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| PORTABLE TRAFFIC CONTROL FORM |

**Mae’r ffurflen hon hefyd ar gael yn Gymraeg / This form is also available in Welsh**

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| CYNGOR SIRCEREDIGION | Gwasanaethau Priffyrdd ac Amgylcheddol. Uned Gweithiau Stryd  Highways and Environmental Services. Street Works Section. |
| **COUNTY COUNCIL** | 🕿: 01545 572572  E-Mail: multiphaselights@ceredigion.gov.uk |

## THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016

This form must be sent to the Street Works Section at the above address.

Please read the notes for guidance on the reverse side or consult the office indicated above.

**FAILURE TO COMPLETE ALL RELEVANT FIELDS IN FULL WILL RESULT IN THE APPLICATION BEING REFUSED**

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| APPLICATION FOR MULTIPHASE CONTROL |  |  | YOUR REF: Application reference |
| NOTIFICATION FOR TWO WAY CONTROL |  |  | STREET AUTH REF: EToN reference |

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| FROM: Enter Applicant details. | | | | | NAME OF CONTACT: Applicant contact name. | | | | | | | |
| 🕿: Applicant phone number. | | | | | | | |
| Applicant email address or fax number | | | | | | | |
| OUT OF HOURS CONTACT: Emergency contact | | | | | | | |
| CLIENT: TTM installed on behalf of… | | | | | 🕿: Emergency phone number | | | | | | | |
| WORKS CATEGORY: IMMEDIATE - 2 HOURS | | |  | MAJOR - 3 MONTHS | | |  | STANDARD - 10 DAYS | |  | MINOR - 3 DAYS |  |
| START DATE: Date TTM to be installed | | | | | FINISH DATE: Date TTM to be removed | | | | | | | |
| LOCATION OF WORKS: Description and postcode/what3words for site location | | | | | | | | | | | | |
| ROAD NO: Road number | | O.S. GRID REF: Grid reference | | | | DOES SITE CONTAIN A JUNCTION?: Choose an option. | | | | | | |
| TRAFFIC SENSITIVE SITUATION?: Yes/No IF YES, PLEASE REFER TO HIGHWAY AUTHORITY | | | | | | | | | | | | |
| PURPOSE OF WORKS: Describe the purpose of works. | | | | | | | | | | | | |
| HOURS OF OPERATION | Hours that TTM will be installed on site – ie, 07:30 to 16:30 each day, or 24hr operation | | | | | | | | | | | |
| THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED FOR MULTIPHASE OPERATION APPROVAL | | | | | | | | | | | | |
| MULTIPHASE TIMING: Phase timings, if not displayed on site plan | | | | | | | | | | | | |
| RESIDUAL ROAD WIDTHS: Running lane widths, if not displayed on site plan | | | | | | | | | NO. OF PHASES: No. phases | | | |
| DECLARATION | | | | | | | | | | | | |
| I/We:   * have completed ALL sections above * have read and understood the Notice for Guidance * have included a Site plan to scale showing position of the signal heads, and understand INCOMPLETE applications will be refused * hereby certify that the portable traffic control and signage used will be of a type which is currently approved by the Department of Transport and the Welsh Government Directives (e.g. signs will be bilingual, Welsh uppermost)   Name: …………………………………………………………………………………………. Date: ……………………. | | | | | | | | | | | | |

\* NOTICE FOR GUIDANCE

**USE OF PORTABLE TRAFFIC CONTROL ON THE HIGHWAY**

1. As required by The Traffic Signs Regulations and General Directions 2016, and the New Roads and Street Works Act 1991, the Highway Authority shall be given NOTICE whenever Portable Traffic Control is to be used on the Highway.
2. Where Portable Traffic Control is to be used at a site which contains a JUNCTION, it is a STATUTORY REQUIREMENT for the Highway Authority to issue a WRITTEN SITE APPROVAL for their operation PRIOR TO COMMENCEMENT OF USE.
3. All **APPLICATIONS** and **NOTIFICATIONS** for the use of Portable Traffic Control **MUST** be sent to the **STREET WORKS SECTION** at the address shown on the enclosed form.
4. All **APPLICATIONS** for the use of multiphase Portable Traffic Control on **TRUNK ROADS MUST** be sent to NMWTRA at [streetworks@nmwtra.org.uk](mailto:streetworks@nmwtra.org.uk), allowing a minimum 6 weeks for processing and authorisation from the Welsh Government.
5. For authorisation of multiphase traffic control on County Roads, a minimum of 21 days should be allowed for processing.
6. Where the application involves more than two phases, the application **MUST** be accompanied by a site map to scale (**NOT** a diagram) showing the positions of the traffic controls, distance between ‘WAIT HERE’ signs, coning and associated bilingual signage, together with details of the proposed light timings (i.e. length in seconds of red and green phases, or whether the lights will be vehicle activated) and residual road widths. Please note that applications may not be processed without **ALL** of this information.
7. The provision, operation and maintenance of all traffic control, lights, guards and fencing for the safety and protection of street and road works, workers and members of the public will be in accordance with the Traffic Signal Manual, Chapter 8, Safety at Street Works and Road Works, A Code of Practice, appropriate technical directives and advice notes issued by the Highway Authority, Department of Transport and Welsh Government.
8. An information board must be displayed at every site, except for mobile works and minor works carried out from a vehicle, this board should be so placed that it does not obstruct footpaths or carriageways. The board must give the name of the organisation for which the works are being carried out, and a telephone number which can be contacted in emergencies. It may also contain other information such as a brief description of the works, the name of the contractor, and a message apologising for the inconvenience or delays.
9. You **MUST** ensure that defective lights are responded to within a maximum of **2** **HOURS** and that there is a **24 HOUR** contact available for the lights.
10. In EMERGENCY OR URGENT situations (as defined in the New Roads and Street Works Act 1991) this form MUST be sent to the Street Works Section at [multiphaselights@ceredigion.gov.uk](mailto:multiphaselights@ceredigion.gov.uk) and you must alert Dyfed Powys Police at [hqops@dyfed-powys.police.uk](mailto:hqops@dyfed-powys.police.uk) and 01267 226144 immediately.

FOR HIGHWAY AUTHORITY USE

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| SITE APPROVAL – THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016 |
| CYNGOR SIR CEREDIGION COUNTY COUNCIL as Highway Authority for the road(s) where the sites specified above are located:  (NOTE: In the case of TRUNK ROADS please refer to Notes for Guidance (No. 4 overleaf)   1. approves for the purpose of the provisions of The Traffic Signs Regulations and General Directions 2016 the erection and use at or within 2 metres of each of the sites indicated by a  symbol on the attached plan(s) marked with the reference number(s) ………………….. of the portable traffic control signals prescribed in The Traffic Signs Regulations and General Directions 2016; and 2. requires that it shall be a condition of approval contained in paragraph 1 above that the erection and use on or near the said road(s) at each of the sites indicated above shall continue only for so long as is necessary to complete the works which necessitated the use of the traffic control; 3. the approval is given subject to the Special Conditions as follows:    1. All signage to be bilingual, Welsh uppermost    2. Signal timings to be adjusted on site as necessary to suit traffic flows    3. Authorisation required from NMWTRA for TTM on the A487T and A44T trunk roads   APPROVED ON BEHALF OF THE AUTHORITY: ……………………………………… DATE: ……………………. |

COPY TO: ……………………………………… DATE SENT: …………………….