TRAFFIC MANAGEMENT PROTOCOL

NEW HIGHWAY SCHEMES & IMPROVEMENTS
TRAFFIC MANAGEMENT APPROVAL

TEMPORARY TRAFFIC MANAGEMENT APPROVAL

ISSUE 3 – 01.06.2011
CONTENTS

1.0 Introduction and definitions

2.0 Traffic Management Approvals
2.1 TMP1
2.2 TMP2
2.3 TM Audit

3.0 New highway schemes & improvements – traffic management consultation & approval
3.1 Introduction
3.2 Detail

Figure 1 - Flow chart identifying scheme promoter’s route to obtain traffic management approval

Appendix 1 – Questions designers/project managers need to address prior to requesting traffic management approval

Form TMP1 – Request for approval at preliminary design stage and request for approval at detailed design stage

4.0 Temporary Traffic Management request for approval TMP2 guidance notes
4.1 Detail
4.2 Figure 2 Flow Chart identifying the traffic management approval process for TMP2
4.3 Guidance Notes -The Works Promoter must.

Figure 3 Works planners route for approval

Figure 4 Schedule of information required

Schedule 1 – Time line for temporary TROs (Notices)
Schedule 2 – Time line for temporary TROs

Form TMP2 – Temporary Traffic Management request for approval

5.0 Temporary traffic management Audit
5.1 Introduction
5.2 General Requirements
5.3 Procedure for Installing and Removing Closure
5.4 Specific Precautions to be by Traffic Management Companies
TRAFFIC MANAGEMENT PROTOCOL

1.0 Introduction

The Traffic Management Act 2004 came into effect from January 2005 and 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 the Traffic Manager in achieving these objectives it has been identified that there are several aspects of traffic management where the Traffic Manager and his team need to be consulted, give approval where control measures need to be introduced.

Traffic management consultation and approval for new highway schemes/improvements and temporary traffic management should be sent to Birmingham City Council Streetworks Authority – Amey Streetworks via Email and a response will be given by Email.

BHMStreetworks@amey.co.uk

Consultation and approval of traffic management will be required for all sections of highway affected. The level of consultation will be dependent on the impact on the movement of traffic on the strategic network and the local community.

Once approval has been given for traffic management proposals the works promoter of the proposals must ensure that all permanent and temporary traffic regulation orders, notices are arranged together with any temporary traffic light applications, permits, parking suspensions etc. and have consulted with all affected parties.

The works promoter designing and implementing highway schemes and changes including Section 278 work will be responsible for preparing traffic regulation orders and associated plans. The works promoter must ensure the implementation of works including signs and road markings are in accordance with the TRO.

Where traffic management proposals are required for developments the TM protocol should be used in conjunction with the ‘Highways Development Protocol’ that provides factors to be considered by developers at pre-planning and pre-implementation stages.

The consultation and approval of traffic management proposals is a critical part of the Highway Authorities Statutory Duty under the New Roads and Streetworks Act 1991. When temporary traffic management proposals are being considered for work on the highway the TM protocol should be used in conjunction with the ‘Birmingham Streetworks Code of Good Practice’ that
provides detailed requirements for coordination, communication and temporary traffic management.

2.0 Traffic Management Approvals

The aspects of traffic management that need to be considered are as follows:

2.1 Traffic management consultation and approval for new highway schemes and improvements.
This would be a two stage approval:
- Traffic management consultation and approval in principle at preliminary design stage (TMP1)
- Traffic management consultation and approval at detailed design stage (TMP1)

Traffic management approval at this stage needs to be obtained by the Project Manager who is the owner and/or works promoter of the scheme.

2.2 Temporary traffic management approval (TMP2)
Traffic management approval at this stage needs to be obtained by the Works Promoter which is defined as follows:
- BCC Project Manager for highway improvement schemes including section 278 works, safety schemes, public transport schemes and other schemes/initiatives etc.
- BCC Network Management Officer for Highway Maintenance.
- Statutory Undertakers or their representative for Statutory Undertakers Work including repairs, mains replacement, new services, section 50 works etc.
- Developer or their contractor for permitted work on the highway (Applications and supporting information will be sent to BCC Permits Officer in the first instance and then forwarded to BCC Streetworks Authority – Amey Streetworks who then review and process the application and forwarded it onto TMS and UTC accordingly).

In accordance with NRSWA 1991 all works on the highway should be recorded on the streetworks register by Notification for coordination purposes and as a historical record. Any temporary traffic management proposals need to be linked to these notices via Email.

2.3 Temporary traffic management audit
The Works Promoter must maintain an audit trail of both permanent and temporary traffic managements implemented on any scheme or works on the highway. The traffic management information may be required for:
- Audit purposes at any time.
- Evidence to refute third party claims.
- Supporting information for scrutiny.
3.0 NEW HIGHWAY SCHEMES & IMPROVEMENTS - TRAFFIC MANAGEMENT CONSULTATION & APPROVAL - TMP1 GUIDANCE NOTES

3.1 Introduction
In order to maintain and improve the prosperity of the City there is a need to achieve a balance within the highway infrastructure. In addition to the existing Planning and Highway Acts, there is a need to include the requirements of the Traffic Management Act 2004 that came into effect from January 2005. This requires Local Authorities to focus more sharply on tackling the causes of traffic congestion, disruption and taking positive action to remove any congestion potential and actively promote the expeditious movement of traffic.

The Traffic Management Act 2004 places a network management duty on highway authorities to keep traffic flowing reducing congestion, taking account of their other duties and responsibilities and to co-operate with other authorities to the same end.

The Project Manager (Works Promoter) of the highway scheme must identify any part of the scheme which may increase congestion, reduce capacity, impede traffic flow or result in increased journey time. The scheme promoter must also identify any benefits or dis-benefits to pedestrians, cyclists and other vulnerable road users.

3.2 Detail
At all stages of development of a scheme, the questions identified within the attached appendix of these guidance notes needs to be addressed and resolved from a Highway and Transportation perspective. At the preliminary design stage and before any external consultation takes place the projects manager must consult with the Traffic Manager.

Traffic management consultation and approval for new highway schemes/improvements and temporary traffic management should be sent to Birmingham City Council Streetworks Authority – Amey Streetworks via Email and a response will be given by Email.

BHMStreetworks@amey.co.uk

Consultation and approval of traffic management will be required for all sections of highway affected. The level of consultation will be dependent on the impact on the movement of traffic on the strategic network and the local community.

Project Managers and Works Promoters are required to submit the TMP1 form together with supporting information to the Traffic Manager via Email to;

trafficcheck@birmingham.gov.uk
For schemes that have substantial amounts of supporting information the TMP1 should still be submitted via the e-mail address with the appropriate supporting information. If this process is not followed there may be a delay in considering and approving proposals.

Once approval has been given for traffic management proposals the owner/promoter of the proposals must ensure that all permanent and temporary traffic regulation orders, notices are arranged together with any temporary traffic light applications, permits, parking suspensions etc. and have consulted with all affected parties.

The questions raised in appendix 1 are to be used as a guide for design and will assist in identifying the impact schemes will have on the highway after completion and during construction.

The result of these questions will identify the need to provide adequate public transport, pedestrian access, service access, parking etc. and the need to minimise congestion and disruption.

When designing and planning highway changes consideration should be given to various alternative arrangements such as; traffic signals, roundabouts, priority junctions and additional signing. Traffic signals have a high maintenance cost and these costs must be identified and compared with other alternative measures.

When considering the questions raised in Appendix 1 there will be areas identified that require the scheme to take heed of and report on future costs that will be incurred as a result of the implementation of any changes required to the highway:

- Maintenance of the highway including, surfaces, street furniture, lighting, signage and road markings, traffic signals etc.
- Maintenance of planting areas and trees.
- Cleansing of highway surfaces and drainage.
- Maintenance of additional CCTV.
- Additional parking enforcement and monitoring.
- Additional CCTV monitoring.
- Additional public transport requirements.
- Surveys relating to traffic, pedestrians, public transport and parking.
- Additional traffic signal monitoring.

These requirements are not intended to curb designers’ endeavours and innovative aspirations to provide a better network. However, if transport and highway issues are not acknowledged and fully addressed at this early stage, the medium and long-term future of the highway authority could be compromised or approval to the scheme may not be forthcoming.

In addition to the highway and transportation issues, there will be other planning considerations that need to be given equal merit.

This guidance in addition to all other legislation and guidance notes that are already in use.

Form **TMP1 (Preliminary Design)** must be completed and forwarded together with supporting information to the Traffic Manager and his team for consultation and approval in principle at preliminary design stage. Approval to the preliminary design must be obtained before submitting the scheme to elected members, committees or other consultees.

Form **TMP1 (Detailed Design)** must be completed and forwarded together with supporting information to the Traffic Manager and his team for consultation and approval prior to the submission of reports to the Cabinet Member, other Directorates or Members.
Approval/Non approval will be given within 10 working days from submission of the application form with supporting information for traffic management requests that are straightforward and do not have implications for other activities. 20 working days are required from submission of application for more complex proposals.

The flow chart (Figure 1) indicates the Project Managers (Works Promoters) route to obtain traffic management approval.

FIGURE 1
FLOW CHART IDENTIFYING SCHEME PROMOTERS ROUTE TO OBTAINING TRAFFIC MANAGEMENT APPROVAL
APPENDIX 1

QUESTIONS DESIGNERS/PROJECT MANAGERS NEED TO ADDRESS PRIOR TO REQUESTING TRAFFIC MANAGEMENT APPROVAL

The following questions need to be answered by scheme designers/project managers for all schemes before completion of form TMP1

1. What impact will the scheme have on the highway network and transportation infrastructure?
The scheme may generate the following:
- Additional traffic to other roads or by attracting flows from other roads
- Additional or less pedestrian facilities
- Removal of or additional parking / servicing facilities
- Change public transport facilities in an area demand
- Disruption during construction and enabling works
- Additional long term maintain requirements
- Traffic management measures

Changes to capacity
2. Will the scheme change the capacity of the roads in the area?
3. What effect will the scheme have on the surrounding road network?
4. Will there be any reduction in traffic capacity at all?

Additional Pedestrians
5. Will the scheme have any affect on pedestrians?

6. Upon completion can the following questions be answered positively?
   - Are the existing footways adequate?
   - Are crossing facilities adequate?
   - Does the highway layout accommodate pedestrian desire lines?
   - Are facilities for the disabled adequate?

Additional Parking
7. Is the scheme affecting nearby off/on street parking facilities?
   - How is this accessed?
   - Is the off street parking sufficient?
   - Does the off-street parking include for disabled parking?
   - Will any additional congestion be caused by vehicles accessing nearby parking areas?
   - Will adjacent servicing be managed off street or on street?
   - What size of service vehicles will require access?
   - What will be the frequency of servicing?
   - Will the timing of access for servicing/deliveries need to be restricted?
   - Will the servicing affect the smooth running of the highway?

8. Is the surrounding highway network suitable for access?

Public Transport Demand
9. Will the development affect public services? Buses, Taxis, Metro, Ring & Ride, coaches etc.
   - Will any existing services/ bus stops, taxi ranks need to be relocated?
   - Can the existing facilities be relocated?

10. Will the scheme address any existing or additional demand for buses and taxis?
    - Will there need to be an increase in the bus stopping facilities near to the Scheme?
    - Is there need to be an increase in the taxi provision in the area?
    - Is there a need for Ring & Ride facilities?
    - Is there a need to provide coach parking and or coach drop off facilities?

Safety Implications
11. Will the scheme generate additional safety risks?
The following issues will need to be addressed; these may be designed out by changes to the highway and traffic management arrangements:

- Greater demand for pedestrians to cross the carriageway.
- Interface between pedestrians and service/off street access over the footway.
- Vehicle movements of the highway.
- Visibility for pedestrians and drivers.
- Driver/pedestrian distractions from lights, advertising etc.
- Increased speed
- Stationary traffic
- Unconventional highway layout

Does the street lighting need to be a need to improved?  
Is there a need to introduce new CCTV?  
Does the CCTV need to be linked to City watch?  
Does the existing CCTV require modification?

**Disruption during Construction**

12. Can the scheme be constructed in such a way so that disruption to the highway infrastructure is kept to a minimum?  
Can construction be contained off the main carriageway?  
Can existing accesses and buildings be used during construction?  
Can underground service connections and alterations be kept to a minimum?  
Will local businesses be affected?

**Maintenance Issues**

13. Will any highway changes be readily maintainable?  
Standard materials should be used.  
Highway layout should allow for ease of maintenance and minimum Disruption to traffic.

**IMPORTANT**

The cost of any additional maintenance to the Highway Authority must be identified including any additional staff resources that may be required if additional inspections/ control is necessary to run the scheme.

**Traffic Management Measures**

14. Does the existing Traffic Regulation Order covering the roads need to be changed?  
Access restrictions  
Parking restrictions  
Loading restrictions  
Banned turns, one way streets etc

**Other Issues**

15. Does the scheme/ improvement take into account all future known development and transportation proposals that are likely to affect that area of the network?  

16. Will be scheme improve or affect emergency service access?  

17. Will the construction of this scheme impact on other highway activities?  
Events, Marches etc.

18. The following details should also be considered:
Cyclist
Threshold levels

TRAFFIC MANAGEMENT SERVICES
APPLICATION FOR HIGHWAY SCHEME DESIGN APPROVAL

Disabled access
Street lighting
CCTV
Cash machine locations and access
Signage – pedestrian and vehicular especially any requirements for directional signage changes
Street nameplates
Licences that have been permitted
Discharging of surface water on to or off the highway

Highway alterations

If the highway is affected in any way, there will be a need to enter into any combination of the following agreements:

Section 106 of the Town and Country-Planning Act
Section 278 of the Highways Act
Section 38 of the Highways Act
Section 184 of the Highway Act
Section 44 of the Highway Act

Licences for Canopy 177
Cellar 180/179
Planting in the highway 142
Structures in the highway 115
Street cafes 115

Permits through the New Roads & Streetworks Act 1991 will cover temporary works and activities on the highway.

Can the scheme be implemented lawfully?

---

FORM: TMP 1

Date: ____________________________ Scheme Name: ____________________________

Promoter of Proposals: ____________________________ Name: ____________________________ Telephone no: ____________________________

Address: ____________________________ E-mail: ____________________________
4.0 TEMPORARY TRAFFIC MANAGEMENT - REQUEST FOR APPROVAL - TMP2 GUIDANCE NOTES

4.1 Detail
Approval for temporary traffic management will be required for all highway restrictions/closures. The level of supporting information and consultation will be dependent on the impact on the movement of traffic on the strategic network and the local community.

The time scale required for Approval/Non approval is dependent on the nature of the proposed works, the complexity of the proposals and sufficient supporting information being provided. The
flow chart (figure 3) identifies the works promoter’s route to obtaining traffic management approval and the period of time required for approval.

When temporary traffic management proposals are being considered for work on the highway the TM protocol should be used in conjunction with the ‘Birmingham Streetworks Code of Good Practice’ that provides detailed requirements for coordination, communication and temporary traffic management.

Traffic management approval at this stage needs to be obtained by the Works Promoter which is defined as follows:

- **BCC Project Manager** for highway improvement schemes including section 278 works, safety schemes, public transport schemes and other schemes/initiatives etc.
- **BCC Network Management Officer** for Highway Maintenance.
- **Statutory Undertakers or their representative** for Statutory Undertakers Work including repairs, mains replacement, new services, section 50 works etc.
- **Developer or their contractor** for permitted work on the highway (Applications and supporting information will be sent to BCC Permits who will then forward this to Birmingham City Council’s Streetworks Authority – Amey Streetworks in the first instance who will review the application and check all correct information is present and then forwarded it to BCC TMS and Amey UTC as appropriate to receive approval for works to commence).

In accordance with NRSWA 1991 all works on the highway should be recorded on the streetworks register by Notification for coordination purposes and as a historical record. Temporary traffic management proposals need to be linked to these notices.

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 an original request and supporting information including traffic management, programmes, methods of working, early starts, extensions, permits and section 50 applications should be sent to the appropriate email addresses to the 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 though BCC themselves who then pass the applications onto Amey Streetworks for review and processing. 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 Starts</td>
<td><a href="mailto:BHM_Streetworksregister@amey.co.uk">BHM_Streetworksregister@amey.co.uk</a></td>
</tr>
<tr>
<td>Extensions/Error Corrections/Restriction</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>
</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. Further detailed information is provided in the ‘Birmingham Streetworks Code of Good Practice’.
4.2 Guidance Notes - The Works Promoter must:

Network Management Officer to produce temporary traffic management proposals for highway maintenance works

Project Manager to produce temporary traffic management proposals

Statutory Undertakers or their representative to produce temporary traffic management proposals.

Developer or Contractor requiring temporary traffic management in conjunction with a permit application to produce proposals.

**TMP2** form to be completed and submitted with supporting information to Birmingham City Council’s Streetworks Authority – Amey Streetworks via Email

Developer or contractor to complete **TMP2** form and submit with supporting information as part of permit application to Birmingham City Council’s Streetworks Authority – Amey Streetworks where the permits team will review the TM

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.

Proposals approved reply to works promoter via Email

Reply to works promoter rejecting request with reason via Email

Implement approved traffic management proposals – obtain TTRO’s, Notices, consult with affected parties, apply for temporary traffic lights, suspend parking etc.

Works Promoter to Implement, maintain and retain a traffic management audit system for each scheme.

Works Promoter must inform and gain approval where necessary from Birmingham City Council’s Streetworks Authority – Amey Streetworks who will gain approval etc from TMS for any significant changes necessary to the approved traffic management proposals during implementation
1. Give sufficient time prior to the start date to obtain approval, carry out consultation and inform parties, arrange for Temporary Traffic Regulation Order/Notices), permits/notices and mobilise etc. Figure 3 and the temporary TRO time lines identified in schedules 1 and 2 give an indication of the time required prior to approval and commencement on site.

2. Consider methods of working that will minimise the impact on the movement of traffic and where required show that different methods of working have been considered.

3. Check and take into account the following:
   - Other activities taking place on the highway that will affect the management of traffic.
   - The traffic sensitive nature of the road and any working restrictions that are in force.
   - Public Transport requirements.
   - Emergency Service Station and routes.
   - Access to schools and other public buildings.
   - Other activities taking place on any diversion routes and/or alternative routes that will affect the management of traffic.
   - Diversion routes and/or alternative routes are suitable for the type and/or volume of diverted traffic.
   - Pedestrian movement.
   - On-street parking or loading.
   - Access to frontages.
   - Winter maintenance gritting routes and other winter maintenance requirements.

4. Take into account carriageway widths and restrictions.
   Adequate widths are required for two way working. An unobstructed width of the road past the works must meet the minimum shown in the table below, dependent on the type of traffic. Where possible, widths above the minimum should be provided in order to give space for cyclists.

   Where these widths cannot be met, shuttle working with traffic control measures must be introduced, and the unobstructed width reduced to a maximum of 3.7metres.

   Where an unobstructed width of at least 6.75metres for two way traffic cannot be provided there may be problems for HGV’s and buses and alternative proposals will be required.

<table>
<thead>
<tr>
<th></th>
<th>Normal traffic including buses &amp; HGV’s</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>
<tr>
<td>Shuttle working</td>
<td>3.7 metres maximum</td>
<td>3.7 metres maximum</td>
</tr>
<tr>
<td>with traffic control</td>
<td>3.25 metres desirable minimum</td>
<td>2.75 metres desirable minimum</td>
</tr>
<tr>
<td></td>
<td>3.0 metres absolute minimum</td>
<td>2.5 metres absolute minimum</td>
</tr>
</tbody>
</table>

5. Take into account pedestrian safety.
   It is owner/promoters responsibility to make sure that pedestrians are safe during the works. This means protecting them from both the works and passing traffic.

   The traffic management proposals must take into account the needs of children, elderly people and people with disabilities, having particular regard for visually

- 15 -
impaired people. In order to do this a suitable barrier system which safely separates pedestrians from hazards and provides sufficient access for people using wheelchairs and those with prams or pushchairs must be provided.

The walkway width to be maintained will be dependent on the amount of pedestrians using the footway and location of facilities such as shops, bus stops, bars etc.

In high volume areas the minimum clear walkway must be 3 metres.
In other locations the minimum clear walkway must be 1.5 metres.
The absolute minimum walkway width will be 1.2 metres on approval only.

Where a temporary walkway is to be located in the carriageway, suitable ramps must be provided to enable people using wheelchairs or pushchairs to negotiate kerbs safely.

Where an existing footway is located on the same side of the highway as the proposed works a temporary walkway must be maintained along the same side of the highway.

The footway cannot be closed and pedestrians cannot be forced to cross the carriageway. If a pedestrian has an accident the Contractor/developer/service provider, Highway Authority and owner/promoter of the scheme will be liable.

Only under exceptional circumstances and in suitable locations will temporary controlled crossings be permitted to allow the footway to be closed.

6. Provide the following supporting information with the application form:
   - Traffic management plan identifying extent of restrictions, lane widths, traffic control measures, diversion/alternative routes, temporary signage, pedestrian routes and any temporary highway modifications.
   - Programme of works clearly identifying any traffic management changes/implications
   - Brief method statement relating to traffic management.
   - Risk Assessment relating to traffic management.
   - Any other supporting information that may be necessary to support the case for the proposals.

7. Inform the Traffic Manager of any changes to the proposed traffic management arrangement and obtain approval from the Traffic Manager for any significant changes before changes are implemented. It may be necessary to consult with other affected parties.

If approval is not given the works promoter will be given a brief explanation of the reason for this. The owner/promoter may need to re-assess the timing of the proposed works or the proposed traffic management arrangements.

The approval of the temporary traffic management does not take away the works promoter’s responsibility for Health & Safety responsibilities in respect of the proposed works on the highway.

Once approval is given the owner/promoter must:
- Consult and inform all affected parties, including frontages, residents, businesses, bus operators, Centro, Police, Fire, and Ambulance etc that are affected and where appropriate Cabinet Member and Ward Councillors should be informed.
- Arrange for necessary temporary traffic regulation orders or notices where applicable.
- Arrange for the approval to use temporary traffic light control where appropriate.
- Ensure that all permits and NRSWA notices are in place.
- Ensure that activities on the highway are carried out in accordance with current legislative requirements.
- Implement, maintain and retain a traffic management audit system for each scheme.
FIGURE 3 FLOW CHART IDENTIFYING WORKS PLANNERS ROUTES TO OBTAINING TRAFFIC MANAGEMENT APPROVAL

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 - 10 days

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

5. Major Works
   - Carriageway works with lane restrictions that restrict the flow of traffic in either direction (traffic sensitive streets).
   - Approval period: 21 days

6. Major Works
   - Carriageway work requiring 2 way+ traffic control on 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 - 8 weeks

8. Major Works
   - Carriageway work requiring road closure or temporary TRO on traffic sensitive Streets.
   - Approval Period: 4 - 12 weeks
### Fig 4 Basic information required from works promoters

<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></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TM Plan (See 3.2.1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRSWA Notice (See 3.2.1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plan indicating location of works and surrounding area (See 3.2.2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Method Statement (See 3.2.3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit 2 way temporary traffic light notification (See 3.2.4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit application for 3 way plus temporary traffic lights</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application for road closure or other temporary TRO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programme of works (See 3.2.5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statement to demonstrate that least disruptive method of working is being implemented (See 3.2.6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Details of consultation/information provided to residents and businesses and action taken to address issues (See 3.2.7)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Details of publicity and advanced warning information (See 3.2.8)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Details of publicity and advanced warning information</td>
<td></td>
</tr>
</tbody>
</table>

1. **Minor Works**
   - Footway/Verge work with no impact on the movement of traffic.
   - 2 days
   - Yes
   - Yes

2. **Minor Works**
   - Carriageway work with no impact on the movement of traffic.
   - 2 days
   - Yes
   - Yes
   - Yes
   - Optional

3. **Standard Works**
   - Carriageway work with lane restrictions that allow through traffic in both directions (none traffic sensitive streets).
   - 5 - 10 days
   - Yes
   - Yes
   - Yes
   - Yes
   - Required if part of other planned works

4. **Standard Works**
   - Carriageway work requiring 2 way+ traffic control/shuttle working on none traffic sensitive streets.
   - 5 - 10 days
   - Yes
   - Yes
   - Yes
   - Yes
   - Required if part of other planned works

5. **Major Works**
   - Carriageway works with lane restrictions that restrict the flow of traffic in either direction (traffic sensitive streets).
   - 21 days
   - Yes
   - Yes
   - Yes
   - Yes
   - Yes

6. **Major Works**
   - Carriageway work requiring 2 way+ traffic control on traffic sensitive streets.
   - 21 days
   - Yes
   - Yes
   - Yes
   - Yes
   - Yes

7. **Major Works**
   - Carriageway work requiring road closure or Temporary TRO on none traffic sensitive Streets.
   - 4 - 8 weeks
   - Yes
   - Yes
   - Yes
   - Yes
   - Optional

8. **Major Works**
   - Carriageway work requiring road closure or temporary TRO on traffic sensitive Streets.
   - 4 - 12 weeks
   - Yes
   - Yes
   - Yes
   - Yes
   - Yes
   - Yes
   - Yes
   - Yes
# TIME LINE FOR TEMPORARY TRO’s

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

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 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.
## TMS
### TIME LINE FOR TEMPORARY TRO’s
#### SCHEDULE 2
*(TTROs – for closures and restrictions etc)*

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

**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.
# TEMPORARY TRAFFIC MANAGEMENT - REQUEST FOR APPROVAL

**Date request submitted:**

**Voyager Time Code (BCC Only):**

**Type of work (as defined by the NRSWA Act 1991):**

<table>
<thead>
<tr>
<th>Major</th>
<th>Standard</th>
<th>Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Section 54 Proposed Works Notice Ref. No.:**

**Owner/Promoter of proposals**

**Name:**

**Address/Service Area:**

**Telephone No:**

**E-mail address:**

**Road Name:**

**District:**

**Road Section:**

**Type of Temporary Traffic Management Proposed:**

**Proposed Start Date:**

**Proposed Start Time:**

**Proposed Finish Date:**

**Proposed Finish Time:**

**Reason for Temporary Traffic Management:**

**Traffic Management Contractors contact details:**

**Name:**

**Address:**

**Telephone Day Time**

**Telephone Out of Hours**

| The Works Promoter/Owner of the traffic management proposals is to check the following before approval will be given: |
|---------------------------------------------------------------|---|---|
| YES | NO |
| Is the road traffic sensitive or are there any working restrictions in force? |  |  |
| (If YES to the above, indicate the Traffic Sensitive Times and/or Working Restrictions in force):- |  |  |
| Is the proposed traffic management on a gritting route and will the winter maintenance activities be affected? |  |  |
| Are other activities taking place on the highway that will affect the management of traffic? |  |  |
| Is Public Transport affected? |  |  |
| Are Emergency Service Stations and routes affected? |  |  |
| Is access to schools and other public buildings affected? |  |  |
| Are other activities taking place on any diversion routes and/or alternative routes that will affect the management of traffic? |  |  |
| Are the diversion routes and/or alternative routes substandard for the type and/or volume of diverted traffic? |  |  |
| Is pedestrian movement affected? |  |  |
| Have Disability and Equality needs been considered? |  |  |
| Is on-street parking or loading affected? |  |  |
| Is access to frontages affected? |  |  |

If the answer is YES to any of the above questions you must provide information to support your traffic management proposals in dealing with these issues.

**Information to be provided with application form:**

- Traffic management plan identifying extent of restrictions on the highway, working space, lane widths, traffic control measures, diversion/alternative routes, temporary signage, pedestrian routes and any temporary highway modifications.
- Programme of works clearly identifying any traffic management changes/implications.
- Brief method statement relating to traffic management.
- Risk Assessment relating to traffic management.

**Approved:**

Signed .......................................................... Date ..................................

Kevin Hicks, Traffic Manager

**Not approved:**

Signed .......................................................... Date ..................................

Kevin Hicks, Traffic Manager

**Comments from Traffic Management Services or Reasons for Non Approval:**

Completed Forms to be returned as an email attachment to the email address: BHMStreetworks@amey.co.uk
5.0 TEMPORARY TRAFFIC MANAGEMENT AUDIT

5.1 Introduction
The Owner/Promoter of any temporary traffic management arrangements on the highway must ensure that all approved proposals are correctly implemented, maintained and removed on completion, in order to comply with approval guidelines.

The main objective of this section of the traffic management protocol is to ensure that Traffic Management Contractors used on the highway within Birmingham are of a satisfactory standard and are competent, have adequate resources and training to carry out the necessary works safely.

5.2 General requirements
The Works Promoter has a responsibility to encourage a positive and enthusiastic commitment to the management of activities on the highway. The Works Promoter has a duty of care to ensure the safety of pedestrians, motorists and other highway users when allowing activities to take place on the public highway and to minimise any third party claims against the City Council and/or Amey Streetworks from Highway users, businesses, residents, public service providers etc.

The responsibility to take direct action for non compliance of any approved traffic management works on the highway where the risk of imminent injury is high will be with the Works Promoter or their representative on site at that time. Other instances of low risk non compliance will be reported to the Works Promoter who must take appropriate action.

A copy of all information produced by contractors/service providers/developers etc should be retained by the Works Promoter.

The temporary traffic management audit is to be maintained and retained with supporting information by the owner/promoter of each scheme. The traffic management information may be required for:
- Audit purposes at any time.
- Evidence to refute third party claims.
- Supporting information for scrutiny.

The type of information to be retained is as follows:
- Order placed with approved Traffic Management Contractor where directly employed by BCC.
- Contractors to produce Risk Assessments, Method Statements, drawings and operatives qualifications.
- Copies of traffic management approvals TMP1 and TMP2 with supporting information.
- Copies of traffic regulation orders/notices
- Copies of permits and authorisation to work on the highway
- Copies of temporary traffic light approvals etc.

5.3 Procedure for Installing and Removing Closure
- Prior to installation, the contractor shall confirm that authorisation to proceed is in place.
- If authorisation is given contractor will issue and confirm contact numbers.
- Contractor to contact site representative to confirm approval and when it is safe to enter the site.
• Contractor to install traffic management as per drawing and method statement. (Subject to weather conditions).
• On completion of TM the contractor will ring the site representative to give permission to enter the site at works access.
• The Contractor will then regularly check the traffic management and maintain if required.
• The site representative will ring the contractor when it is safe to remove the traffic management (all vehicles, plant and debris shall have been cleared from site).
• The Contractor will then remove the traffic management and ring control when the traffic is running freely.
• In the event of an extension of time being required the Contractor will either make contact with the owner/promoter of the scheme to request an extension of time. For instances where extensions of time or alterations are required out of hours, the duty officer will need to be contacted for authorisation.

5.4 Specific Precautions to be by Traffic Management Companies
• All operatives to have undergone site induction.
• All operatives should have undergone Manual Handling Training.
• All operatives will wear High Visibility clothing (or higher specification), that complies with the legislation for the type of road i.e. to B.S EN 471 Class 3 for work on Motorways.
• Operatives will be briefed and have a working knowledge of Temporary Traffic Management on High Speed Roads & Dual Carriageways A good Working Practice.
• All operatives will either be trained in the process of being trained to the relevant standard for work on that type of road, i.e. Sector 12D or the New Roads and Street Works Act Unit 002 (Unit 010 for supervisors)
• The appropriate ratio of T.M Foreman, Registered T.M Operatives & Unregistered T.M Operatives MUST be adhered to on all occasions.
• No work is to be carried out without the Operatives being instructed on the approved Method Statement for the work activity.
• Equipment should only be carried across the live carriageway at times of low traffic flow.
• All crossing of carriageways on foot should be done in accordance with HSE/CIS No. 53.
• All signs MUST be secured, by the use of sandbags, so that in the event of an accident the sand will be dispersed thus avoiding a more serious accident.
• All signs MUST be secured by the use of sandbags to reduce the risk of them being blown into the live carriageway.
• In the event of traffic management being erected for periods longer than 2 weeks all signs will need to be securely fixed to new poles or existing street furniture and maintained accordingly unless otherwise agreed.
• Where traffic flow is high, a Police rolling block may be required.
6.0 Temporary Traffic Signal Application and Notification Requirements

All temporary signals to be used on the highway must comply with the City Councils requirements clearly identified in the **Portable Temporary Traffic Signals Protocol**.

6.1 Information required from works promoter

1. All temporary traffic signal applications and notifications should be made using West Midlands Hauc Form TS1 and comply with the condition identified on Form TS2 and TS3.

2. The use of temporary traffic signals must comply with:
   - Dft Pink Book “Introduction to the Use of Portable Vehicular Signals” issued March 2008 and any subsequent amendments.

3. TMP forms with supporting information are required for approval by the Traffic Manager or his representative in the following circumstances to clarify proposals and avoid NRSWA Notices and works being challenged:
   - All two-way and multi-way signals on the traffic sensitive streets.
   - All multi-way signals on none traffic sensitive streets.
   - Two-way signals on none traffic sensitive streets that are likely to impact on the movement of traffic on traffic sensitive streets.
   - TMP forms are not required for two way signals on none traffic sensitive streets that do not affect traffic on traffic sensitive streets.

6.2 Additional Notes

1. Where practically possible where short duration works are to take place during day light hours the use of stop & go boards should be used in place of temporary signals.

2. Where the timing of traffic through a set of temporary signals can not be readily predetermined or there are specific site requirement there will be a requirement to manually control the signals to minimise congestion.

3. Two-way temporary signals should not be used across junctions unless side road access on to the controlled area is closed.

4. Two-way signals should not be used across accesses where there is continuous use or multiple vehicles movements. If two-way signals are to be used in this instance, the works promoter must consult with the frontage and agree to close or restrict the access and this must be confirmed as part of the TMP submission.

5. Where temporary signals are to be used in place of permanent signals with pedestrian crossing facilities or where the works require controlled pedestrian crossing facilities to be switch off, the temporary traffic signal arrangements must also include controlled pedestrian crossing facilities unless there is an alternative safe pedestrian route. This must be confirmed as part of the TMP submission.

**A review of this protocol will take place every 12 months or as and when changes are required.**

Issue 3 – 01.06.2011
Stephen Taylor, Principal Projects Leader, Traffic Management Services – Highways
Tele 0121 303 6642
E-mail: stephen_k_taylor@birmingham.gov.uk