Birmingham streetworks code of good practice

Issue 3 – 1 August 2018

Foreward

The effective co-ordination of street works is one of the most important aspects of street works legislation, benefiting street authorities, undertakers and road users alike. The New Roads and Street Works Act 1991 (NRSWA) sets out the objectives of the co-ordination function:

- ensure safety.
- minimise inconvenience to people using a street, including a specific reference to people with a disability.
- protect the structure of the street and the apparatus in it.

The objectives compliment the Traffic Management Act 2004 which came into effect from January 2005. As part of this Act it is the duty of the local traffic authority to manage the road network with a view to achieving the following objectives:

- securing the expeditious movement of traffic on the authority’s road network
- facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority.

In order to assist Works Promoters and the Streetworks Authority this Code of Good Practice has been developed as a communication guide to give practical advice, clarify processes and assist all parties in achieving common goals.

The most important points to take into account when preparing to work on the highway are:

- planning and preparation prior to starting on site to ensure that works are carried out with minimum disruption and carried out within realistic times.
- communication of information between all parties affected by the works.
- management of traffic – minimise the impact on the movement of traffic including vehicular traffic and pedestrian traffic.
- coordination of other works and activities on the highway.
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Introduction

The following Code of Good Practice should be read in conjunction with Birmingham City Council’s “Traffic Management Protocol”, with particular regard to the Guidance Notes provided for works promoter to consider when applying for approval to temporary traffic management proposals (Form TMP2) and also for managing the agreed temporary traffic arrangements during the works.

1.0 Communication between streetworks authority and works promoters

1.1 Birmingham co-ordination meeting

Birmingham Coordination chaired by the Traffic Manager or nominated deputy. The meetings are concerned primarily with direct co-ordination of individual schemes and dissemination of information. The meeting also gives the opportunity to assist with the development of processes to improve coordination. Reports will be received from HAUC and NJUG. The coordination group will meet every 3 months.

1.2 Forward planning meeting

Forward planning meeting will be chaired by the Traffic Manager or nominated deputy. The meetings are intended to give planners and works promoters the opportunity to discuss future planned works, developments and other issues that may affect the highway. Works promoters will be encouraged to plan their works around major developments, develop ways of working together and sequencing works to minimise the impact on highway users.

1.3 City centre co-ordination meeting

The city centre co-ordination meeting will be chaired by the Traffic Manager or nominated deputy. The meeting is focused on all activities within the city centre that may impact upon the network. It gives planners and works promoters the opportunity to discuss all planned works, major developments and events in the city centre. Works promoters will be encouraged to plan their works around major developments, events, develop ways of working together and sequencing works to minimise the impact on highway users. The city centre co-ordination meeting will meet every 3 months.

1.4 Detailed planning and pre-start meeting

Prior to noticing/registering works, meetings will be required between works promoters and the Traffic Managers representative to discuss and develop proposed major works and works that will have a major impact on the movement of traffic. These meetings can be used to develop traffic management proposals and identify site specific issues that will need to be addressed. Before work commences on site the final proposals need to be confirmed by the works promoter to Birmingham City Council’s Streetworks Authority – Amey Streetworks to ensure that all arrangements are in place including notices, traffic management, publicity etc.
1.5 Progress meeting

Regular progress meetings will be required to:

- Monitor progress against programme.
- Identify and agree on any changes to the works due to engineering difficulties of third party influences.
- Identify and agree any changes to traffic management.
- Provide updates on publicity etc.

Birmingham City Council’s Streetworks Authority – Amey Streetworks will require the works promoter to substantiate reasons for delays and provide details of what measures will be taken to recover the situation.

1.6 Line of Communications

The following flow charts and plans indicate the line of communications and points of contact at the pre-start and work in progress stages.

All notice notifications should be sent via email and Birmingham City Council’s Streetworks Authority – Amey Streetworks will respond via email.

All communications relating to the Notice should be sent to the Streetworks Authority – Amey Streetworks via: **BHM_Streetworksregister@amey.co.uk**

All communications relating to an original request and supporting information including traffic management, programmes, methods of working, early starts, extensions, error corrections, restriction permissions, permits and section 50 applications should be sent to the appropriate email address to Birmingham City Council’s Streetworks Authority – Amey Streetworks via email and Amey Streetworks will respond via email.

In the first instance regarding permits and section 50 applications the works promoter should contact BCC for the relevant forms and apply through BCC themselves who then pass the applications onto Amey Streetworks for review. BCC highways permit management email is: **highwayspermitmanagement@birmingham.gov.uk**

Amey Streetworks lines of communication are as follows:

<table>
<thead>
<tr>
<th>Type of communication:</th>
<th>Email address;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Management Requests</td>
<td><a href="mailto:BHMstreetworks@amey.co.uk">BHMstreetworks@amey.co.uk</a></td>
</tr>
<tr>
<td>Early Start Requests</td>
<td><a href="mailto:BHM_Streetworksregister@amey.co.uk">BHM_Streetworksregister@amey.co.uk</a></td>
</tr>
<tr>
<td>Extensions/Error Corrections/Restriction Permissions</td>
<td><a href="mailto:BHM_Streetworksregister@amey.co.uk">BHM_Streetworksregister@amey.co.uk</a></td>
</tr>
<tr>
<td>Permits</td>
<td><a href="mailto:BHM.Permits@amey.co.uk">BHM.Permits@amey.co.uk</a></td>
</tr>
<tr>
<td>Section 50 Applications</td>
<td><a href="mailto:BHMsection50notices@amey.co.uk">BHMsection50notices@amey.co.uk</a></td>
</tr>
</tbody>
</table>

If Notices are not correctly submitted and do not have supporting information attached in order to check and approve the proposed works the notice will be challenged. This may delay and/or disrupt the timing of works and could result in the issuing of Fixed Penalty Notices.

Figure 1 indicates the line of communication for traffic management pre-start coordination. Figure 2 indicates the line of communication for work in progress.
Fig 1 Streetworks traffic management pre-start line of communications

WORKS PROMOTER
Make initial request and provide supporting information
(See schedule base information required fig 7).
Submit further information to support proposals if requested.
Arrange pre-start meetings and progress meetings.
Submit information to support any proposed changes to works.
Notification & supporting information should be submitted via an attachment to the notice
and emailed to Birmingham City Council’s Streetworks Authority – Amey Streetworks.

Information initially checked & rejected if insufficient or incorrect information is
provided & if there are clashes with other activities.

Accepted information passed to TMS
Project Leader for checking & approval.

Information accepted

Information assessed by
Andre Colella
Telephone 0121 303 7213 for
works in South West

Information assessed by
Clive Thompson
Telephone 0121 675 0169 for
works in North

Information assessed by
Steve Hall
Telephone 0121 303 7398
for works in City Centre

Check details with NRSWA
Inspectors & Constituency
Engineers for local
knowledge

Pre-start meeting with
works promoter to clarify
proposals if required

Arrange for UTC to
check temporary
traffic light
applications.

Comments & decision
returned to
BHMSStreetworks via
email

Proposals approved or
rejected

Proposals rejected

Proposals approved
Replies to works promoter via
email from Amey Streetworks

Constituency Engineers
to process TRO’s and
advise Ward Councillors

UTC to process
temporary traffic
light applications

Parking Section to
arrange pay & Display
parking suspensions

Information pack
for NRSWA
Inspectors

Works promoter to be informed of progress with TRO’s etc.

Further pre-start meeting with TMS Officer, NRSWA
Inspector, Constituency Engineer and UTC if required.
Fig 2  Streetworks coordination work in progress line of communications

WORKS PROMOTER
Works commence on site following:
NRSWA Notice being in place
Method of working & traffic management being approved & authorised
Consultation with interested parties
Advanced publicity

NRSWA INSPECTORS
Site monitored & inspected by NRSWA Inspectors

Progress meetings to take place with NRSWA inspector and TMS Officer on major works or if there is likely to be a change to the method of working.

NRSWA Inspector/TMS Officer to inform works Promoter of issues raised as a result of work in progress

If major issues arise concerning safety and/or unacceptable delays to the flow of traffic NRSWA Inspectors/TMS Officers to stop works immediately. Contractor to make site safe and stop work until agreed alternative method of working is in place.

Are site changes or site issues going to affect the movement & flow of traffic?

No

Yes

Minor Site changes
Works Promoter to agree any minor changes that does not affect the movement & flow of traffic with NRSWA Inspector.

Site changes affecting movement & flow of traffic
Works Promoter to submit proposals to Amey Streetworks who will process and forward to TM for approval via email.

Are works in progress affecting movement & flow of traffic?

No

Yes

Is there a need to change method of working?

No

Yes

Will the movement & flow of traffic be affected?

No

Yes

Works Promoter to submit proposals for approval via email. (See pre-start process)

Meeting to be arranged to clarify & agree proposals if required

Proposals agreed new working arrangements to proceed.
1.7 Method of providing information and Amey Streetworks coordination contact details

Works promoters must provide supporting information as indicated on the base information schedule (fig 7) for proposed works on the highway. This information must be submitted via email to the appropriate address outlined on page 6.

The flow chart below indicates the traffic management application process and method of providing information

**Fig 3 Information flow chart**

- **Request for:** Lane Restriction, Stop & Go, Give & Take
  - Provide a traffic management Plan to show proposals and demonstrate required.

- **Request for:** Road Closure, One Way system, Parking Restriction, Bus Lane Suspension, Turning movement restriction, Other Temporary TRO’s
  - Complete Road Closure form including traffic management drawing showing diversion etc.

- **Request for:** 2, 3 & 4 Way Temporary Traffic Lights
  - Complete TS1 temp traffic light application form. Note for 3 & 4 way lights a traffic management drawing with timings & distances is required

- Complete TMP2 request for temporary traffic management approval. Send a request via email to Amey Streetworks including supporting information

Applications will be processed by Streetworks Authority – Amey Streetworks & copies sent to the appropriate sections within Birmingham CC.

Works Promoter will receive response from Birmingham City Council’s Streetworks Authority – Amey Streetworks via email confirming the decision, with a request for further information.
1.8 Requests for early starts and extension of time requests

Works Promoters will need to carefully plan their works to ensure notices are submitted correctly and comply with the noticing periods. Early starts, extensions, error corrections and restriction permissions will only be considered if the works promoter can clearly justify the need for a change to the notice period and programmed works. Early starts, extensions, error corrections and restriction permissions may also be granted if there is a benefit to the coordination of works and a reduction to the impact on the movement of traffic.

Notification of early start requests, extensions, error corrections and restriction permissions must be made via email.

All communications relating to the Notice should be sent via email to Birmingham City Council’s Streetworks Authority – Amey Streetworks via: BHM_Streetworksregister@amey.co.uk

The flow chart below indicates the process and method of providing information for early starts, extensions, error corrections and restriction permissions.

Fig 4 Early starts, extensions and error corrections request flow chart

Requests for early starts, extensions, error corrections and restriction permissions should be sent via email.

The following information is required before a decision is given:

- Start date or extension of works date.
- NRSWA Notice number
- Reason for early start /extension/error corrections and restriction permission, including a brief description of the works.

Requests will be passed to Senior NRSWA Inspector for consideration and consultation with the Traffic Managers representative.

Requests for early starts, extensions, error corrections and restriction permission will be considered by Amey Streetworks and will be judged on a case by case basis.

A response will be sent via email within 2 working days.
1.9 Work in progress

Changes to proposed methods of working
Any changes to proposed methods of working should be sent via email and Birmingham City Council’s Streetworks Authority – Amey Streetworks will respond via email.

All communications relating to supporting information should be sent via email and should be sent to Birmingham City Council’s Streetworks Authority – Amey Streetworks via: BHM_Streetworksregister@amey.co.uk

It may be necessary as part of progress meetings to have detailed discussions with the Traffic Managers representative before changes are implemented.

Unforeseen issues
All unforeseen issues that may have a minor impact to the agreed method of working can be agreed with the NRSWA Inspector. Unforeseen issues that have a major impact must be addressed by the works promoter and proposals sent via email and the Streetworks Authority – Amey Streetworks will respond via email.

All communications relating to supporting information should be sent via email to the Streetworks Authority – Amey Streetworks via: BHM_Streetworksregister@amey.co.uk

Changes to traffic management proposals
Any changes to traffic management proposals that will have an impact on the movement of traffic must be sent via email and the Streetworks Authority – Amey Streetworks will respond via email.

All communications relating to supporting information should be sent via email to the Streetworks Authority – Amey Streetworks via: BHMStreetworks@amey.co.uk

Monitoring
Monitoring the on-site works and Coordination/Liaison will be carried out in accordance with the NRSWA code of practice.

1.10 Completion of works

Sampling of works – Inspections
The on going works will be inspected under the sampling procedure of the NRSWA code of practice for inspections.

Closure Notice
The works will be monitored under the 2 year guarantee period of the closure notice.
2.0 Definitions

2.1 Work types

Works types are defined within the ‘Code of Practice for the Co-ordination of streetworks and works for road purposes and related matters’ Chapter 78 – Works classification issued by the Department of Transport in conjunction with HAUC (UK) and forms part of the New Roads and Street Works Act 1991.

Major works:
- Works that have been identified within a programme (normally planned about six months in advance of the proposed start date)
- Require a temporary traffic regulation order
- Have a planned duration of 11 days or more

Standard works:
- Works with a planned duration of between 4 and 10 days.

Minor works:
- Works with a planned duration of 3 days or less

Immediate works:
- Emergency works
- Urgent works – unplanned/reactive work in order to maintain supply of service and/or maintain the safety of highway users.

The works promoter must also consider the location of the works when planning and noticing of proposed works, as standard or minor work may have a major impact on the movement of traffic and sufficient time will need to be given to plan works, agree traffic management proposals and carry out publicity. For example the need to replace an inspection chamber cover on Great Charles Street Queensway would be classified as minor works but will have a major impact on the movement of traffic.

2.2 Noticing of works

The noticing of works is an essential part of the process and performs several functions:

- It is a vital component of the co-ordination process
- It enables emergency notices, which can prompt the emergency procedures of other organisations
- It triggers the inspection regime
- It forms the basis of records for reinstatement guarantee purposes
- It records who has worked at a particular location
- It facilitates charging regimes
- It is an essential element of the streetwork authority’s responsibility for keeping a register.
Types of notices are detailed within the ‘Code of Practice for the Co-ordination of streetworks and works for road purposes and related matters’ Chapter 8 - Notice requirements and validity issued by the Department of Transport in conjunction with HAUC (UK) and forms part of the New Roads and Street Works Act 1991.

Noticing of work etc shall be in accordance with the Act.

Where temporary traffic management and proposed methods of working need to be submitted for approval and applications submitted for processing details should be submitted via email to the Streetworks Authority – Amey Streetworks who will also respond via email: BHMStreetworks@amey.co.uk

The Advance Notice should also be used to give early warning of planned works that will take place in the future, assist with coordination and allow road space to be booked in advance.

A summary of notice period and response times are detailed below:

Fig 5 Noticing periods

<table>
<thead>
<tr>
<th>Matrix of notice periods and response times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Category</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Major</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Standard</td>
</tr>
<tr>
<td>Minor</td>
</tr>
<tr>
<td>Immediate</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Works Promoters will need to carefully plan their works to ensure notices are submitted correctly and comply with the noticing periods. Early starts, extensions, error corrections and restriction permissions will only be considered if the works promoter can clearly justify the need for a change to the notice period and programmed works. Early starts, extensions, error corrections and/or restriction permissions may also be granted if there is a benefit to the coordination of works and a reduction of the impact to the movement of traffic.

2.3 Traffic sensitive streets

Under section 64 of NRSWA a Streetworks Authority ie Amey Streetworks may designate certain streets or parts of streets as traffic sensitive. The designation highlights that works in these situations are likely to be particularly disruptive to other road users, but it does not necessarily prevent occupation during traffic sensitive times. The sensitivity applies to all works taking place in the street. Highway authorities and undertakers should not work in the carriageway of traffic sensitive streets at sensitive periods unless there is no alternative.

Traffic sensitive streets are identified on the street gazetteer together with other additional street data.
The streets designated by Birmingham City Council/Amey Streetworks as part of its winter maintenance programme, requiring the treatment of any part of it with salt or other chemicals when low temperatures are expected, to prevent the formation of ice are traffic sensitive from 7am to 7pm, 7 days a week.

These streets include the strategic highway network, bus routes, emergency service routes etc.

Work may be restricted on streets where traffic has been displaced as a result of major works taking place on nearby streets or other parts of the strategic network. For example, major works on Bristol Road would be restricted while major works are being carried out on the Hagley Road. These restrictions will be site specific.

2.4 City centre restrictions

Working restrictions in the city centre are aimed at minimising the impact on the highway network while there is increased demand due to shopping etc. The current restriction period starts at the beginning of November and runs through to the end of the second week in January.

If essential works are required, agreement must be sort from the streetworks authority – Amey Streetworks before starting with the exception of emergency works.

**Birmingham City Council - Christmas and New Year working restrictions**

**Start of the first week in November through to end of second week in January**

Due to the increase in vehicular and pedestrian movements and the adverse effect highway restrictions will have on trading during the Christmas period, the City Council impose restrictions in the City Centre. The plan shown below identifies the roads which are restricted. The start date and end date of restrictions will vary from year to year.

3.0 Pre start

3.1 Traffic management approval periods

The flow chart in fig 8 shows the consideration process that should be made by works promoter planners in respect of traffic management. It also highlights the approval periods required for various types of traffic management proposals.

- The approval period that is subject to the works promoter providing sufficient information to clarify the nature of the works and method of working to be adopted, including traffic management arrangements.
- Where practical work types and approval times have been linked to the NRSWA noticing periods.
- Footway/verge works that require a temporary pedestrian walkway in the carriageway will be classified as carriageway works.
• Lane restrictions affecting the flow of traffic and temporary traffic lights on traffic sensitive streets have been identified as major works and given a period of 21 days for approval due to the impact on the movement of traffic and the need for substantial traffic management proposals to be considered and agreed.

• The approval period does not take into account the time required for the works promoter to carry out the following, pre-planning, consultation, publicity, mobilisation etc.
Fig 6 Flow chart identifying considerations for traffic management approval

Works Promoter
Identify nature of works & plan method of working

Will works affect the movement of traffic?

YES

Are works in the footway or verge?

NO

Will pedestrian movement be affected?

NO

Will a temporary walkway in the car'way be required?

YES

Can through traffic be maintained in both directions?

NO

Can through traffic be maintained using traffic control?

YES

Is there a need for a temporary TRO?

NO

Can work be carried out using alternative method to reduce impact?

YES

Road Closure required

1 Minor Works
Footway/Verge work with no impact on the movement of traffic.
Approval period 2 days

2 Minor Works
Carriageway work with no impact on the movement of traffic.
Approval period 2 days

3 Standard Works
Carriageway work with lane restrictions that allow through traffic in both directions (none traffic sensitive streets).
Approval period 5 to 10 days

4 Standard Works
Carriageway work requiring 2 way+ traffic control/shuttle working on none traffic sensitive streets.
Approval period 5 to 10 days

5 Major Works
Carriageway work requiring 2 way+ traffic control on traffic sensitive streets.
Approval period 21 days

6 Major Works
Carriageway work with lane restrictions that restrict the flow of traffic in either direction (traffic sensitive streets).
Approval Period 21 days

7 Major Works
Carriageway work requiring road closure or Temporary TRO on none traffic sensitive Streets.
Approval Period 4 to 8 weeks

8 Major Works
Carriageway work requiring road closure or temporary TRO on traffic sensitive Streets.
Approval Period 4 to 12 weeks
<table>
<thead>
<tr>
<th>Work type classification</th>
<th>Detail of work type</th>
<th>Approval and/or Challenge period</th>
<th>Information required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Details of the nature of works</td>
<td>TMP2 (See 3.2.1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plans indicating location of works and surrounding area</td>
<td>Method Statement (See 3.2.3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Traffic Management Plan (See 3.2.4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Submit 2 way temporary traffic light notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Application for road closure or other temporary TRO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Statement to demonstrate that least disruptive method of working is being implemented (See 3.2.7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Details of consultation/information provided to residents and business and action taken to address issues (See 3.2.8)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Details of publicity and advanced warning information (See 3.2.9)</td>
</tr>
<tr>
<td>1 Minor Works</td>
<td>Footway/Verge work with no impact on the movement of traffic.</td>
<td>2 days</td>
<td>✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>2 Minor Works</td>
<td>Carriageway work with no impact on the movement of traffic.</td>
<td>2 days</td>
<td>✓ ✓ ✓ Integrate with TM Plan ✓ Optional</td>
</tr>
<tr>
<td>3 Standard Works</td>
<td>Carriageway work with lane restrictions that allow through traffic in both directions (none traffic sensitive streets).</td>
<td>5 to 10 days</td>
<td>✓ ✓ ✓ Integrate with TM Plan ✓ ✓ Required if part of other planned works</td>
</tr>
<tr>
<td>4 Standard Works</td>
<td>Carriageway work requiring 2 way+ traffic control/shuttle working on none traffic sensitive streets.</td>
<td>5 to 10 days</td>
<td>✓ ✓ ✓ Integrate with TM Plan ✓ ✓ ✓ Required if part of other planned works</td>
</tr>
<tr>
<td>5 Major Works</td>
<td>Carriageway works with lane restrictions that restrict the flow of traffic in either direction (traffic sensitive streets)</td>
<td>21 days</td>
<td>✓ ✓ ✓ Integrate with TM Plan ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>6 Major Works</td>
<td>Carriageway work requiring 2 way+ traffic control on traffic sensitive streets.</td>
<td>21 days</td>
<td>✓ ✓ ✓ Integrate with TM Plan ✓ ✓ ✓ ✓</td>
</tr>
<tr>
<td>7 Major Works</td>
<td>Carriageway work requiring road closure or Temporary TRO on none traffic sensitive Streets.</td>
<td>4 to 8 weeks</td>
<td>✓ ✓ ✓ Integrate with TM Plan ✓ ✓ ✓ ✓ Optional ✓ ✓</td>
</tr>
<tr>
<td>8 Major Works</td>
<td>Carriageway work requiring road closure or temporary TRO on traffic sensitive Streets.</td>
<td>4 to 12 weeks</td>
<td>✓ ✓ ✓ Integrate with TM Plan ✓ ✓ ✓ ✓ ✓ ✓</td>
</tr>
</tbody>
</table>

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3.2 Definition of information required from works promoter

3.2.1 Details within the TMP2 submission – Should include contact details of works promoter, location of works, timing of works, reason for works, type of temporary traffic management, traffic management contractors details etc.

3.2.2 Location plan – Should include area of highway to be occupied, length of excavations to be open at any one time, site access points, pedestrian routes, site compound etc.

3.2.3 Method statement – Should include details of how work is to be carried out, working hours, resources to be used, extent of excavation, material storage, removal of spoil, access to site, site contact details, phasing of works and TM proposals. Methods of works need to be submitted for agreement and approval in such a way that there can be no confusion or misunderstanding. The works promoter should be able to clearly demonstrate that the proposed planned works can physically be implemented. Method Statements such be specific to works and the operations being carried out – they should not be duplicated for various applications.

3.2.4 Traffic management plan - Should be submitted for agreement and approval in such a way that there can be no confusion or misunderstanding. The works promoter should be able to clearly demonstrate that the proposed planned works can physically be implemented. This can be demonstrated in the following way:

- **Traffic Management Plans** (in addition to standard chapter 8 signage) are to show:
  - The working area, safety zones etc.
  - Position of trench excavations etc.
  - Working area, safety zone, traffic lane widths and pedestrian walkway widths should be measured and dimensions shown on the plan.
  - The length working areas and lane restrictions should be shown on the plan.
  - Advanced warning signage.
  - Diversion routes
  - Alternative routes
  - Site access arrangements.

- Phasing of works plan

- Location of site compounds and other site facilities

3.2.5 Programme of works – should take into account, noticing dates and durations, time taken for approvals, implementation of TRO’s and other restrictions and must be realistic. The programme should clearly detail phases of works and highlight areas where road closures, restrictions, temporary traffic lights etc are required. The programme of works should also give an idea of what will be taking place and when in order for co-ordination purposes this is extremely important in terms of developments and Section 278 works and must be provided to BCC and Amey Streetworks for effective co-ordination.

3.2.6 Statement to demonstrate the least disruptive method of working – should provide details of the nature of works, complexities and limitations of working. The statement should also show that other methods of working and temporary TM has been considered and investigated and proved to be less effective.

3.2.7 Consultation – See item 5.0 Information and Publicity.
3.2.8 Publicity –. See item 5.0 Information and Publicity.

3.3 Pre-start time table for major works

Actions and timescales will be dependent on the type of work, method of working, sensitivity and impact on the movement of traffic. The timetable reflects actions required for major works and works that are likely to have a major impact on the movement of traffic.

**Fig 8 Pre-start time table for major works**

<table>
<thead>
<tr>
<th>Timescale</th>
<th>Works promoter actions</th>
<th>City council highway actions</th>
<th>Third party actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 6 and 12 months</td>
<td>Identify planned works and outline programme coordinate proposals with other planned highway works.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Between 5 and 11 months</td>
<td>Comment on planned works and agree programme in principle.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Between 3 and 5 months</td>
<td>Prepare details of planned works to include location of works, timing of works, method of working, temporary traffic management, customer care arrangements Provide with copy of information for comment.</td>
<td>Check and comment on proposals and feed back information. Inform Cabinet Member of planned service provider programme.</td>
<td>Cabinet Member given opportunity to comment</td>
</tr>
<tr>
<td>Between 3 and 12 months</td>
<td>Determine if site investigation is needed to determine location of works and method of working and carry out investigation works. Provide Streetworks Authority – Amey Streetworks – with details of proposed site investigation work to be carried out.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 months</td>
<td>Initial letter drop and information of major works to residents, businesses and Ward Councillors.</td>
<td>Check and comment on proposals and approve method and timing of site investigation works. Inform Cabinet Member and Ward Councillors if site investigation work will have an impact.</td>
<td>Cabinet Member and Ward Councillors given opportunity to comment.</td>
</tr>
<tr>
<td>Time Frame</td>
<td>Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3 months</strong></td>
<td>Register Notice for major works</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Between 2 and 3 months</strong></td>
<td>Details of planned works to be finalised. Applications made for temporary traffic regulation orders, temporary traffic lights etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6 weeks</strong></td>
<td>Final check and confirmation that information is approved. Start date to be agreed. Cabinet Member to be briefed. Temporary traffic regulation order to be generated (4 weeks’ required for 5 day notice, 6 weeks’ required for temporary TRO) Temporary traffic lights etc to be approved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Between 2 and 8 weeks</strong></td>
<td>Letter to be sent to residents and businesses affected. Letter to Ward Councillors. Information to go out to Police and other emergency services, Centro and Bus operators and taxi operators where required. City Centre Business Partnership to be informed through the City Centre Management.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2 weeks</strong></td>
<td>Press and Radio information to be released in coordination with BCC press office. Advanced warning signage</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>0</strong></td>
<td>Traffic Management to be implemented and work commenced.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 3.4 Pre-start information required from works promoters for major works

#### Fig 9 Check list of information required from works promoters for major works

<table>
<thead>
<tr>
<th>Information required at initial planning stage for approval in principle</th>
<th>Information required at detailed planning stage for approval</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Working arrangements and site management</strong></td>
<td></td>
</tr>
<tr>
<td>Plan indicating location of works and surrounding area</td>
<td>*</td>
</tr>
<tr>
<td>Statement of construction strategy for the scheme</td>
<td>*</td>
</tr>
<tr>
<td>Method statement identifying how work will be carried out</td>
<td>*</td>
</tr>
<tr>
<td>Outline programme of the works</td>
<td>*</td>
</tr>
<tr>
<td>Detailed programme of works</td>
<td>*</td>
</tr>
<tr>
<td>Indicate potential restrictions</td>
<td>*</td>
</tr>
<tr>
<td>Working Hours</td>
<td>*</td>
</tr>
</tbody>
</table>
| Resources to be used on site | * | *
| Length of excavation that will be open at any one time | * | * |
| Material storage | * | |
| Removal of spoil | * | *
| Access to site | * | *
| Site Contact details | * | * |
| Statement to demonstrate that the least disruptive method of working is being implemented | * | * |
| Confirm method of consultation | * | *
| Advanced information signage (two weeks prior to commencement of works) | * | |
| Agreed and confirm any pre-start site investigation works | * | * |
| **Traffic Management** | |
| Traffic management strategy plan to include restrictions, diversion routes etc | * | * |
| Programme showing road closure, restrictions and duration of traffic management phases | * | |
| Name and details of traffic management contractor, preparing, installing, maintaining and removing signage. | * | *
| Method statement detailing installation, maintenance and removal of traffic management | * | *
| Applications for road closures and temporary changes to traffic regulation orders (6 to 8 weeks notice required) | * | *
| Application for temporary traffic lights | * | *
| Temporary suspension of parking | * | *
| Advanced signage at key junctions on the approach to give motorists the opportunity to use alternative routes | * | *
| Details of site access arrangement and construction traffic movements | * | *
| Consultation with Centro, bus operators, taxi operators | * | *
| Consultation with Police and other emergency services | * | *
| Consultation with Ward Councillors | * | * |
4.0 Traffic management

In all cases, once the proposed temporary traffic management arrangements are approved following submission of the initial TMP2 via email, the works promoter should inform the Streetworks Authority – Amey Streetworks of any changes to the agreed arrangements and obtain approval for any significant changes before changes are implemented, by completion of a further Form TMP2 by email. This needs to be reflected by the works promoter in their maintaining of a traffic management record for auditing and claims purposes.

4.1 Accredited personnel and audit systems

Agreed and approved traffic management should only be installed, maintained, and removed by accredited traffic management contractors or site based personnel.

Proof of accreditations must be provided before work on site commences and should form part of the traffic management information provided at pre-start stage.

Evidence of audit systems must be provided to demonstrate that temporary traffic management is correctly installed, regularly maintained, and removed.

The traffic management contractor will be expected to be responsible for all temporary traffic management arrangements including phased changes unless agreed prior to works commencing.

4.2 Lane restrictions

- The works promoter must take into account carriageway and footway widths and restrictions.
- The table below provides direction on road widths and appropriate arrangements.

**Fig 10 Schedule of road widths**

<table>
<thead>
<tr>
<th></th>
<th>Normal traffic including buses &amp; HGVs</th>
<th>Cars and light vehicles only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-way working</td>
<td>6.75 metres minimum</td>
<td>5.5 metres minimum</td>
</tr>
</tbody>
</table>
| Shuttle working with traffic control | 3.7 metres maximum  
                          | 3.25 metres desirable minimum  
                          | 3.0 metres absolute minimum | 3.7 metres maximum  
                          | 2.75 metres desirable minimum  
                          | 2.5 metres absolute minimum |

Reproduced from “Safety at Street Works and Road Works - Code of Practice”.

4.3 Traffic control and temporary traffic signals

Where the works promoter has identified that “Shuttle working with traffic control” is required (see section 4.2), then the following choice of traffic control methods need to be considered (by reference, in the first instance, to “Safety at Street Works and Road Works - Code of Practice”).

- Give and Take - control by means of single file traffic arrangement only.
- Priority Signs - control by means of a priority arrangement, with the flow on the restricted side of the road required to give priority to oncoming vehicles.
- Stop/Go Boards - control by manual operation of Stop/Go boards where the two-way traffic and the length of the works do not exceed set levels.
• Stop-Works Signs - control by means of a hand held sign, only to be used to stop traffic for a short period during works on or near a road.
• Two way and three way plus lights - control by temporary traffic signals on high usage roads where works in a traffic lane or at a junction do not allow for two way traffic to be maintained past the works.
• Turning off and on permanent Traffic Lights - This must only be carried with the agreement of UTC and alternative arrangement must be in place. The turning off and on signals should only be carried out by UTC officers or by other authorised persons. If traffic signals are not working, signs should be provided on all approaches reading “Traffic signals ahead not in use”. Permanent signals can be replaced with portable signals if required by the nature of the works. If pedestrian lights at a signal junction are affected by the works, they should be treated in a similar manner to controlled pedestrian/cycle crossings.
• Controlled pedestrian/cycle crossings - approval to close such facilities should be sought from UTC at an early stage. This approval should be sought prior to carrying out the subsequent physical activities that are required in order to facilitate the closure of these facilities.
• In applying for approval to use temporary traffic signals and/or carry out operations affecting permanent traffic lights and controlled pedestrian crossings, the works promoter should refer to UTC guidance note and forms, as follows:-
  - “Procedure for Portable Signals” - Guidance Note.
  - Forms TS1, TS2 and TS3 Application/Notification are to be used for temporary Traffic Signals on the Public Highway (West Midland HAUC approved) and must be completed for all temporary traffic light applications. Signals required for more than two way arrangements must not be used without highway approval.
• No two way signals should be used on the highway without notification and consideration of the adjacent highway layout.
• The approval of notification of signals does not give the go ahead for works to commence. There is still a need to get approval for the traffic management proposals through the TMP forms.

4.4 Road Closures and Temporary Traffic Regulation Orders

Where the proposed works will necessitate a full road closure, the works promoter should take into account the following: For closures of 5 days or less a traffic regulation notice is required. For closures greater than 5 days a traffic regulation order is required. Temporary traffic regulation Notices and Orders will also require temporary one way operating, banning of turning movements, suspension of access restrictions, suspension of parking, suspension of bus lanes, cycle lanes, Hackney Carriage Ranks, disabled parking, loading bays etc.

The works promoter will need to consult with businesses, residents and other highway users affected by a proposed closure or restrictions to maintain access and take into account frontage requirements.

The works promoter will need to complete the road closure application form and provide supporting information as detailed in the traffic Management Protocol.

Once the temporary traffic management arrangements have been agreed the works promoter will need to allow sufficient time for the City Council to prepare and advertise the legal order/notice (see temporary TRO time lines – schedules 1 & 2)
## Timeline for temporary TROs

### Schedule 1

(Notices – for closures and restrictions etc up to 5 days)

<table>
<thead>
<tr>
<th>Time in working days</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 0                    | o Works Promoter to identify and plan method of working including traffic management proposals.  
                        | o Works promoter to identify and take into account site specific issues. This may require discussions and consultation with frontages and highway users.  
                        | o TMP2 application and supporting information to be submitted from works promoter in conjunction with permit application and/or NRSWA Notice. |
| Day 1 to day 28      | o Assess application, check sufficient information has been received, check for clashes with other works etc.  
                        | o Challenge/reject proposals if inadequate information etc.  
                        | o (There should be a major works notice submitted giving 3 months notice of this work) |
| Day 10 to day 45     | o Agree details of traffic management proposals  
                        | o Confirm approval of traffic management before Notice is drafted. |
| Day 13 to day 50     | o Prepare draft Notice |
| Day 14 to day 51     | o Get Notice signed by Chief Officer prior to Notice being advertised on street.  
                        | o Send out copy of Notice to Emergency Services and other Road User Associations.  
                        | o Advertise Notice on Street for a minimum of 5 working days prior to commencing work on site.  
                        | o Advanced warning signage and notification to frontages etc to be sent out by works promoter |
| Day 21 to day 56     | o Work can commence on site  
                        | o The Notice can only allow closures or other restrictions etc to be in place for a maximum of 5 continuous days. |

### Note:
- This timeline is based on the legal requirements laid out in:
  - Road Traffic Regulation Act 1984
  - The Road Traffic (Temporary Restrictions) Procedure Regulations 1992
  - The Traffic Management Act 2004
- Certain actions within the time line can only be carried out on working days, but the overall time line includes weekends.
- A closure or restriction covered by a Notice can not be extended beyond a maximum of 5 days.
- If works are expected to extend beyond 5 days a TTRO will be required see schedule 2.
- In order to achieve the time scales able the works promoter must fully plan the works and consider all risks and issues.
- Where specific highway users such as bus operators are affected by planned works advanced consultation and agreement must be sought before making applications.
## Timeline for temporary TROs

### Schedule 2

(TTROs – for closures and restrictions etc)

<table>
<thead>
<tr>
<th>Time in Working days</th>
<th>Actions</th>
</tr>
</thead>
</table>
| 0                    | o Works Promoter to identify and plan method of working including traffic management proposals.  
|                      | o Works promoter to identify and take into account site specific issues. This may require discussions and consultation with frontages and highway users.  
|                      | o TMP2 application and supporting information to be submitted from works promoter in conjunction with permit application and/or NRSWA Notice. |
| Day 1 to day 28      | o Assess application, check sufficient information has been received, check for clashes with other works etc.  
|                      | o Challenge/reject proposals if inadequate information etc.  
|                      | o (There should be a major works notice submitted giving 3 months notice for this work) |
| Day 10 to day 45     | o Agree details of traffic management proposals  
|                      | o Confirm approval of traffic management (TMP2) before TTRO is drafted. |
| Day 14 to day 50     | o Prepare draft temporary TRO |
| Day 15 to day 55     | o Get TTRO signed by Chief Officer prior to going out to advert  
|                      | o Advert to be sent to Printer Agents ready for advert, draft advert to be checked and Order also to be checked by legal services. |
| Day 22 to day 62     | o First advert in press – Notice of Intent at least 7 days prior to sealing/making the order  
|                      | o Send out copy of Notice to Emergency Services and other Road User Associations.  
|                      | o A copy of the Notice of Intent may be displayed on Street concerned.  
|                      | o Advanced warning signage and Letter drops etc to be sent out. |
| Day 29 to day 69     | o Making of the Order - TTRO sealed by legal services on a Tuesday or Thursday. |
| Day 30 to day 70     | o Order in place work can commence on site |
| Day 43 to day 83     | o Second advert in press – Notice of making in press within 14 days of making/sealing the order. |

### Note:
- This time line is base on the legal requirements laid out in:
  - Road Traffic Regulation Act 1984
  - The Road Traffic (Temporary Restrictions) Procedure Regulations 1992
  - The Traffic Management Act 2004
- Certain actions within the time line can only be carried out on working days, but the overall time line includes weekends.
- A closure or restriction covered by an Order has a time limit of 18 months on the highway and 6 months on footpaths.
- If works are expected to take 5 days or less a Notice can be used in place of a TTRO will be required see schedule 1.
- In order to achieve the time scales able the works promoter must fully plan the works and consider all risks and issues.
Where specific highway users such as bus operators are affected by planned works advanced consultation and agreement must be sought before making applications.

Where road closures and/or restrictions require bus services to be diverted off their registered route for more than 2 weeks, bus operators must be given 8 weeks notice.

4.5 Alternative Routes

Where works significantly affect a route of high traffic sensitivity or strategic importance and/or where works are to take place for periods of longer than 8 weeks, the works promoter should install “Alternative Route” Signs.

The “Alternative Route” signs are required in order to provide information to road users, in advance of the affected route and of other available alternative routes. The suitability of the actual alternative routes and the wording of the alternative route signs should be agreed with the BCC Highways representative. This will be outlined in the signing schedule with the Traffic Management Form.

These signs will be separate from the works information boards and statutory diversion signs required for directing traffic as part of a full road closure. The possible use of alternative route signs in conjunction with full road closure diversion routes needs to be agreed with the BCC Highway representative, as the use of both signs may create confusion due to the two routes not necessarily being the same.

The alternative route signs, however, may be required in addition to any advanced warning signs highlighted in Section 5.11, to be agreed with the BCC Highways representative.

4.6 Suspension of on-street Pay & Display parking bays, bus stops, loading and parking bays, bus lanes and bus gates, taxi ranks, disabled parking.

TTROs would also be required where the presence of works do not require a full road closure but do require the suspension of various existing Traffic Regulation Orders (TROs) that operate during the times when works take procession of the relevant road space, ie the suspension of Bus Lanes, cycle lanes, Hackney Carriage Taxi Ranks, disabled parking, loading bays, etc.

However, with regard to the suspension of Pay and Display parking bays and/or any adjacent waiting restrictions in the city centre controlled parking zone, the works promoter should in the first instance liaise with BCC’s Parking team to discuss approvals and charges.

See section 4.4 for additional information relating to full road closures.

4.7 Permits

The works promoter shall be required to obtain appropriate BCC permits prior to certain works or the placing of obstructions takes place on the highway, particularly if they are not licensed through NRSWA.

Where there is not a requirement to excavate in the highway but there is a need to place an obstruction on the highway that will restrict traffic/pedestrian flows, the works promoter is required to submit a TMP002 and a traffic management plan.
The various types of permits are as follows, each of which has its own Guidance Notes:

- Hoarding permit
- Excavation permit
- Scaffold permit
- Crane permit
- Disposal of materials permit.
- Cart over permit.

BCC’s contact number for obtaining permit application forms is 0121 303 8957, alternatively all application forms are available online via www.birmingham.gov.uk/highways (general highways permit applications)

5.0 Information and publicity

All following sub-sections are to be read in conjunction with the timetables highlighted in the “Service Provider Pre-Start timetable” referred to in Section 3.4

5.1 Consultation with residents and businesses

The works promoter should carry out as a minimum, a letter drop to affected residents, businesses and frontagers, taking into account the needs of any specific organisations. Further consultation may be required if the planned works are likely to have a major impact.

Additional letters will be necessary for residents, businesses and frontagers affected by road closures and where works are to take place for periods of longer than 8 weeks.

The works promoter is required to provide BCC and/or BCC’s Streetworks Authority – Amey Streetworks – with a draft letter for comment if requested.

5.2 Ward Councillors and constituency engineers/district directors

If the works are substantial the Constituency Engineer will need to be involved in the consultation process and will need to keep Ward Councillors informed, but where appropriate for works that are going to have a major impact on local residents and businesses the works promoter will need to consult and inform the Ward Councillors directly. The works promoter is required to send a letter to local Ward Councillors and should also send information letters to the affected Constituency Engineer, copied to the District Director.

The works promoter is required to provide BCC and/or BCC’s Streetworks Authority – Amey Streetworks – with a draft letter for comment if requested.

5.3 Cabinet Member for Transportation and Street Services

The Birmingham City Council’s (BCC) Highways representative should inform the Cabinet Member of the work promoters planned programme, where appropriate.

The method of supplying this information (ie either by email or briefing note) will be determined by BCC and will be based on the complexity of the proposed works.
5.4 Chief Officers and Heads of Service

BCC’s Highways representative should inform Chief Officers and Heads of Service of the planned programmes of those work promoters external to BCC, where appropriate. The method of supplying this information (ie either by email or briefing note) will be determined by BCC and will be based on the complexity of the proposed works.

With regard to the planned programmes of BCC originated works, it is the internal works promoter who should inform Chief Officers and Heads of Service, where appropriate. Again, the method of supplying this information (ie either by email or briefing note) will be based on the complexity of the proposed works.

5.5 Press releases and BCC website

For major works and works having significant impact on the movement of traffic, the works promoter should provide BCC’s Corporate Media Team with a press release. The contact details of the Media team are as follows:

**Telephone:** 0121 303 3287  
**E-mail:** press.office@birmingham.gov.uk  
**Web:** [www.birmingham.gov.uk/newsroom](http://www.birmingham.gov.uk/newsroom)  
**Address:** 2nd Floor, Council House  
Victoria Square  
Birmingham  
B1 1BB

This would be required prior to the commencement of works and may require a further updated press release during the works, where it is agreed that this is necessary.

The works promoter is required to provide the BCC’s Highways representative with press release drafts for comment before they are forwarded to BCC’s Corporate Media Team.

BCC’s Highways representative should populate the corporate website with details of the service providers planned programme and provide regular updates.

5.6 Local radio and media information

BCC manages its traffic and travel information through a system called MATTISSE that uploads information on to [www.help2travel.co.uk](http://www.help2travel.co.uk). This is a real-time traffic and travel information system covering the Midlands region of England.

It shares information between Local Highway Authorities, Urban Traffic Control Centres, Police, Public Transport Operators, Media Organisations and the travelling public through traffic links with local radio stations.

BCC’s Highways representative should update the MATTISSE information system with details of the service providers planned programme and also provide regular updates as appropriate.

The works promoter may need to contact local radio stations and other organisations, as agreed, in order to directly pass on information for the travelling public.
5.7 Emergency services

There is a need to contact these on all works that restrict the movement of traffic on the strategic network.

The works promoter will need to contact the emergency services directly where it is considered that local stations are affected directly and/or road closures are planned. The works promoter will need to give particular consideration to ambulances and their emergency routes into hospitals.

The works promoter may need to seek the assistance of the Police where highway users are obstructing the highway or unlawfully interfering with the works and operations.

The initial contact points for the emergency services are as follows:-

**Police:**
Tel: 0845 113 5000 contactus@west-midlands.police.uk Fax 0121 626 5642

**Fire Service:**
Tel: 0845 5000 900 contact@wmfs.net

**Ambulance Service:**
Tel: 01384 15555 Fax: 01384 415677

5.8 Centro and Bus Operators

BCC’s Highways representative may provide details of the work promoters planned programme, with regular updates as appropriate, at the regular Bus Liaison Meetings.

In considering programmes of works and method statements the works promoter should look to maintain existing bus services even if the works do not involve full road closures.

Where works are likely to involve full road closures the works promoter should apply particular regard at an early stage to what diversion routes are available and how suitable they are for maintaining bus services.

The works promoter should consider how works are likely to affect bus stops and particularly instances where the suspension of bus stops would be required.

In conjunction with this, the works promoter should consider the provision of temporary stops, where applicable, but this must not cause unnecessary impact on other highway users and frontages.

To facilitate the above, the works promoter should in the first instance enter into discussions with Centro, bus infrastructure managers and bus operators. The initial contact point is as follows:-

**Centro contacts:**
Tel: 0121 214 7214
Centro, Centro House, 16 Summer Lane, Birmingham, B19 3SD

**Main bus operator:**
National Express West Midlands
Highways & Roadworks Coordinator 0121 254 6305
The Works Promoter should take into account High frequency and strategic bus routes such as the 50 services and 11 Services. Details of these and other services can be obtained from Centro

5.9 Taxi Operators (Hackney Carriages and Private Hire)

BCC’s Highways representative should provide details of the work promoters planned programme, with regular updates as appropriate, to Taxi Association Meetings.

If the works have a direct impact on taxi operations the works promoter will be required to agree alternative arrangements directly with Hackney Carriage and Private Hire representatives (see section 4.6 for additional information relating to suspension of existing Hackney Carriage Taxi Ranks).

Contact details for various taxi associations can be found Figure 13 Contact Details.

5.10 Other site specific consultation

The works promoter should identify at an early stage local concerns and interested parties that need to be taken into account when planning the works. These outlets would need to be considered for the impact on them of general works and particularly whether they are directly affected by a full road closure or are on a diversion route and should be included in letter drops carried out by the works promoter. Such outlets include the following, although this list is not exhaustive:-

- Hospitals
- Schools- the service provider should assess whether school crossing wardens are affected and if so, liaise with the BCC Highways representative.
- Public Buildings
- Elderly Persons residences
- Outlets that may require 24hour, 7 days a week access (ie freightliner depots or courier/express delivery outlets).
- Churches and other religious establishments.
- Local shopping centres/areas.
- Car Parks- the works promoter should liaise with the BCC Highways representative where a car park is BCC Pay & Display and with other relevant persons where a car park is privately owned.
- For all the above, additional signage and restrictions may need to be introduced. The works promoter should agree arrangements with the third party affected and the BCC Highways representative.

5.11 Advanced warning and Information Boards and Variable Message Sign (VMS) information

The works promoter should install advanced warning and information boards, to be put in place 2 weeks prior to commencement of works.

The information provided on the signs should be clear, legible and be easily readable by passing motorists.
The information contained within the signs should identify the nature of works, start date and duration, contact information and emergency numbers. The wording of the information signs should be agreed with the BCC Highways representative.

These may be required in addition to any alternative route signs and statutory diversion signs required for directing traffic as part of a full road closure, as highlighted in Section 4.5.

BCC’s Highways representative should arrange for the networks VMS’s to display suitable messages and updates, where appropriate, the content of which is to be agreed with the Traffic Manager.

6.0 Other issues to be considered

6.1 Refuse collections and other service vehicle access

The works promoter should consider the management of access arrangements for refuse vehicles if a road is to be closed or restricted to such an extent that refuse activities are likely to be affected and confirm what arrangement will be implemented. The accumulation of uncollected refuse is a health and safety issue and must be addressed.

Such arrangements to be considered include opening up the road closure or removing the restriction, where possible, to allow access; arranging for marshalling to be provided for the refuse vehicle to be guided in and out of a closed road (if it is not physically possible to turn the vehicle around) and/or arranging for refuse bags/wheelie bins to be moved to the end of a closed road for ease of collection.

The Street Cleansing contact point is 0121 303 1112.

6.2 Events affecting the highway

Planned key special events and processions are entered into the Streetworks Gazetteer and the works promoter should take these into consideration when planning and programming works.

In particular, there are a number of processions, religious festivals, football and cricket matches, planned events at the NIA/ICC and Cannon Hill Park, etc, that take place on a regular basis across the city.

The works promoter may be required as part of their agreed method of working to close down works while an event is taking place. In some cases, this may be required with short notice, e.g., if a demonstration or a protest takes place and where instructed by the Police.

A number of key special events requiring special consideration in the City Centre are shown below:

- St Patrick’s Day.
- Remembrance Day.
- Birmingham Pride.
- Rathayatra Festival.
- Half Marathon.
- German Christmas Market.
The above list is not exhaustive and the works promoter will need to consider other key special events in the City centre and also those in other areas of Birmingham.

6.3 Noise and dust

If not given adequate consideration or control, noise (including vibration) and dust can give rise to complaints from members of the public. These complaints may come direct to Highways but may also be received by the City Council’s Environmental Protection Unit (EPU) who has their own specific powers to control any adverse environmental emissions.

When planning works it is important to ensure that environmental issues are considered and the EPU should be consulted on any proposed works within 50m of the façade of any residential accommodation where there is:

- Any proposal to undertake any works after 7pm or before 7am
- Any proposal to undertake any works on Sundays.

The EPU may be contacted at:

581 Tyburn Road
Erdington
Birmingham
B24 9RX
Tel: 0121 303 9900
Email: pollution.team@birmingham.gov.uk

The EPU’s primary aim is the protection of public health and the environment but acknowledge that there are many other considerations that will need to be taken into account, not least those relating to Health & Safety and ensuring the free flow of traffic.

The EPU will take a more flexible and pragmatic approach to any emergency situation as defined under the New Roads and Street Works Act 1991.

Consultation with Residents / Businesses
The EPU will likely recommend that for any works taking place between the hours specified above, or on Sundays, that local residents and businesses likely to be affected by the operations receive a letter explaining the works to be undertaken, the reason for the works, the projected impact, the timeframe over which they are likely to run, and the details of a person(s) to contact in the event of problems. This should also be considered good practice for certain daytime operations where the works may have a particular impact upon any nearby premises.

Legislative Powers
The EPU have specific powers to address any instances of adverse noisy operations:

- Under the Control of Pollution Act 1974 the Local Authority may serve a notice under section 60 imposing requirements as to the way in which construction works are to be carried out.
- Under the Environmental Protection Act 1990, as amended by the Noise and Statutory Nuisance Act 1993 the Local Authority may serve an abatement notice under section 80 which may preclude the use of vehicles, machinery or equipment with immediate effect.
Advice
As well as contacting the EPU, prospective operators should consider consulting the following
British Standard which provides definitive advice on the type of noise likely to be produced and
how to undertake an effective program of control.

BS 5228:2009, Code of practice for noise and vibration control on construction and open sites,

6.4 Disability and equality issues

In planning and programming work, the works promoter should be aware of BCC’s “Considerate
Contractor Streetworks Scheme”, which highlights that particular attention must be paid to the
needs of vulnerable groups, including those people with disabilities.

Where works are anticipated to take place in areas of high pedestrian activity, the works
promoter should liaise with the Disability Access Committee, in order to help ensure that
disability issues are properly taken into account (contact number 0121 616 2942).

The works promoter should also consider and apply all relevant legislation contained within
those Disability Discrimination Acts enforceable at the time of planning.

6.5 Reference documents

- Highways Act 1980
- Traffic Management act 2004
- New Roads and Street works Act 1991
- Code of practice for the Coordination of Street Works and works for Road Purposes
  and Related Matters
- Construction (Design and Management) Regulations 2007
- Safety at Street Works and Road Works – A code of Practice
- Traffic Signs Regulations and General Directions 2002 and other statutory instruments
- Dft Pink Book “Introduction to the Use of Portable Vehicular Signals” issued March
  2008 and any subsequent amendments.
  1 and 2 published 31st March 2009 with updates as at 23rd June 2010 and any
  subsequent amendments.
- Dft Traffic Advisory Leaflet 2/11 April 2011 – Portable Traffic Signals for Control of
  Vehicular Traffic.
- Dft Traffic Advisory Leaflet 3/11 April 2011 – Signal Controlled Pedestrian Facilities at
  Portable Traffic Signals
- BCC Highways Traffic Management Protocol

6.6 Glossary of terms

- **Highways Authority** – is the City Council as defined in section 1and 329 of the
  Highways Act 1980
- **Local Traffic Authority** – is the City Council as defined in section 121A of the Road
  Traffic Regulation Act 1984 and the Traffic Management Act 2004
- **Streetworks Authority** – is the City Council as defined in section 49(1) of the
  New Roads & Streetworks Act 1991
- Traffic Manager – A management post within the City Council as required by the Traffic Management Act 2004
- Works Promoter – can be either an undertaker, street authority and other Authority as defined in section 48(4), Section 49(1) and sections 88, 89 and 91 respectively of the NRSWA
- UTC – Abbreviation for Urban Traffic Control (part of City Council Highways)
- HAUC - Highway Authorities and Utilities Committee
- NJUG - National Joint Utilities Group
- Notice Management System - Birmingham City Council’s ‘Notice Management System’ is ‘Confirm Streetworks’ supplied by Pitney Bowes Mapinfo.

6.7 Summary of contact details

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham City Council</td>
<td>0121 212 7266</td>
<td><a href="mailto:BHM_Streetworksregister@amey.co.uk">BHM_Streetworksregister@amey.co.uk</a></td>
</tr>
<tr>
<td>Streetworks - Amey Streetworks Register</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birmingham City Council</td>
<td>0121 303 7617</td>
<td><a href="mailto:parking@birmingham.gov.uk">parking@birmingham.gov.uk</a></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birmingham City Council</td>
<td>0121 303 8957</td>
<td><a href="mailto:Highwayspermitmanagement@birmingham.gov.uk">Highwayspermitmanagement@birmingham.gov.uk</a></td>
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<tr>
<td>Permits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>101</td>
<td><a href="mailto:contactus@west-midlands.pnn.police.uk">contactus@west-midlands.pnn.police.uk</a></td>
</tr>
<tr>
<td>Fire Service</td>
<td>0845 5000 900</td>
<td><a href="mailto:contact@wmfs.net">contact@wmfs.net</a></td>
</tr>
<tr>
<td>West Midlands Ambulance Service</td>
<td>0138 415 555</td>
<td><a href="mailto:enquiries@wmas.nhs.uk">enquiries@wmas.nhs.uk</a></td>
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<tr>
<td>National Express West Midlands</td>
<td>0121 254 6305</td>
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<tr>
<td>West Midlands Taxi Association Ltd</td>
<td>0121 326 7661</td>
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<tr>
<td>Birmingham Taxi Co-operative</td>
<td>0121 622 6694</td>
<td></td>
</tr>
<tr>
<td>TOA Taxis</td>
<td>0121 426 0131</td>
<td><a href="mailto:sales@toataxis.net">sales@toataxis.net</a></td>
</tr>
<tr>
<td>ComCab</td>
<td>0121 622 0888</td>
<td></td>
</tr>
<tr>
<td>BASTA (Birmingham &amp; Solihull Taxi Alliance)</td>
<td>0121 772 0000</td>
<td><a href="mailto:basta.x@hotmail.co.uk">basta.x@hotmail.co.uk</a></td>
</tr>
<tr>
<td>Birmingham Black Cab Association</td>
<td>07773 326 149</td>
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<tr>
<td>Birmingham City Council</td>
<td>0121 303 1112</td>
<td><a href="mailto:streetcleansing@birmingham.gov.uk">streetcleansing@birmingham.gov.uk</a></td>
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<tr>
<td>Birmingham City Council</td>
<td>0121 303 9900</td>
<td><a href="mailto:Pollution.team@birmingham.gov.uk">Pollution.team@birmingham.gov.uk</a></td>
</tr>
<tr>
<td>Environmental Protection Unit</td>
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<tr>
<td>Birmingham Disability Access Committee</td>
<td>0121 616 2942</td>
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</tr>
<tr>
<td>Birmingham City Council</td>
<td>0121 303 4149</td>
<td></td>
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<tr>
<td>Out of Hours Control Room</td>
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