 to
  - b. Request approval from the Roads Authority for the use of more complex sets of portable light signals.
9. The conditions to be met by the Undertaker in utilising portable light signals are also given on Form PLS-A.
10. Form PLS-B is to be used by the Roads Authority to provide written permission for the use of portable light signals to the Undertaker.
11. Form PLS-C may be used by the Roads Authority to record applications for and notifications of the use of portable light signals. A suitable permanent database may also be used for this purpose.
12. Where emergency or urgent works require portable light signals to be set up out with office hours then the Undertaker shall:
  - a. Obtain verbal approval from the appropriate Roads Authority Out of Hours contact;
  - b. Provide to the Roads Authority Out of Hours contact:
    - 1) Details of the works location;
    - 2) Nature of the works;
    - 3) Portable light signal layout, and
    - 4) Contact details (phone numbers) of both the Undertaker and of the company carrying out the works.

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<sup>2</sup> Reference to Undertakers includes include their specifically authorised agents or contractors and any other body licensed to carry out works on roads or given Roads Authority permission so to do.

- c. Provide retrospective notification/application (Form PLS-A) for written approval on the next working day; and



**Portable Light Signals - Procedure**

To: \_\_\_\_\_

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

- This form may be used to:  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  Apply to the Roads Authority for portable light signal site approval.
- or to  Request a portable light signal design and approval.

**APPLICANT**

<u>Undertaker/Client</u>		<u>Contractor</u>	
Company		Company	
Address		Address	
Phone		Phone	
Fax		Fax	
Contact		Contact	
<u>First Emergency Contact out of hours</u>	Name & Phone		
<u>Second Emergency Contact out of hours</u>	Name & Phone		

Traffic Signal supplier \_\_\_\_\_ Phone: \_\_\_\_\_

SRWR Reference No. \_\_\_\_\_ Works Ref. \_\_\_\_\_

**Location of Works**

<b>Address:</b>	Traffic Sensitive ?	
<b>OS Grid Ref:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Will there be a road junction between the signal heads ? Yes  No

If yes please send an OS plan 1:1250 or 1:2,500 scale indicating the work area and traffic control arrangements.

<b>Purpose of works</b>		Urgent <input type="checkbox"/>	<b>Proposed signal operation.</b>	
<b>Date and time</b>	<b>From:</b>			Working day <input type="checkbox"/>
<b>of works</b>	<b>To:</b>			24 hours <input type="checkbox"/>
<b>Remarks:</b>				Night <input type="checkbox"/>
			Offpeak <input type="checkbox"/>	

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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.

Signed.....Date.....On Behalf of.....

**APPLICATION MUST NOT BE TAKEN AS APPROVAL.**

## 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 Undertaker 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 Undertaker'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. Wherever signal control is to be used at a works site, which contains or is near a junction, two scaled 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 0730hrs to 1900hrs
  - b. 24 hours is taken to be continuous use for duration of the works.
  - c. Overnight is taken 1900hrs to 0730hrs
  - d. Off peak is taken to be 0915hrs to 1530hrs (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.



**PERMISSION FOR THE INSTALLATION OF PORTABLE TRAFFIC SIGNALS  
New Roads and Street Works Act 1991, Section 115 and Safety at Street Works and Road Works –  
A Code of Practice**

The Roads Authority:

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in exercise of its powers under Section 115 of the New Roads and Street Works Act 1991 and the Safety at Street and Road Works – A Code of Practice hereby grant permission to:

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.....

to install on the road portable traffic signals with the agreed signing and coning layout and the like as may be necessary to comply with this permission at:

.....

The permission will be valid for a period of .....from the undernoted date.

Date .....

.....  
*Head of Roads/Chief Engineer/Network Manager*

- Note:** .. 1 This permit must be kept on site and shall be shown on demand to any Police Officer or Official from the Roads Authority.  
2 This permission shall, unless extended by the Roads Authority, expire at the termination of the period stated.

**Appendix 1 - Additional specific conditions pertained to this permission are attached. (Delete if no specific conditions apply).**

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THIS PART TO BE RETURNED TO THE ROADS AUTHORITY ON RECEIPT OF THIS PERMIT

Issuing Office

**Permit No.** .....

I/we acknowledge receipt of this permit and agree to comply with the conditions contained in Form PLS-A and any additional specific conditions contained in Appendix 1 of this permit.

Date .....

Signed .....

Official Designation

