|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT DETAILS** | | | | | | | | | | | |
| **Name:** | |  | | | **Tel. no:** | |  | | | | |
| **E-mail:** | |  | | | | | | | | | |
| **Organisation:** | |  | | | **On behalf of**  **(if applicable):** | | | | | |  |
| **Address:** | |  | | | | | | | | | |
| **TEMPORARY TRAFFIC MANAGEMENT DETAILS** | | | | | | | | | | | |
| **Type of temporary traffic management:**  (please tick)  \*plan required | | **2-way portable traffic signals:**  **Multi-phase portable traffic signals\*:**  **Stop / Go boards:**  **Lane closure(s)\*:**  **Other:** | | | | | | | | | |
| **Street name:**  (exact location) | |  | | | | | | | | | |
| **Grid reference:** | | **Easting:** |  | | | **Northing:** | |  | | | |
| **Does a bus stop require suspension:** (please tick) | | **Yes:**  **No:** | | | | | | | | | |
| **Are the works in the vicinity of permanent signals or a pedestrian crossing:** (please tick) | | **Yes:**  **No:** | | | | **Purchase order number** (if applicable for traffic signal switch off/on): | | | | | |
|  | | | | | |
| **Invoice address**  (if applicable) | |  | | | | | | | | | |
| **WORK DETAILS** | | | | | | | | | | | |
| **Description of works:** | |  | | | | | | | | | |
| **Works promoter:** | |  | | | | | | | | | |
| **Street works notice ref:** | |  | | | | | | | | | |
| **Planned / emergency:**  (please tick) | | **Planned:**  **Emergency:** | | | | | | | | | |
| **OPERATIONAL DETAILS** | | | | | | | | | | | |
| **Start date:** | | DD/MM/YYYY | | | | **Start time:** | | | |  | |
| **End date:** | | DD/MM/YYYY | | | | **Finish time:** | | | |  | |
| **Duration:** | | **24 hours:**  **Weekdays restricted (9.30 am to 3.30 pm):**  **Overnight (7 pm to 6 am):**  **Other:** | | | | | | | | | |
| **EMERGENCY CONTACT DETAILS** | | | | | | | | | | | |
|  | **Daytime contact** | | | **24 hour contact** | | | | | **Traffic management supplier:** | | |
| **Name:** |  | | |  | | | | |  | | |
| **Organisation:** |  | | |  | | | | |  | | |
| **Tel. no:** |  | | |  | | | | |  | | |

|  |  |  |
| --- | --- | --- |
| **Declaration:** | | |
| I have completed all the above fields, read and understood the conditions and guidance notes. | | |
| **Name:** | **Signature:** | **Date:** DD/MM/YYYY |

|  |  |
| --- | --- |
| **Conditions and Guidance Notes** | |
| 1 | Notice:   |  |  |  | | --- | --- | --- | | Lane closure | - | Min. 7 working days | | Temporary traffic control | Emergency/urgent works | within 2 hours | | Planned works (non-traffic sensitive routes) | 7 working days | | Planned works (traffic sensitive routes) | 10 working days | | Planned works at a junction | 10 working days | |
| 2. | If permanent signals require switch off/on please note that a charge will be incurred. A purchase order number must be submitted with this application:  To view the associated costs please visit: <http://www.wolverhampton.gov.uk/article/9051/Temporary-traffic-management> |
| 3 | The applicant must attach a scale plan to show the proposed traffic management layout to identify the works area, position of associated equipment, signs and barriers.  The proposed traffic signal stage timings, including the minimum, maximum green times, inter-green/all red phases must also be submitted. Please note only a competent traffic signal engineer employed by the City of Wolverhampton Council will be permitted to carry out the switch off/on of permanent traffic signals/pedestrian crossings. |
| 4 | The period of use and the controlled shuttle working length must be kept to an absolute minimum.  Portable traffic signals must operate vehicle actuated (VA) unless otherwise agreed.  It may be necessary to manually operate the signals in traffic sensitive locations during peak times to help minimise disruption, with consent of the Highway Authority. |
| 5 | It is the responsibility of the applicant to notify the bus companies directly affected in order to suspend bus stops accordingly. |
| 6 | It may be necessary to position an advance warning sign prior to the works commencing, the Network Co-ordination department will stipulate if this is required. |
| 7 | The provision, operation, maintenance and removal of all signs, lighting, guarding and equipment must be in accordance as detailed in Chapter 8 of the Traffic Signs Manual, the Safety at Street Works and Road Works - A Code of Practice and the Traffic Signs Regulations and General Directions 2016 and appropriate technical directives and notes issued by the Department of Transport. |
| 8 | The portable traffic signals must be of a type, which is currently approved by the Department of Transport. |
| 9 | Portable traffic signals must be set up to allow working space only and not to include parking for non-essential site vehicles. |
| 10 | All signage and equipment must be maintained to a satisfactory condition. |
| 11 | Formal approval will be granted to provide confirmation.  Authorisation will only be considered when in receipt of all the required information. |
| 12 | The applicant must contact the Network Co-ordination department if any amendments are required to the start/end date. |
| 13 | If the site cannot be set out as planned the promoter must immediately contact the Highway Authority to discuss. |
| 14 | Please return completed applications to:  E-mail: [traffic@wolverhampton.gov.uk](mailto:traffic@wolverhampton.gov.uk)  Alternatively, please post to:  Wolverhampton City Council  Urban Traffic Control, Network Co-ordination  Civic Centre  St Peter’s Square  Wolverhampton  WV1 1RP  Tel: 01902 555791 for more information. |