



Civic Centre/Canolfan Ddinesig  
Newport/Casnewydd  
South Wales/ De Cymru  
NP20 4UR

**Newport**  
CITY COUNCIL  
CYNGOR DINAS  
**Casnewydd**

## **Road Space Booking Application Pack**

**NEW ROAD AND STREET WORKS ACT 1991**

**TRAFFIC MANAGEMENT ACT 2004**

**Contact:**

**Tel: 01633 656 656**

**Email – [street.works@newport.gov.uk](mailto:street.works@newport.gov.uk)**

**PLEASE NOTE THE FOLLOWING**

**FAILURE TO SUPPLY ALL THE REQUIRED INFORMATION  
WILL RESULT IN THE APPLICATION BEING RETURNED.**

**THE COUNCIL WILL NOT RETAIN ANY INFORMATION AND  
THE APPLICATION WILL NOT BE PROCESSED.**

**NO WORKS/CRANE OPERATIONS ARE TO BE UNDERTAKEN  
IN THE HIGHWAY BEFORE CONSENT HAS BEEN GRANTED.**

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**Mae'r ffurflen hon as gael yn Gymraeg, ffrormatau eraill ar gael ar gais / This form is available in Welsh, other formats available on request**

## Guidance Notes

### **Road Space booking – Application pack New road and street works Act 1991**

#### **TRAFFIC MANAGEMENT ACT 2004**

The Traffic Management Act was introduced in 2004 to tackle congestion and disruption on the road network. The Act places a duty on local traffic authorities to ensure the expeditious movement of traffic on their road network and those networks of surrounding authorities. The Act gives authorities additional tools to better manage parking policies, moving traffic enforcement and the coordination of **all activities on the network, including street works**.

This Act will take effect as of the 1st April 2008 and will change the noticing periods required for street works.

More in-depth information can be found at the Department for Transport Website:

<http://www.dft.gov.uk/pgr/roads/tpm/tmaportal>

#### **ROAD SPACE BOOKING APPLICATION / STANDARD CONDITIONS**

The following must be received or the granting of the application may be delayed.

- a) **Completed *Form RSB1*** (Road space booking form);
- b) **Application Administration Fee is £200 per 7 days** Payment in advance (cheques made payable to **Newport City Council**)

**BAC's Payment details**  
**Santander UK**  
**Sort Code 09-07-20**  
**Newport CC Collection Acc**  
**Acc no 05070406**

*When making a BAC's Payment please state on  
the payment 'TT04530088201' RSB*

- c) **A scale plan** (of Ordinance Survey standard) at 1:1250 or greater of the proposed location and depth of the relevant apparatus marked by a red broken line and a grid reference for the site area;

The following must be submitted in the first instance (copies will be kept on file for future application, whilst still valid)

- a) **Proof of Public Liability Insurance** This must provide a minimum of **£10m** cover which be valid at the time that the works are completed and not just when the application is made.

Should any excavations be required an additional licence shall be necessary for submission (Section 171 Excavation in the Public Highway).

Please contact the Street Works Manager at Newport City Council for assistance if Traffic Lights or a Road Closure is required. Telephone number is 01633 210547.

The Applicant shall regulate the works so as to minimise obstruction to vehicular and pedestrian traffic and shall guard the works in accordance with Chapter 8 of the Traffic Signs Manual 2006 published by TSO and the Safety at Street Works and Road Works Code of Practice 2001 which gives specific guidelines on the safe signing, lighting and guarding of temporary works on the Highway, as required by Section 65 of the New Roads and Street Works Act, 1991. The works area shall be maintained and kept clean and tidy throughout the duration of the works.

Except in accordance with this application, no part of the highway may be closed, **AT ANYTIME**, without the consent of the Highway Authority.

Once the works are complete, the area shall be left in a clean and tidy condition to the satisfaction of the Highway Authority.

Within five working days of completion of the works the Applicant shall give written notice to the Highway Authority, this can be done by email to [street.works@newport.gov.uk](mailto:street.works@newport.gov.uk)

RSB <i>(Office Use Only)</i>	<b>NEWPORT CITY COUNCIL</b> <b>APPLICATION FOR ROAD SPACE BOOKING</b>	<b>Form RSB1</b>
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**Section 1. Details of person or company**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

**EMERGENCY CONTACT DETAILS (24 hour contact number)**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_

**Section 2. Precise Location of Proposed Work** (Detailed plan to be submitted with form. **A scale plan** of Ordinance Survey standard) at 1:1250)

Property Name/Number: \_\_\_\_\_

Road / Street: \_\_\_\_\_

City/Town/Village \_\_\_\_\_

Post Code: \_\_\_\_\_

**Section 3. Timings of works, traffic control and description of works**

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

Finish Date: \_\_\_\_\_ Time: \_\_\_\_\_

(Tick boxes where necessary)

Traffic Management : None / Signing  Give & Take  Priority Flow

***Please complete the form on page 8 for Lane Closure, Stop & Go, Two way lights & Multi way lights***

Lane closure  Stop & Go  Two way lights  Multi Way lights

Work lies within: Verge  Footway  Carriageway  All

Description of works:

**Section 4. Insurance;** Public Liability Insurance of a minimum of £10 million.

Photocopy of insurance certificate required

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_ Policy No: \_\_\_\_\_

Date Expires: \_\_\_\_\_

**Form RBS1 (cont)**

**Section 5. Declaration of applicant**

I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of New Roads and Street Works Act 1991 and Traffic Management Act 2004, associated legislation, together with any other conditions imposed by the Highway Authority in the relevant application.

I also acknowledge that I have read and understand the Notes for Guidance and Standard Conditions as attached.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed (Name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

**IMPORTANT**

All communications relating to this application should be addressed to-

**Newport City Council,  
City Services,  
Street Works Team,  
Civic Centre,  
Godfrey Road,  
Newport  
NP20 4UR**

Email address: [street.works@newport.gov.uk](mailto:street.works@newport.gov.uk)



**New Roads and Street Works Act 1991**  
 THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 1994 No: 1519



<b>(Please tick which one applies)</b>  APPLICATION FOR MULTIPHASE SIGNAL CONTROL <input type="checkbox"/>  NOTIFICATION FOR TWO-WAY SIGNAL CONTROL <input type="checkbox"/>  STOP AND GO BOARDS <input type="checkbox"/>  LANE CLOSURE <input type="checkbox"/>					Our Ref:	
					H/Way Auth:	
					Notice No:	
					Name of Contact:	
From:					Tel:	
					Fax:	
					Out of Hours Contact:	
Client:					Tel:	
Emergency/Urgent - 2hrs	Major – 1 Month		Standard – 7 Days		Minor - 3 Days	
Start Date:				Finish Date:		
Location of Works:						
Road No:	O.S Grid Ref:			Does Site Contain a Junction? YES / NO		
Traffic Sensitive Route? YES / NO (If YES Please Refer to Highway Authority)						
Is site near existing Traffic Signal/ Crossing? YES / NO						
Do signal lights require switching off? YES / NO						
Purpose of Works:						
Hours of Operation:		TO		24 Hours Operation YES / NO		
<b>THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED FOR MULTIPHASE OPERATIONAL APPROVAL</b>						
Multiphase Timings?				Pedestrian Facilities Provided YES / NO		
Residual Road Widths:				Number of Signal Heads		
<b>4 COPIES OF SITE PLANS, LOCATION PLANS SHOWING POSITION OF SIGNAL HEADS</b>						
DECLARATION: I/WE hereby certify that the portable traffic signal used will be a type which is currently approved by the Department of Transport and Welsh Assembly Government Directives:						
Signature:		Name:			Date:	

APPROVED BY:

	DATE:	
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### **Conditions relating to the portable traffic signals application**

The Traffic Signs Regulations and General Directions 2002 SI 3113 permit the use of portable traffic signals in accordance with regulation 35 provided that:-

The equipment is type approved

The equipment is capable of working vehicle actuated.

The site involves simple shuttle working with no junctions in the controlled length.

The Highway Authority or Agent Authority is notified when signal control is used.

Safety at Street Works and Road Works a code of practice issued under The New Roads and Street works Act Section 65.3

All signals to be provided, installed, maintained and removed on site in accordance with Chapter 8, safety at Street works and Road Works COP and Temporary Traffic Management on High Speed Roads.

### **General Conditions**

Portable traffic signals used to control junctions (i.e. more than simple shuttle working) or heavy plant crossings require that the Highway Authority issues specific site approval.

All signage to conform with "Chapter 8" and the "Safety at Street works code of practice".

All portable traffic signals to be operated in accordance with DFT booklet "An Introduction to the use of Vehicle Actuated Portable Traffic Signals". Manual control for fixed time operation shall only be used with the written consent of the Highway Authority.

All Highway users within the area of traffic control will be advised of the intended dates of use of portable traffic signals by the applicant.

Provide details of Site Plans and Location Plans showing position of the signal heads & timings per link.

### **Setting up Site**

All appropriate advance warning signs, in accordance with the requirement of chapter 8 of the Traffic Signs Manual, to be established prior to positioning of the signals.

The maximum distance between portable traffic signals must not exceed 300m. The signals are to be set up to allow working space only and are not to include for parking for non-essential site vehicles.

Portable traffic signals are set up with time settings as a function of site length. The period of use and the controlled shuttle working length to be kept to an absolute minimum. Signals must operate vehicle actuated unless alternative agreed in writing.

**When the switching off any permanent signals is required, the promoter must contact the Highway Authority in advance a minimum of 2 weeks notice is required so the necessary arrangements can be made. This procedure carries a charge as set out in the Fees and Charges approved by Newport City Council October 2008:-**

**"Switching off/on for Utility and Third Party requirements:-**

**Monday – Friday 08.00 – 18.00 - £421.20 Total for turning off & on**

**Monday – Friday 18.00 – 08.00 - £499.20 Total for turning off & on**

**Weekend/Bank Holidays - £499.20 Total for turning off & on**

If the site cannot be set out as planned the promoter must immediately contact the Highway Authority to discuss.

### **Environmental considerations**

In built up or residential areas, connection of signals to mains power supply may be preferable. The Electricity Supplier must be consulted and may levy a charge for supply.

Where ever possible the use of radio controlled battery operated traffic lights must be used.

All generators must meet the requirements of the Environmental Protection Act 1990 c43.

### **Maintenance**

***The signal supplier / hirer must provide and display on the equipment on site the call-out number for maintenance, response to be within two hours.***

## **Road Space Booking Form**

All applicants should check that they have enclosed the following documentation, in order that the approval process is not delayed.

*(Please Tick)*

Application Form (RBS1)

Proof of Insurance Cover

Administration Fee