

**Form TS1  
Version 3 (April 2024)  
APPLICATION FOR THE USE OF  
SHUTTLE AND MULTI-PHASE  
PORTABLE TRAFFIC SIGNALS**



1.	Name of Utility / Contractor: Applicant dealing with request (print name): Telephone No: Email: Utility Emergency Contact Name & No.(24hr): Order Number (see note 4 below): Invoice Address:	
2.	Traffic Management Company: Address:  Telephone Number: Email: Emergency Contact No. (24hr):	
3.	Works description	
4.	Site Location (Street names): Town: Post Code: Grid Reference: Approximate Length and Width:	
5	Proposed Date and Time of Works:  Will the signals be in use 24 hours?  Two way or Multi phase signals  Manual control at the following times.	Date(s): From.... To.... Times: From.... To....  Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i>  Two way Multi Phase <i>please tick</i>  <i>From .....am to .....am and from .....pm to .....pm</i>
6.	Permit/Notice reference number (if known at time of application)	
7.	Will the portable traffic signals be located within 100m of permanent traffic signal junction or a pedestrian crossing. If so, will they be required to be switched off?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i>
8.	Purchase Order number associated with the works  See note 4  See note 4  Switch Off Authorisation Number	Purchase Order number _____  Switching off/on during office hours no. <input type="checkbox"/>  Switching off/on during out of office hours no. <input type="checkbox"/>  Total sum for switch off/on works _____  No....

Persons completing this application form must have a working knowledge of the following:  
 ♦ Safety at Street Works and Road Works – A Code of Practice (red book).2015

Print name: - \_\_\_\_\_ Signature of Applicant: - \_\_\_\_\_  
 Date: - \_\_\_\_\_

## Notes:

1. Authorisation of **shuttle** working portable traffic signals will be considered when in receipt of all the required information including, a scaled drawing showing the following details: - works area, location of controller and position of signal heads. The application for the Temporary traffic signals should be made the day before the permit application to ensure the permit can be granted expeditiously. This application form and associated information should be emailed to [temporarytm@solihull.gov.uk](mailto:temporarytm@solihull.gov.uk) this will be considered by the Permit Team.

For **emergency** works i.e. where there is immediate danger to persons or property, authorisation will be given within a reasonable period as agreed between the undertaker and Solihull MBC. However the works may proceed and the authorisation will be issued from the date of approval not necessarily from the start of the works.

2. Authorisation of **multi-phase** portable traffic signals will be considered when we are in receipt of all the required information including a scaled drawing showing the following details: - works area, location of controller, position of signal heads, signal phasing together with relevant timings, proposed temporary traffic management layout including the location of signs and barriers. (See examples in Form TS3). The application for the Temporary traffic signals should be made the day before the permit application to ensure the permit can be granted expeditiously. This application form and associated information should be emailed to [temporarytm@solihull.gov.uk](mailto:temporarytm@solihull.gov.uk) this will be considered by the Permit Team.
3. Should permanent traffic signals or pedestrian crossings require switching off; charges of £353 (excl VAT) will be made **per site** during office hours (08:00 – 16:30 Mon to Thur and 08:00 – 16:00 Fri) and £353
4. (excl VAT) **per site visit** outside office hours. A minimum notice period of five working days should be provided to the Street Lighting Team by completion and email of this form together with the Purchase Order number for the works to [temporarytm@solihull.gov.uk](mailto:temporarytm@solihull.gov.uk). This will then be considered by the Street Lighting Team and an Authorisation Number will be issued confirming the arrangements of the switch off. This number should be included on the form and referenced in the Permit/Notice application.
5. In the event of a switch off/on please be aware only the first hour is covered by the initial visitation charge. Further waiting time onsite is charged at £\*\* per hour during office hours and £\*\* per hour out of office hours.
6. The approval of the temporary signals is **NOT** a Streetworks Notice/Permit for the works. Therefore, a Notice/Permit should be sought in the normal manner by contacting the Permit Team.

Please return this form to Permit Team: -

Email: - [temporarytm@solihull.gov.uk](mailto:temporarytm@solihull.gov.uk)

Telephone: - 0121 704 6613

Charges for non-utility works for 2024/25 will be;  
Two way or shuttle signals application £121.00  
Multiway Approval £237.00

## Portable Traffic Signals

Directions for the use of temporary signals:

1. A readable scaled O.S. based drawing of the location should be submitted, detailing the position of each traffic signal head, phasing, controller position. 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. All distances between stop here signs should be indicated on the drawing. See examples below showing desired details.

2. Before submission of the Traffic signal form and the associated design it is recommended that the following is consulted;

Safety at Street Works and Road Works, A Code of Practice (red book),

Chapter 8 of the Traffic Signs Manual,

An Introduction to the Use of Portable Vehicular Signals (pink book) and the

Traffic Signs Regulations and General Directions 2016.

Traffic Advisory Leaflet 2/11 (Portable traffic Signals for the Control of Vehicular Traffic) and Traffic Advisory Leaflet 3/11 (Signal-controlled Pedestrian Facilities at Portable Traffic Signals)

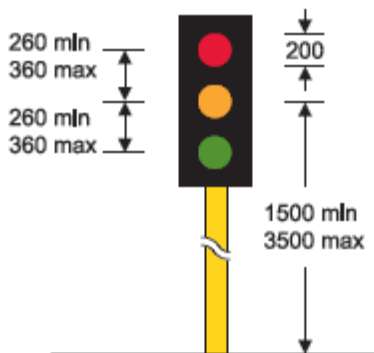
Proposed traffic signal stage timings, minimum and maximum green times and with the inter-green or the all red time period between each stage to be stated.

3. If there are any existing 'Give Way' or 'Stop' signs (including duplicate or advanced signs) and / or markings, they must be temporarily covered over.
4. A 'beck and call' maintenance system for the portable 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. 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. The signals should switch off in fault conditions and not default to an **All Red state**.
5. "Stop and Go" boards must be available on site to control traffic in the event of portable traffic signal failure.
6. A log of all faults should be kept detailing time reported, time repaired, time on site, nature of fault, etc. The log shall be submitted to the Highway Authority if requested when the portable traffic signals are removed from site.
7. Equipment must be of a type approved to be used on the highway and in full working order including all switches and LEDs.
8. Where the 85% speed is greater than 35 mph on any one approach, the amber height will need to be above 2.5m from the footway level; minimum clearance of traffic signal head to be 2.1m from footway level (see diagram below) and a duplicate signal heads must be provided to that approach, and on all roads 7.3m wide and above.
9. Where there are two or more lanes to any given approach then duplicate signal heads must be provided to that approach due to possibility of obstruction.

10. Where portable temporary signals are to be used at existing permanent traffic signals which have pedestrian crossing facilities, or where the works require controlled facilities to assist pedestrians through the working area then the temporary signal installation shall also incorporate temporary pedestrian crossing facilities, unless there is an alternative safe pedestrian route.

Any bus stops located within the area of the proposed traffic management will need to be either suspended or relocating for the duration of the works. All such requests should be made in writing to TfWM using their bus shelter and stop suspension procedure. (on the WM HAUC website, [www.wmhauc.org](http://www.wmhauc.org) )

Further information can be obtained from the Traffic Management team on ..... or email any authority.



Height of amber signal from footway level. .

Example – Scaled drawing (1:500) of the proposed works

