



Universal Services Directorate

Technical Guidance Note

TG22 - Temporary Traffic Management

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Amendments are indicated by a bar in the left hand margin

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1. Introduction

- 1.1. This document provides guidance to internal Hampshire County Council (HCC) Works Promoters as well as external Developers and Consultants working on highway projects within HCC's Highway network; helping HCC execute its legal duties under the New Roads and Street Works Act (NRSWA) and the Traffic Management Act (TMA). Temporary traffic management (TTM) is often the only element of a works site that the public will see and accordingly it is vital that systems deployed are correct to all standards, safe, clean, and clearly informs Highway users what is expected of them. The needs of all Highway users are to be considered including the needs of people (at all levels of mobility) walking, cycling, horse riding and driving.
- 1.2. This guidance only applies to roads under the direct control of Hampshire County Council as a Highway Authority. Promoters are responsible for contacting and agreeing TTM arrangements with any other authorities or other relevant third parties that their work may affect, such as:
 - Neighbouring Local Highway Authorities (including Southampton and Portsmouth Unitary Councils)
 - National Highways for motorways and trunk roads
 - Private Roads – Landowner must be identified and consulted.
- 1.3. This document in no way relieves Works Promoters or contractors of their statutory obligations.

2. Definitions & Abbreviations

DfT	Department for Transport
Chp 8	Chapter 8 (Parts 1, 2 & 3) of the Traffic Signs Manual
DMRB	Design Manual for Roads and Bridges published by The Stationery Office
EHO	The District / Borough Environmental Health Officer
FPN	Fixed Penalty Notice
HAUC	The Highway Authorities and Utilities Committee
HCC	Hampshire County Council
HCPS	Hampshire County Permit Scheme
HDA	Highway Development Agreements Team within Hampshire County Council
Highway	Land over which Highway rights exist and which is maintainable at public expense.
ITS Group	Intelligent Transport Systems Group - Team within Hampshire County Council responsible for traffic signal technical design checks and ordering equipment for ITS installations. Also responsible for the operation and maintenance of ITS installations within Hampshire.
IWP / EWP	Internal Works Promoters: HCC project clients and/or designer as detailed in the Project Brief. External Work Promoters: Developers and their design consultant.
NRSWA	New Roads and Street Works Act
Overseeing Organisation	Hampshire County Council For Internal Works Promoters this will be as defined in the Works Contract. For External Works Promoters this is the nominated HDA Engineer dealing with the specific S278.
PA	Permit Application (in accordance with the Hampshire County Permit Scheme)

PAA	Provisional Advance Notification (in accordance with the Hampshire County Permit Scheme)
Pink Book	An Introduction to the Use of Portable Vehicular Signals published by the DfT
PTS	Portable Traffic Signals - are used mainly for road works and are a completely mobile system.
Red Book	Safety at Street Works and Road Works Code of Practice
Section 58	Section 58 of the New Roads and Street Works Act 1991 restricting works on roads that have undergone substantial highway construction works.
SHW	The Specification for Highway Works published by The Stationery Office
Streetworks Co-ordinator	HCC Officers who are responsible for the co-ordination of all works on the Highway within their area of HCC's Highway Network. Contact details available on HCC's Work Promoters web page
TMA	Traffic Management Act
TMP	Traffic Management Plan (for Internal Work Promoters this is not same as the TTMP which is provided at a later date by the Works Contractor)
TOPAS	Traffic Open Products and Specifications Group
TRO	Traffic Regulation Order
TSM	Traffic Signs Manual
TSRGD	Traffic Signs Regulations and General Directions
TTM	Temporary Traffic Management
TTRN	Temporary Traffic Regulation Notice
TTRO	Temporary Traffic Regulation Order
TTS	Temporary Traffic Signals - permanent signals mounted in a temporary fashion, i.e. an existing set of signals transferred into barrels to accommodate works, but still running from a permanent controller
USRN	Unique Street Reference Number

<p>Works definitions</p>	<p>Major – Works lasting more than 10 days or requiring a Temporary Traffic Regulation Order.</p> <p>Standard – Works lasting between 4 and 10 days.</p> <p>Minor – Works lasting 0 to 3 days.</p> <p>Categories are as defined in the Code of Practice for Coordination of Streetworks. The duration includes any Road Safety Audit and snagging works prior to opening the works up full to live traffic, including time taken to remove ALL temporary traffic management, signage and equipment from the site.</p>
<p>Works Promoter</p>	<p>See IWP / EWP</p>

3. Technical Requirements

3.1. Statutory Instruments and Guidance

- 3.1.1. Any TTM on the Highway must be designed, installed, maintained and removed in accordance with the following legislation and guidance:
- The Road Traffic Regulation Act 1984
 - Road Traffic (Temporary Restrictions) Act 1991
 - New Roads and Street Works Act 1991
 - The Traffic Management Act 2004
 - The Traffic Signs Regulations and General Directions 2016
 - Traffic Signs Manual, Chapter 8
 - Safety at Street Works and Road Works – A Code of Practice (also known as the Red Book)
 - The Street Works (Qualifications of Operatives and Supervisors) (England) Regulations 2016
- 3.1.2. Traffic Safety and Management is to comply with Clause 117 of the Specification for Highway Works (SHW) and HCC's Model Contract Specification (specifically Appendix 1/17).
- 3.1.3. All TTM must be designed, installed, maintained and removed by suitably qualified personnel as detailed in Clause 117 SHW.
- 3.1.4. Further Information may be found on
- [HCC's NRSWA Work Promoters web page](#)
 - [HCC's Information for Developers web pages](#)
 - [HCC's Model Contract Specification](#)

3.2. The Highway

- 3.2.1. TTM must only be used on the Highway in Hampshire with a valid permit (See Section 3.3) - this includes any part of the Highway (e.g. verge, embankment, footway/cycleway) as well as the carriageway itself. The 'Highway', in most cases, is an evolved feature and the boundaries are sometimes ambiguous. Should ambiguity exist over Highway boundaries, Internal Work Promoters (IWPs) shall contact the HCC Status and Searches team (**Note:** the GIS mapping system shall not be relied upon as being accurate). External Work Promoters (EWPs) should use the [HCC's Extent of Highway Search service](#).

3.3. Streetworks - Road Space Permitting

- 3.3.1. Hampshire County Council has a duty under the Traffic Management Act 2004 to facilitate the free flow of traffic on both its own and neighbouring

Highway networks. The New Roads and Street Works Act 1991 imposes a duty on the Highway Authority to coordinate works on the public Highway. To execute these duties, ALL works involving excavation in the Highway and/or any lane closures, use of temporary traffic lights or any road closures require a permit issued as part of the Hampshire County Permit Scheme (HCPS). The level of information required by the County Council to grant a permit is dependent on the size and complexity of the scheme, this is especially true where significant disruption to Highway users is expected.

- 3.3.2. Details of HCC's Permit Scheme can be found on [HCC's NRSWA Work Promoters web page](#) and [HCC's Permit Scheme web page](#). The Hampshire Permit Scheme also complies with National legislation and the HAUC (England) Guidance, Operation of Permit Schemes.
- 3.3.3. To manage the assessment of permits the County Council uses the DfT's Street Manager database. All permits being assessed and granted are displayed geographically on the [One.Network website](#) which is available for anyone to access. If your permit has not been granted, you must not place any TTM on the Highway network. An easy way to check if your permit has been granted is to check the status on the one.network website.

Traffic Sensitive Streets and Events

- 3.3.4. Approximately 14% of HCC roads are designated as traffic sensitive therefore restrictions to the times when TTM will be permitted should be expected. Restrictions may also be imposed on non traffic-sensitive streets because of other activities being undertaken in the area e.g. schools, hospitals, large sport/entertainment venues. Where proposed works are near to significant retail outlets, weekend peak traffic periods may be included in the permit restrictions. This should be discussed and agreed with the Streetworks Co-ordinator – Please Note: Traffic Sensitivity times detailed on the National Street Gazetteer under Special Designations (refer to [One.Network](#)) are a guide only and may be refined on a scheme specific basis by the local coordinators to reflect local current conditions and other permitted works in the area. This may include applying restrictions to streets which are not detailed as being traffic sensitive on the Gazetteer.
- 3.3.5. Works Promoters should also consider events in the vicinity of the proposed works that could have a bearing on the TTM and potential working hours. Appendix 1/17 of HCC's Model Contract Specification contains a list of regular events in Hampshire which should be considered when programming and designing TTM. The Streetworks Co-ordinator will also highlight any other events that be scheduled in the vicinity of the proposed works.

Restricted Working Hours and Patterns

- 3.3.6. In cases where Portable Traffic Signals (PTS) are permitted, special conditions may be applied for the manual control of the PTS phases and/or clearance of the signals/works at certain times e.g. where traffic is likely to be tidal. Where manual control has been stipulated as a requirement, the local Streetworks Co-ordinator will state the objective for the manual management of PTS which might be to take into account tidal flow or to avoid congestion generated by the signals obstructing junctions or accesses / egresses.
- 3.3.7. Section 5 of this document details how the permit numbers are to be displayed on site. Failure to display the permit numbers provided once road space is approved or adhering to any conditions attached to the approval of the permits (e.g. hours of working) will result in financial Fixed Penalty Notices (FPNs) being issued mirroring those imposed on utility companies for non-compliances.
- 3.3.8. During the design stage, the Works Promoter shall consult the local Environmental Health Officer (EHO) regarding all works that are likely to generate significant noise and vibration to establish whether there will be any restrictions regarding hours of working or phasing of the works which may impact on the proposed traffic management. Refer to HCC's Model Contract Specification App 1/9. Some conditions may have been included within the planning permission (for development schemes such conditions would primarily be aimed at the development on-site works). Additional liaison with the EHO may be required where the traffic sensitivity of the Highway limits working within daytime hours or where restrictions arise following consultations with the Streetworks Co-ordinator.

3.4. Traffic Management Plan

- 3.4.1. It is good practice for the Work Promoter to produce a Traffic Management Plan (TMP) for Major Works (as defined in the [Code of Practice for the Coordination of Streetworks](#) published by the DfT) on the Highway. Work Promoters should expect to be asked for their associated TMP when applying for a permit. Internal Works Promoters should submit the TMP directly to the Streetworks Co-ordinator for consideration. External Works Promoters should submit their TMP to the HDA Engineer dealing with their S278 Agreement. The proforma for the Traffic Management Plan can be found in section 4 of [HCC's Work Promoters web page](#).
- 3.4.2. The Traffic Management plan is required to demonstrate that due thought and diligence have been used in considering both the sequence and the consequences of all works operations. Furthermore, it demonstrates that all necessary discussions have taken place with all relevant parties that may be affected by any works within the Highway. Although these are designed for major works, a TMP is a useful exercise to complete for all works. External Work Promoters should discuss the requirement with the HDA Engineer.

3.5. Temporary Traffic Regulation Orders and Temporary Traffic Regulation Notices

3.5.1. A Temporary Traffic Regulation Order (TTRO) or a Temporary Traffic Regulation Notice (TTRN) is made by Hampshire County Council, as a Highway Authority under the Road Traffic Regulation Act 1984 (as amended), when it is necessary to:

- a. temporarily change an existing Traffic Regulation Order, or
- b. prohibit or otherwise control vehicular and / or other traffic (e.g. walking, cycling, horse riding) along the Highway on a temporary basis.

3.5.2. Where any of the following restrictions are required on a temporary basis during the works, the Works Promoter shall apply for a TTRO/N:

- Closure
- Speed reduction
- Revocation of waiting regulation such as yellow lines or a bus-stop
- No stopping
- No overtaking

This is an entirely separate process to the Works Permitting and the S278 process and is to be applied and paid for by the persons/organisation wishing to carry out the work.

3.5.3. A TTRO is used for planned works and will take a minimum of six weeks to process. A TTRN is used for emergency and safety critical works only.

3.5.4. The fundamental purpose of a TTRO/N, particularly in relation to a temporary road closure, is to make obstructing the Highway legal and enforceable. If a TTRO/N is not in force, obstructing the use of the Highway could bring about liability for a criminal offence. Similarly, where traffic regulations are varied temporarily, whether prohibiting or permitting a turning manoeuvre or imposing a speed restriction, such variations must be rendered legally permissible or enforceable so that drivers do not commit offences and police can enforce where appropriate. Enforceability is vital where the restriction is primarily for safety reasons, such as a speed restriction.

3.5.5. Any form of restriction to the use of the Highway is very disruptive to Highway users and should only be requested where absolutely necessary i.e. road closures should not be requested for the purpose of having spare space to work. Closures only required on the grounds of safety, either for site staff or Highway users, would be permitted and therefore evidence of such requirements should be detailed on the TTRO application form.

3.5.6. There is no statutory consultation process for temporary restrictions, and neither is there any statutory objection provision. However, good local consultation prior to the works with affected parties such as frontages and elected representatives is vital to ensure the impact of any disruption is

understood and mitigated; this is especially so of the Emergency Services. Neither should Bus operators (routes and stops), local schools or community support practices be forgotten. Similarly any parking restrictions might need to be lifted or applied for the duration of the works; parking is generally the responsibility of the District or Borough Council.

- 3.5.7. Before considering any form of TTRO/N, where the works require occupation of any part of the Highway, it is essential that the road space is booked well in advance. Any works which require a TTRO are classified as 'Major Works' and as such the road space will be required to be booked at least three months in advance (i.e. a lot earlier than that required for the legal processing of a TTRO).
- 3.5.8. Information regarding the TTRO Contacts and NRSWA Co-ordinators may be found on [HCC's Work Promoters web page](#). Fees associated with TTRO/Ns are detailed on the application form in section 1 of the Work Promoters web page.
- 3.5.9. Section 3.6 and 3.7 outline the basic procedures to implement a Temporary Road Closure or other Temporary Traffic Restriction.
- 3.5.10. Procedures for permanent Traffic Regulation Orders and orders for Rights of Way differ substantially. For guidance on permanent TROs refer to Technical Guidance Note [TG21 – Traffic Regulation Orders](#). For Rights of Way refer to [HCC's Rights of Way](#)

3.6. Administration of TTROs for External Works Promoters

- 3.6.1. TTRO/Ns are processed by HCC. External Work Promoters should use the [TTRO Application Form found in section 1 of HCC's Work Promoters web page](#), providing all the information detailed including Job Number. Send the form and the associated plan by email to temporary.road.closures@hants.gov.uk.
- 3.6.2. Basic information required:
- **Road Name(s) / USRN (Unique Street Reference Number)** – available from <https://uprn.uk/usrn-map>
 - **Parish**
 - **District**
 - **Reason for closure**
 - **Start date** for the validity of the Order - This may not be the works start date. The Order start date and its duration should be planned to provide as large a duration as possible for the works (i.e. allowing for potential overruns).
 - **Start Point** where the regulation begins - best expressed as a junction but in some remote areas a landmark or a measured distance from a junction may be needed.

- **End Point** where the regulation is to end - best expressed as a junction but in some remote areas a landmark or a measured distance from a junction may be needed.
 - **A plan showing the location**
 - **Alternative route** (required for closures or restriction of use for certain vehicles) - An alternative route should be discussed and agreed with the relevant Streetworks Co-ordinator and should be practical and realistic. For example, not using inappropriate roads of lesser classification or motorways, which may not be legally used by some users. An alternative route is not a mandatory diversion and some drivers may choose other routes.
 - **Duration** required - The maximum legal duration is 18 months.
 - **Working hours** and pattern - This is not a legal necessity but highly desirable guidance for Council Members, public and others. For example, it may be a 24 hour per day, just daytime/night-time only.
- 3.6.3. A minimum **6 weeks notice** should be allowed. However, good planning should incorporate a much longer lead time; the booking of road space will generally have longer lead-in times.
- 3.6.4. It is the TTRO team's responsibility to co-ordinate the legal procedures but it remains the Work Promoter's responsibility to manage the closure or restriction overall, to obtain the Streetworks Co-ordinators' agreement and have a valid permit in place for the works.
- 3.7. Administration of TTROs for HCC Internal Works Promoters**
- 3.7.1. Internal Works Promoters should either use the [TTRO Request Template found in section 1 of HCC's Work Promoters web page](#) or the TTRO/N online application form on the [TTRO/N SharePoint page](#), providing all the information detailed including Job Number.
- 3.7.2. Allow at least **6 weeks notice** for a TTRO to enable the team to process the request and permit the notice to be published in the local media. There is a need to discuss TM requirements with the relevant Streetworks Co-ordinator.
- 3.7.3. A spreadsheet has been developed, listing all the Temporary Traffic Regulation Orders (TTROs) for each road that have been processed internally, mainly for Hampshire Highways staff since April 2017, indicating the duration of when they are in force (from and to dates). The most recently processed TTROs are at the top of the list and these are "live". The roads are batched together by the date which links to the relevant Countywide Order which appears in the media on a weekly basis and a link to the order is available via the underlined date in the "From" column.
[Hampshire Highways Temporary Traffic Regulation Orders in Force](#) (link only accessible to HCC staff)

3.8. HCC's Specific Standard Details for Road Closures

3.8.1. In certain circumstances there may be a necessity to **fully** close a road to traffic and HCC have found through experience that some Highway users ignore such closures, endangering the workforce, members of the public and themselves.

3.8.2. The following HCC Standard Details have been provided to facilitate a full closure, being policed by Gatemmen as appropriate.

[HCC11/M/300 - Typical road closure layout Types 1 & 2 No access/access only](#)

[HCC11/M/305 - Typical road closure layout Type 3 Access only with gatemmen](#)

[HCC11/M/310 - Traffic management Typical diversion signs](#)

3.8.3. Where road closures are implemented, the main contractor shall ensure that the method of working (including measures to allow access to residents whilst maintaining the safety of the workforce within the closure areas) is communicated to all personnel working on the site through the site induction briefings and toolbox talks.

3.9. Temporary and Portable Traffic Signals

3.9.1. It is important to distinguish between “portable traffic signals” and “temporary traffic signals” (poles in barrels). For the purposes of this document, the following definitions shall apply:

- Portable Traffic Signals are used mainly for road works and are a completely mobile system. If portable signals are used, then “stop / go” boards must also be available on site in case of signals failure. “Stop / Go” boards must not be operated at night without appropriate lighting.
- Temporary Traffic Signals are permanent signals mounted in a temporary fashion, i.e. an existing set of signals transferred into barrels to accommodate works, but still running from a permanent controller.

3.9.2. To request to use Portable Traffic Signals (PTS) on the Highway, use the form and follow the directions on the “[Apply for temporary traffic light consent](#)” web page.

3.9.3. All PTS and associated warning signs must be placed in accordance with the Safety at Street Works and Roadworks: Code of Practice (“the Red Book”) and with the Traffic Signs Manual Chapter 8 (“Chapter 8”).

3.9.4. The Department for Transport booklet “An Introduction to the Use of Portable Vehicular Signals” (“the Pink Book”) gives practical advice on the implementation and installation.

3.9.5. Refer also to the Traffic Open Products and Specifications Group specification “TOPAS 2502B - Performance Specification for Portable Traffic Signal Control Equipment for use at Roadworks” (the latest version

of which is available on the [TOPAS website](#)) and HCC's Model Specification Appendix 1/17.

- 3.9.6. During operation, all equipment must be in good working order, clean and battery packs should be in good working order and maintained regularly.
- 3.9.7. Conditions attached to the permit such as those mentioned in section 3.3 must be adhered to. Should unforeseen circumstances result in signals being required outside of permitted times, the permit holder must contact the Streetworks Co-ordinator for the area immediately. Stop/go boards must also be available on site at all times in case the signals fail (as well as suitably trained and competent staff to use them if required).
- 3.9.8. The applicant is required to display clearly on site the emergency contact information for both the permit holder and the traffic management supplier (including for any traffic signal equipment). They will be required to attend site (including out of hours) to rectify any faults and/or safety hazards that occur. Therefore, the emergency contact telephone number will need to be **manned 24 hours**, and not be a number that may not be answered after normal working hours. Failed traffic signals are dangerous and a 2-hour response to rectify faults is always required. Failure to attend within this time can result in further action by the Highway Authority with any costs incurred recoverable from the permit holder.
- 3.9.9. PTS shall be used only when absolutely necessary and must be removed or deactivated immediately after use. PTS are also to be appropriately managed during all traffic sensitive times on traffic sensitive streets (and at other times as specifically instructed by any authorised County Council officer) whether works are on-going or not. Appropriate management means that the equipment is to be managed throughout the traffic sensitive period (or instructed period) by a competent operative to ensure that queue lengths are minimised and the phasing of the PTS responds in 'real time' to any tidal traffic demand to maximise traffic flow through the site. At no time during a traffic sensitive time on a traffic sensitive street or any other specifically instructed period shall PTS equipment be set to basic timed phasing.
- 3.9.10. The above conditions also apply to the use of similar equipment such as automated stop / go boards.
- 3.9.11. Should the works be within 200m of a signalised junction or signal-controlled crossing, the Works Promoter shall notify the ITS Group via signal.notifications@hants.gov.uk. HCC Officers can use the [Notification Form](#). If the works cross a signalised junction or crossing the permanent signals will need to be switched off so that that the TTS/PTS do not conflict with the permanent ones. This shall be arranged between the ITS Group and the Works Promoter directly. There will be a charge and a lead in period to have signals switched off/on by the ITS Group works team – Contact the ITS Group via signal.notifications@hants.gov.uk for details.

3.10. Temporary Signal-Controlled Crossings

- 3.10.1. All of section 3.9 applies for temporary signal-controlled crossings. The Department for Transport Traffic Advisory Leaflet 3/11: “Signal-controlled pedestrian facilities at portable signals” gives practical advice on the implementation and installation.
- 3.10.2. The following documents detail the end specification for these multi-purpose units, the latest version of which are available on the [TOPAS website](#):
- TOPAS 2503B - Performance Specification for Pedestrian Facilities at Temporary Standalone Traffic Signals
 - TOPAS 2538A - Performance Specification for Portable Traffic Signal Control Equipment for a Stand-alone Pedestrian Facility
- 3.10.3. Refer also to HCC’s Model Specification Appendix 1/17.

3.11. Manual “Stop” and “Go” Controls

- 3.11.1. Manually operated stop/go control should not be used continuously for durations longer than one hour without changing the operative(s). This is to ensure that the operative(s) can maintain suitable concentration to ensure the safety of the general public and construction workers. Should stop/go controls be required for more than one hour, consideration should be given to using portable traffic signals instead. All operatives of the stop/go control shall be suitably qualified and competent to do so.
- 3.11.2. If delays in the works result in controls being required out of hours to maintain the safe passage of Highway users, portable traffic signals shall be deployed and the Streetworks Co-ordinator for the area notified immediately.
- 3.11.3. Refer also to HCC’s Model Specification Appendices 1/17 and 12/5.

3.12. Street Works Certificates for Working on the Highway

- 3.12.1. On 6 April 2017 new regulations came into force in England, [The Street Works \(Qualifications of Operatives and Supervisors\) \(England\) Regulations 2016](#), which require that there is a qualified operative on site at all times while streetworks are in progress. The qualifications held must be appropriate for the work being carried out. The act does not require all the relative qualifications to be held by a single operative – the main requirement is that there is always at least one operative on site whose qualifications match the activities being undertaken.
- 3.12.2. The Regulations also require that the site be supervised by a person having a prescribed qualification as a supervisor. The supervisor is not required to be always on site. A qualified supervisor might therefore supervise several streetworks sites.

National Highway Sector Scheme (NHSS) Requirements

- 3.12.3. It is mandatory for the TTM measures to be installed, maintained and removed by contractors registered to National Highway Sector Schemes (NHSS), or other appropriate qualification as follows:
- a. NHSS 12A/B - For works on dual carriageway or multi-lane roads designated high speed (with a speed limit of 50mph or greater) under the control of the Local Authority and on motorways and high-speed dual carriageways operated by the National Highways.
 - b. NHSS 12D - For works on single carriageway high speed roads (with a speed limit of 50mph or greater).
 - c. NHSS 12 D or the Streetworks Qualification - For all other roads.
- 3.12.4. For motorways and high-speed dual carriageways (50mph and over) traffic management crews must consist of two LANTRA operatives in accordance with NHSS 12A/B requirements.
- 3.12.5. Multi-phase portable traffic signals must only be installed, maintained and removed by NHSS 12D accredited TTM contractor and LANTRA qualified 12D T5 Operatives on all A and B classified Roads and shall be in accordance with Appendix 12/5, sub-clause 5.5 of HCC's Model Contract Specification. Temporary traffic signals (poles in Barrels rather than portable signals) shall only be installed and maintained by HCC's third-party traffic signal contractor.

3.13. General Requirements for all Temporary Traffic Management Types

- 3.13.1. The following shall form the basis of the design and implementation of any TTM on the Highway:
- The TTM **MUST** fully enclose the works areas
 - Safety zones **MUST** be observed
 - All Highway users **MUST** be fully protected from the work (including pedestrians, equestrians and cyclists)
 - The on-site operatives **MUST** be fully protected from Highway users
 - All Highway users (including those walking, cycling and riding) **MUST** know exactly what is expected of them through clear signage
 - Disruption to Highway users **MUST** be reduced to a minimum.
- 3.13.2. In addition to risk assessments undertaken to determine the design of the TTM during the implementation, operation, modification and removal, the designer shall undertake additional risk assessments for changes to TTM for situations where standard layouts cannot be applied.
- 3.13.3. The risk assessment must take account of all existing and proposed conditions including:

- road, carriageway and lane layout,
- speed & volume of traffic,
- the works to be undertaken,
- location,
- duration,
- time of day and/or night the TTM will be in place, and
- the restoration of the work site to original or completed condition and state.

The risk assessment or method statement may identify that additional signing, lighting and guarding is needed to ensure the safety of operatives and Highway users (including those cycling, riding and walking).

- 3.13.4. The works contractor shall always maintain safe vehicular and pedestrian access to all properties. Where for a limited period maintaining vehicular access is not possible, the works contractor shall inform HCC, having already discussed and agreed this with the property owner(s), identifying the duration and nature of any temporary parking/access/egress arrangements.

For HCC schemes: The contractor shall notify the HCC site Project Manager, Supervisor or Representative.

For S278 schemes: The contractor shall inform the HDA Inspector.

- 3.13.5. Advanced Information Boards shall be provided at every element of works where new restriction will be imposed. These shall be black text on yellow background, dates of expected works and include the promoter's company name/logo.
- 3.13.6. Once the TTM has been established the road space permit number must be displayed. The number must be legible to all Highway users. The Permit Information Board shall include the 24-hour emergency telephone number.
- 3.13.7. If it is identified that TTM is required on a bus route, HCC's Passenger Transport team should be informed well in advance of the works start (for S278 schemes, this will be included within the Design Audit process). If bus stops are affected by any element of TTM, the Works Promoter shall apply for a temporary bus stop licence (see www.hants.gov.uk/transport/licencesandpermits/temporarybusstop).
- 3.13.8. The Works Promoter shall liaise with the traffic police during the planning of the TTM to ensure the needs of the emergency services are incorporated into the TTM proposals, especially if the works are located on key emergency service routes.

- 3.13.9. Network Rail infrastructure. If works any works are planned within 200m of a level crossing [Network rail asset protection team](#) must be contacted. They will advise the next steps. Their advice and conclusions should be communicated to the HCC Streetworks team at the time of permit application to show that Network rail are aware and have provided instruction. Failure to do so will result in the permit being withheld.
- 3.13.10. See also Appendix 1/17 and 12/5 of HCC's Model Contract Specification.

External Developer Works

- 3.13.11. HCC reserve the right to close down a site if it is deemed to be unsafe or causing a major disruption to the Highway network. All costs incurred by HCC associated with closing down and/or making the site safe, will be recharged in full to the Developer.
- 3.13.12. If working practices are deemed to be unsafe and the contractor refuses to address them immediately, the HDA Engineer or Inspector may inform HCC's Health and Safety team and/or the Health and Safety Executive regarding the practices being undertaken.
- 3.13.13. Temporary direction signs leading to the development will only be allowed if permission is obtained from the Highways Operations Centre (tel: 0300 555 1388) and must comply with TSRGD 2016. If temporary signs are erected without permission, these may be removed by HCC with any costs incurred recharged in full to the Developer.
- 3.13.14. For S278 schemes, HCC is not responsible for ensuring TTM is compliant with the design standards. It is the Developer's responsibility to appoint suitably qualified TTM contractors to design, install, maintain and remove any TTM required.

4. Streetworks Co-ordination, Permitting and Communication

4.1. Process for Major Works

- 4.1.1. The IWP (HDA Engineer for S278 schemes) shall submit a Forward Planning Information Notice (FPI) as soon as the approximate date and duration of the works are known. This is to help enable coordination of works on the Highway network, highlighting to other Works Promoters that works are planned in the area. The dates and duration detailed in the FPI need only be approximate and do not constitute booking of the road space (which is only achieved following approval of the Permit Application (see 4.1.10)).
- 4.1.2. For Major Works that are likely to cause large amounts of disruption (e.g. closure of, or long-term TM, on A or B roads) it is recommended that very early consultation with HCC's Streetworks team is undertaken (i.e. 6 months or more prior to the planned works). For S278 schemes this will be included as part of the S278 Design Audit process by the HDA Engineer.
- 4.1.3. In the case of Major Works without significant disruption, it is recommended that TTM and works programme proposals are submitted for consideration **at least four months in advance** of the proposed works start date. For IWP's submit direct to the Streetworks Co-ordinator. For EWP's S278 schemes, submit to the HDA Engineer for the scheme, who will liaise with the Streetworks team accordingly. **Please Note:** Most S278 Agreement works will fall into the "Major" works category in terms of permitting.
- 4.1.4. The Works Promoter is to supply Streetworks Co-ordinator (the HDA Engineer for S278 schemes) with the TMP (description of TTM and risk assessment, for smaller works), and proposed programme.
- 4.1.5. The Streetworks Co-ordinator will check road space and restrictions and advise appropriately indicating whether additional conditions will be a requirement of granting a permit. The HDA Engineer will advise the EWP.
- 4.1.6. **At least three months before** works start the EWP/IWP must confirm to the HDA Engineer/Streetworks Co-ordinator that they wish to go ahead and submit the Provisional Advance Notification (PAA). Three months is the very latest this can be done. Submission does not guarantee that road space will be available as other works may have already been scheduled in the vicinity. So the earlier this is submitted, the more likely the road space will be available.
- 4.1.7. **At least three months before** works start the IWP/HDA Engineer shall also submit the Section 58 restriction request. Three months is the very latest that this can be undertaken for it to be legally enforceable.
- 4.1.8. **Two months before** works start apply for any TTROs required. See Section 3.5.

- 4.1.9. **Four weeks before** works start written notifications should be sent out. For S278 schemes, the HDA Engineer shall send letters to the local councillors for their information. For HCC schemes, this shall be undertaken by the IWP. Any planned media releases by HCC should be agreed at this stage ready for publication.



Letter drops SHALL NOT be undertaken and Advanced Information Boards SHALL NOT be erected on the road until the Works Promoter has a valid granted PAA in place AND the Councillors have received their notification.

- 4.1.10. **Two weeks before** works start letter drops are to be undertaken and the advance warning signs erected on site (provided that the local councillors have been notified as detailed in 4.1.9).
- 4.1.11. **At least 10 days before:** The HDA Engineer / IWP shall submit the Confirmation Follow-up Notice using the Permit Application (PA). The PA can be submitted sooner to formally book the road space – 10 days from the start is the latest it can be done. This is also the latest time that the advanced warning signs are to be erected on site and the letter drop to residents/local businesses undertaken. When the PA is granted a permit number is generated which will be provided to the IWP/EWP, or if changes are required the IWP/EWP will be advised. Commencing works without the PAA and PA being granted is a breach of the HCPS and the works may be removed by HCC with any costs incurred being recharged to the Works Promoter.
- 4.1.12. **On the first day of work:** EWPs for S278 schemes MUST advise the HDA Engineer that works have started, and HDA Engineer / IWP MUST update the permit to “In Progress”. Failure to do so will result in a Fixed Penalty Notice being issued.

4.2. Process for Standard Works

- 4.2.1. The IWP (HDA Engineer for S278 schemes) shall submit a Forward Planning Information Notice (FPI) as soon as the approximate date and duration of the works are known. This is to help enable coordination of works on the Highway network, highlighting to other Works Promoters that works are planned in the area. The dates and duration detailed in the FPI need only be approximate and do not constitute booking of the road space (which is only achieved following approval of the Permit Application (see 4.2.7)).
- 4.2.2. In the case of Standard Works, it is recommended that TTM and works programme proposals are submitted for consideration **at least three weeks** in advance of the proposed start date. For IWP's submit direct to the Streetworks Co-ordinator. For EWPs S278 schemes, submit to the

- HDA Engineer for the scheme, who will liaise with the Streetworks team accordingly. For S278 schemes this three week period is the **minimum** required to enable the required negotiation and agreement process to be undertaken.
- 4.2.3. The Works Promoter is to supply the Streetworks Co-ordinator (the HDA Engineer for S278 schemes) with the description/plan of the TTM, risk assessment and proposed programme.
- 4.2.4. The Streetworks Co-ordinator will check road space and restrictions and advise appropriately indicating whether additional conditions will be a requirement of granting a permit. The HDA Engineer will advise the EWP.
- 4.2.5. The HDA Engineer / IWP shall submit the Permit Application (PA). The PA can be submitted sooner than the minimum 10-day Permit Scheme requirement to formally book the road space to enable the timeframe required for councillor and public communications – 10 days from the start is the latest it can be done for Standard Works. Submission does not guarantee that road space will be available as other works may have already been scheduled in the vicinity. So the earlier this is submitted, the more likely the road space will be available. When the PA is granted a permit number is generated which will be provided to the IWP/EWP, or if changes are required the IWP/EWP will be advised.
- 4.2.6. Following confirmation of the Permit from the Streetworks Co-ordinator, written notifications should be sent out. For S278 schemes, the HDA Engineer shall send letters to the local councillors for their information. For HCC schemes, this shall be undertaken by the IWP.



Letter drops SHALL NOT be undertaken and Advanced Information Boards SHALL NOT be erected on the road until the Works Promoter has a valid granted permit in place AND the Councillors have received their notification.

- 4.2.7. **Two weeks before** works start letter drops are to be undertaken and the advance warning signs erected on site (provided that the local councillors have been notified as detailed in 4.2.6.).
- 4.2.8. Commencing works without the PAA and PA being granted is a breach of the HCPS and the works may be removed by HCC with any costs incurred being recharged to the Works Promoter.
- 4.2.9. **On the first day of work:** EWPs for S278 schemes MUST advise the HDA Engineer that works have started, and HDA Engineer / IWP MUST update the permit to “In Progress”. Failure to do so will result in a Fixed Penalty Notice being issued.

4.3. Process for Minor Works

- 4.3.1. In the case of Minor Works (i.e. works planned to last up to 3 working days), it is recommended that TTM and works programme proposals are submitted for consideration **two weeks** in advance of the proposed start date. **Please Note:** Minor Works in terms of permitting is not the same as S278 Minor Works Agreement (most S278 works will be within the Major Works category in terms of permitting). For IWP's submission should be direct to the Streetworks Co-ordinator. For EWP's S278 schemes, submission should be to the HDA Engineer for the scheme, who will liaise with the Streetworks team accordingly. For S278 schemes this two week period is the **minimum** required to enable the required negotiation and agreement process to be undertaken.
- 4.3.2. The Works Promoter is to supply the Streetworks Co-ordinator (the HDA Engineer for S278 schemes) with the description/plan of the TTM and risk assessment.
- 4.3.3. The Streetworks Co-ordinator will check road space and restrictions and advise appropriately indicating whether additional conditions will be a requirement of granting a permit. The HDA Engineer will advise the EWP.
- 4.3.4. The HDA Engineer / IWP shall submit the Permit Application (PA). The PA can be submitted sooner than the minimum 3-day Permit Scheme requirement to formally book the road space to enable the timeframe required for councillor and public communications – 3 days from the start is the **latest** it can be done for Minor Works. Submission does not guarantee that road space will be available as other works may have already been scheduled in the vicinity. So the earlier this is submitted, the more likely the road space will be available. When the PA is granted a permit number is generated which will be provided to the IWP/EWP, or if changes are required the IWP/EWP will be advised.
- 4.3.5. Following confirmation of the Permit from the Streetworks Co-ordinator, written notifications should be sent out. This should be **at least 5 days prior** to the works start. For S278 schemes, the HDA Engineer shall send letters to the local councillors for their information. For HCC schemes, this shall be undertaken by the IWP.



Letter drops SHALL NOT be undertaken and Advanced Information Boards SHALL NOT be erected on the road until the Works Promoter has a valid granted permit in place AND the Councillors have received their notification.

- 4.3.6. Commencing works without the PA being granted is a breach of the HCPS and the works may be removed by HCC with any costs incurred being recharged to the Works.

4.3.7. **On the first day of work:** EWPs for S278 schemes MUST advise the HDA Engineer that works have started, and HDA Engineer / IWP MUST update the permit to “In Progress”. Failure to do so will result in a Fixed Penalty Notice being issued.

4.4. Permit Fees

4.4.1. Fees associated with permits are as detailed on HCC's <https://www.hants.gov.uk/transport/roadmaintenance/county-permit-scheme#step-5>. For variations to permits already issued, HCC will charge:

- £45 for all activities on category 0, 1 and 2 streets and traffic sensitive category 3 and 4 streets
- £35 for major activities on category 3 and 4 & non traffic-sensitive streets

Note: Charges may be subject to change - The current charges are those shown on the Hampshire County Permit Scheme web page.

The permit fee is included within the fee for S50/S171 Licences.

5. On Site

5.1. General

- 5.1.1. For S278 schemes, it is recommended that the Developer ensures that their contract with TTM/works contractors stipulate the requirements detailed in this section. It is the Developer's responsibility to ensure that their contractors comply with these requirements.
- 5.1.2. The contractor is responsible for providing information to the IWP/HDA Inspector relating to the progress of the works. If it is expected that extensions to the permit will be required these are to be communicated to the IWP/HDA Inspector as soon as possible. Two working days or 20% of the works programme (whichever is larger) is the minimum required notice to consider any extension.
- 5.1.3. The contractor, overseen by the promoting organisation, is required to ensure that signs placed on the Highway are correct and placed accurately and safely to ensure traffic is not misled or put in danger. The consequences of failing this requirement are significant (e.g. the misdirection of a heavy goods vehicle under a low bridge that then caused damage to the structure or at worst, injury/death). Should HCC identify that any of the signing, lighting or guarding is not in accordance with the Red Book / Chp 8, HCC will notify the contractor and/or relevant Works Promoter immediately and expect it to be actioned within 2 hours. Should it not be addressed promptly, HCC reserve the right to address the relevant issues(s) at the Developer's expense for S278 schemes or in-line with the terms of works contract for HCC schemes.
- 5.1.4. The permit number must be displayed on site in such a way that the number can be read by the public easily. Failure to display the permit number clearly throughout the works will result in a Fixed Penalty Notice being issued. See also 3.13.6 and 3.9.7.
- 5.1.5. All signage and equipment must be inspected regularly and maintained in a clean and acceptable condition for the duration of their deployment. Increased inspections will be required during periods of extreme weather (wind, flooding, snow etc).
- 5.1.6. Surfaces, temporary or final, must be kept in a safe and useable condition with any temporary upstands ramped and loose material removed and sustain suitable skid resistance for the flow and speed of traffic. The maximum amount that ironwork may be proud of the adjacent carriageway surface for temporary ramping is 50mm and all ramps shall have an incline of not exceeding 1 in 10 (1 in 20 in footways/cycleways). The gradient and length of the ramp will be dictated by the speed at which vehicles are expected to traverse it. Contractors shall provide temporary road markings if unfinished surfaces are to be used by the public for any longer than three days.
- 5.1.7. All barriers shall be rigid barriers installed and maintained to protect pedestrians from traffic, excavations, plant or material. They shall have handrails between 1.0 and 1.2 metres above ground level and tapping

rails fixed with the lower edge approximately 150mm above ground. All rails shall be solid, continuous between the supports and fixed so that they cannot be accidentally knocked over. Lightweight barriers utilising road pins and traffic tape shall not be used.

- 5.1.8. Where the carriageway or footway is not barriered off, care must always be taken to ensure that the surface is safe for all users. Any raised boxes or manhole covers etc. must be temporarily ramped and trenches reinstated using bituminous bound materials to make them safe.
- 5.1.9. The contractor shall ensure that the traffic control layout of signs, cones, cylinders, barriers, lamps, temporary road studs, temporary road markings are in accordance with the Contract drawings. All layouts shall be inspected and maintained in accordance with Chapter 8, Part 2, O3.7, at the following frequencies: -
- A and B classified roads - a minimum of twice every 24hrs. Frequency of inspection may need to be increased for sites where vandalism is found to be a problem.
 - All other roads - a minimum of once per day (or at a lesser frequency as agreed in writing by the Overseeing Organisation based on the level of risk should the TTM not function as required).
- 5.1.10. Any signs, cones or barriers that are missing shall be replaced within 24 hours; notwithstanding this, measures shall be taken to make the relevant TTM operationally safe and compliant by the end of the working day on which they were identified missing.
- 5.1.11. During winter it is the responsibility of the IWP (or HDA Engineer for S278 schemes) to inform the local Highways office that a diversion is in place and that the diversion should where practicable be treated with salt in accordance with the normal salting regime for the closed road. If the closure is to be lifted during a period of freezing temperatures, the IWP/HDA Engineer shall liaise with the local Highways office to ensure salt treatment is undertaken prior to opening if required. Any additional cost incurred by HCC for this may be recharged to the Works Promoter.
- 5.1.12. The contractor shall be responsible for the grass cutting of all verges and central reserves within the extent of the site. Grass shall be cut when it reaches a height of 300mm above carriageway level, or if it obscures sight lines for traffic.

5.2. New Roads & Street Works Act 1991 - Fixed Penalty Notices

- 5.2.1. HCC has strict duties under the New Roads & Street Works Act 1991 and the Traffic Management Act 2004 (the Acts). For S278 schemes, the Developer shall ensure that they do not, by any act or omission on its part, cause HCC to default in anyway under these Acts. Developers shall indemnify HCC against any loss it may suffer as a result of any claim in relation to these Acts which has resulted from any act or omission of the Developer and/or their consultant/contractor.

5.3. Works Overrun Beyond Expiry of a Works Permit

5.3.1. In addition to section 4.4 and 5.2, Hampshire County Council as a Streetworks Authority shall impose charges on a Developer, where an extension to a permit has not been granted, as follows. Any such charges shall be payable prior to the issue of the next S278 certificate.

Note: Charges may be subject to change - The current charges are those shown in the latest revision of the Code of Practice for the Co-ordination of Street Works for Road Purposes and Related Matters.

Charges in relation to works occupying the carriageway during a period of overrun beyond the expiry of a New Roads & Street Works Act 1991 permit (as detailed in Table 10.2 of the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters).

Item	Description of street	Amount (£)(each of first three days)	Amount (£)(each subsequent day)
1.	Traffic-sensitive or protected street not in road categories 2, 3 or 4.	5,000	10,000
2.	Other street not in road categories 2, 3 or 4.	2,500	2,500
3.	Traffic-sensitive or protected street in road category 2.	3,000	8,000
4.	Other street in road category 2.	2,000	2,000
5.	Traffic-sensitive or protected street in road category 3 or 4.	750	750
6.	Other street in road category 3 or 4.	250	250

Charges in relation to works outside the carriageway (i.e. still within the Highway extents but not actually on the carriageway) during a period of overrun beyond the expiry of a New Roads & Street Works Act 1991 permit (as detailed in Table 10.3 of the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters).

Item	Description of street	Amount (£)
1.	Street not in road category 2, 3 or 4.	2,500
2.	Street in road category 2.	2,000
3.	Street in road category 3 or 4.	250

6. Further Support

- 6.1. Should you have a specific query or feedback about any of the content of this Technical Guidance Note, please send an email to Technical.Guidance@hants.gov.uk.
- 6.2. Should you have a query about applying this to your particular project, please contact:
- the Design Audit Engineer dealing with your S278 or S38 application (if you are a Developer or Developer's Consultant)
 - the Technical Guidance Note Specialist(s) (if you are working within Hampshire County Council)
- 6.3. Associated Technical Guidance Notes:
TG21 – Traffic Regulation Orders