

Newcastle Business Owners/ Managers and Bird Deterrents' Meeting

Traffic Management Protocol

Background

The Newcastle Quayside and adjoining roads are generally heavily trafficked areas with on street parking on many streets. In addition, the Quaylink public service bus route travels on the Side, along Sandhill and along the Quayside.

It is envisaged that where a bird becomes trapped in netting access to release or retrieve the bird will require the use of a Mobile Elevated Working Platform (MEWP), a 'cherry picker'.

To accommodate safe access for a MEWP traffic management will be required. Newcastle City Council (NCC) are responsible for the management and approval of any Traffic Management measure on the public highway. The following protocol must be followed in the arrangement of traffic management on the public highway and the deployment of MEWP's.

Protocols

Any traffic management placed on the public highway requires the approval of NCC's Traffic Management Section. A formal request accompanied with drawings showing the location and layout of the traffic management is required to be submitted for acceptance. It is anticipated that either an emergency full closure (the works must be carried out immediately) or a lane restriction with traffic movements controlled with temporary traffic signals will be required. The following tables identifies the permitted restrictions and cost associated with the approvals required by location.

Full Closure – Emergency Traffic Order Required

Street	Cost	Time Restrictions
Side	£800	23:30 to 05:30
Sandhill	£800	23:30 to 05:30
Akenside Hill	£800	23:30 to 05:30
Queen Street	£800	09:30 to 15:00 23:30 to 05:30
King Street	£800	09:30 to 15:00 23:30 to 05:30
Lombard St	£800	09:30 to 15:00 23:30 to 05:30
Quayside	£800	23:30 to 05:30

Lane Restrictions with temporary traffic signals – No Traffic Order Required

Street	Cost	Time Restrictions
Queen Street		09:30 to 15:00 23:30 to 05:30
King Street		09:30 to 15:00 23:30 to 05:30
Lombard St		09:30 to 15:00 23:30 to 05:30

There is also a cost associated with the placing of a MEWP on the public highway. This is currently £47.52 for a day licence for up to 5 locations. It should be noted that many of the buildings on the quayside have basements which extend into the public highway and are not capable of taking the loading from a MEWP. This restricts the location where MEWP's can be located.

The following pages outline how you apply for a permission to install temporary traffic signals on the public highway, apply for a Temporary Traffic Regulation Order (TTRO): Road Closure and how to apply for permission to deploy a MEWP onto the public highway.

Apply for Temporary Traffic Signals

If you need to place temporary traffic lights on the highway and you are not a statutory undertaker then you will need to apply for permission using our [Temporary Traffic Signals Application Form](#) (pdf 76kb).

If you are not covered as a recognised utility company then for the purposes of applying for temporary traffic signals you are classed as a contractor.

The New Roads and Street Works Act 1991 (NRSWA), supported by relevant Regulations and Codes of Practice, provides a legislative framework for street works by undertakers (including utility companies) and works for road purposes, to the extent that these must be co-ordinated by street authorities.

How do I apply for Temporary Traffic Signals permission?

You will need to apply by completing our [temporary traffic signals application form](#) (pdf 76kb)

What we require from you the applicant

Completed form.
A clear location plan showing the traffic management and timings of works.
You must complete all the elements of the form as failure to do this could lengthen the application period

Minimum period of notice required

These lead in times may increase when a road is traffic sensitive

Category of work	2 Way	Multi Phase
Immediate or emergency works	By agreement with our Highway Control Assistant	By agreement with our Highway Control Assistant
Minor works	10 days	20 days
Standard works	10 days	20 days
Major works	20 days	20 days

Charges

If you require the switching off of any permanent traffic signals, then you must contact us in advance. Please phone David Fothergill on 0191 2783841 or mobile 07773802312 or email david.fothergill@newcastle.gov.uk

Duration of the licence

Any licence granted is for the timescale as noted on the approved form- any variation to this will require that you discuss with this with ourselves as other constraints may apply which could affect your works.

Emergency application

Should your works require temporary traffic signals to be installed in a emergency situation then you should make contact asap with David Fothergill details noted above or if out of office hours please phone 0191 2787878 for Civic Centre Security.

Maintenance

Newcastle City Council would expect you to maintain the temporary traffic signals in line with the legislation.

Contact details

For any details or queries you can contact the Streetworks Admin team streetworks@newcastle.gov.uk.

Apply for Temporary Traffic Regulation Order (TTRO): Road Closure

The process for preparing a TTRO will take 8 weeks to arrange, subject to ongoing works.

The cost for the TTRO (full road closure) is £1,600 and can be made by BACS banks transfer.

Asides from the payment, we would also require the following information before the TTRO could be progressed:

- Plan detailing the extents of the closure and proposed vehicle and pedestrian diversions where appropriate.
 - The plan must also show all Traffic Management signage to be used in accordance with “Chapter 8 Traffic Signs Manual” and “Safety at Street Works and Road Works: A Code of Practice”. Both documents are available online from DfT website.
 - Any phasing of closures (including where temporary TM could be used instead) should be provided.
 - The TM proposals would need to be approved before we can progress the TTRO.
- Preferred start date of works
- Likely duration of required road closure
- Hours of operation
- Will the roads be closed throughout the closure period, even when staff are off site or could parts be reopened under temporary TM, particularly during morning and evening peak times?
- Are works to be undertaken at night, and will these be noisy (if so, you will need to contact Edwin Foster, Public Health, 01912116132)
- Will any exemptions be possible? (e.g. pedestrians, cyclists, deliveries, emergency services etc)
- Copy of your letter to be sent to all effected properties including details on how you will manage their access needs, deliveries etc.
- Contact number of Site Engineer (in case of any issues, such as fallen TM etc). This number is held for NCC Officers only.
- Customer Services number which we put on our website with the road closure / temporary TM information.
- Application for TTRO made to streetworks@newcastle.gov.uk

Please also note that you may also require other Street Works Licenses such as Road Opening and Cranes (MEWPs etc.). All details of these are on our website (See weblink - <http://www.newcastle.gov.uk/parking-roads-and-transport/roads-highways-and-pavements/street-works-licences>)

Apply for a mobile elevated work platform licence

Notes for applicants

These notes are to clarify the procedures for a licence application. The application form will clearly state what we require from yourself and what you can expect from Newcastle City Council.

- Mobile Elevated Working Platforms (MEWP) can also be referred to as Cherry Pickers.
- If you are to be working with a MEWP and your work is on the adopted highway then you will be required to have a licence.
- You will need to apply for a licence at least 5 working days in advance of your work.
- The licence fee per vehicle is
 - £47.52 for 1 day for 5 locations
 - £142.56 for a 5 day licence for 25 locations
 - £190.08 for a 7 day licence for 35 locations
- The application and submission process is entirely on line
- You will need to provide the following:
 - Completed application form
 - Sketch of proposed traffic management
 - Site location plan
 - Public Liability Insurance of £10 million and Employers Liability of £10 million
- This licence should be displayed at all times on the vehicle.
- Any extension to an existing licence will be need to be requested prior to the existing licence expiring.

As an applicant you will be expected to provide the necessary pedestrian and vehicular access traffic management through Chapter 8.

The responsibility for all health and safety on site rests with the principal of main contractor. This also relates to public safety and to ensure compliance with the Lifting Operations and Lifting Equipment Regulations (LOLER).

Our Streetworks Inspector will visit the site and assess accessibility once the application form has been received.

How to apply

[Mobile elevated working platform application form](#)

- When you have applied your application will be processed. If we need to discuss any element of your application we will contact you directly
- When approved you will be sent the signed licence to display in your vehicle

Contact details

Street Works email streetworks@newcastle.gov.uk

Place Directorate, Administrative Team, 9th floor, Civic Centre, Newcastle upon Tyne, NE1 8QH.

Phone: 0191 2115913