

**APPLICATION TO SWITCH OFF PEDESTRIAN CROSSING AND PERMANENT TRAFFIC SIGNALS**

***THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016, NO. 362***

 ***NEW ROADS AND STREET WORKS ACT 1991***

**Details to be completed in capital letters and black ink**.

|  |  |
| --- | --- |
| Your Notice Ref. |  |
| Agent Ref.  |  |
| Fee | **\*\* £370.00 per switch off/switch on  (this allows for up to 2 visits 1 x off and 1 x on)**  |
| Purchase Order Number |  |

**Application Details (tick as appropriate)**

|  |  |
| --- | --- |
| Application for consent to switch off Pedestrian Crossing |  |
| Application for consent to switch off Traffic Signals (Signalled Junction) |  |
| Date and Time of FIRST switch-off:  |  |
| Date and Time of FIRST switch-on: |  |
| Date and Time of SECOND switch-off: (if required) |  |
| Date and Time of SECOND switch-on: |  |
| Date and Time of THIRD switch-off: (if required) |  |
| Date and Time of THIRD switch-on:  |  |

**\*\* Please note: The fee is £370.00 per 2 visits (one visit for switch-off and one visit for switch-on)**

|  |
| --- |
| If the switch off is cancelled and the Engineers are on site; then a fee of £185.00 will be made. |
| If the switch off is cancelled without the Engineers making a site visit, then no charge will be made. |

**Details of Traffic Management Company**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Contact Details: |  |
| \*Emergency Out of Hours Contact Details Must Be Provided. |  |

**Applicant details**

|  |  |
| --- | --- |
| (Mr/Mrs/Miss/other) |  |
| Full Name |  |
| On behalf of (company) |  |
| Address |  |
|  |
| Post Code |  | E-mail |  |
| Telephone No. |  | Mobile no. |  |
| Out of hours Tel No. |  |  |

**Location and detail of works**

|  |  |
| --- | --- |
| Address |  |
| Road Number/USRN |  |
| Grid Reference |  |
| Brief description of works |  |
| Is site on a junction? | Y / N |
| Traffic sensitive situation? | Y\* / N *\*If yes, please refer to the Trunk Road Agent* |
| Plan attached | Y / N |
| Residual road widths |  |

**Declaration**

I/We hereby certify that the portable traffic signal used will be of a type which is currently approved by the Department of Transport and Welsh Government.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature on behalf of the Trunk Road Agent |  | Date |  |

|  |  |
| --- | --- |
| For Office use only | **IR04 8394 JA00** |

**Return to North and Mid Wales Trunk Road Agent**

**Unit 5 Llys Britannia, Parc Menai, Bangor, LL57 4BN**

🕿 01286 685169 / 01286 685170: **E-mail:** **streetworks@nmwtra.org.uk**



**NOTES FOR GUIDANCE**

**PEDESTRIAN / TRAFFIC SIGNALS SWITCH-OFF**

1. If a pedestrian crossing switch off is required, the preferred method would be to erect a signal-controlled pedestrian facility in its place, and this should be discussed with the North & Mid Wales Trunk Road Agent (NMWTRA) before being placed on the highway.
2. Please be advised that it is important to specify the switch-off and switch-on times on the application in order that MNWTRA can attend site to accommodate the works proposals.
3. The contact details included above must be that of an on-site supervisor. The contact details provided will be circulated to relevant officers within the North & Mid Wales Trunk Road Agent, and will be included on the Road Works Bulletin.
4. The notification requirements for the switch off of any permanent lights will be in line with the NRSWA noticing rules and regulations.
5. If the operatives are running late, contact should be made with the relevant attending supervisor (contact details are provided with the approval email). If there is no attendance and contact has not been made with the relevant supervisor, the works will have to be cancelled and re-programmed in.

Application fees: - £370.00 Inclusive (this allows up to 2 visits – 1 switch-off and 1 switch-on)

Payment can be made by cheque (payable to Gwynedd Council) or by card by phoning the office on:-
01286 685169 / 01286 685170.

**Please note that charges will still apply for non-attendance.**

1. The application **will not** be processed without a purchase order number/cost code.

*NOTE: The North and Mid Wales Trunk Road Agent does not accept liability for any inconvenience, loss or costs incurred as a result of the applications being processed late due to lack of information submitted by the applicant.*

**GDPR Privacy Notice**

**Your personal information**

The North & Mid Wales Trunk Road Agent (NMWTRA) operate as Agent on behalf of the Welsh Government (WG) for the trunk road network in North & Mid Wales.

As agent, NMWTRA will assume the role of “*Data Processor*” on behalf of WG who are the “*Data Controller*”. WG as Data Controller will be responsible for your personal information.

**Why we need your information**

The WG will use your information as followed:-

|  |  |
| --- | --- |
| **Data Collected** | **Why we need your information?** |
| Streetworks Application | To process your streetworks applications we shall record personal data. |

**Justification for using your Information**

The WG collects and uses your personal information because it has a legal duty or right to do so; or to perform a public interest task; or because you have given your consent. The legal term for this is called the *legal basis of processing*.

*In this instance, the WG is using your personal information because it is undertaking a task in the public interest.*

The WG will not use your information for automated decision making or profiling.

**How your data will be Shared & How long will the data be retained**

Your data may be shared with the following organisations and the data will be retained as detailed below.

The WG will not transfer your personal information to another country.

|  |  |  |
| --- | --- | --- |
| **Data Collected** | **Who we will share your data with?** | **Retention Period** |
| Streetworks Application | - Trunk Road Agents | 15 years |

**Your rights**

You have legal rights, and it is important that you know what they are.

**You have the right to obtain a copy of your personal data.** You will be provided with copies of your personal data within the statutory period of one month (or if providing your personal data is a complex matter, this will be done as soon as is reasonable within 3 months). Your personal data will be provided to you free of charge, however, if your request is deemed *manifestly unfounded* or *excessive*, a reasonable fee will be charged. You ask to obtain your personal data by contacting the WG Data Protection Officer.

**You have the right to have information about you corrected.**

You have the right to ask that your personal data is rectified if it is incorrect or incomplete. This will be done within 1 month, or if your request is complex, within 3 months.

**The right to have personal data erased** inspecific circumstances:

* Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed;
* If you withdraw your consent;
* When you object to the WG processing and there is no overriding legitimate interest for continuing the processing;
* If the personal data was unlawfully processed;
* When the personal data has to be erased in order to comply with a legal obligation; or
* When the personal data is processed in relation to the offer of information society services to a child, e.g. an app developed specifically for children.

**The right to restrict processing.** Where it is claimed that data is *inaccurate* or the *right to erasure* has been exercised you can require the WG to restrict processing until verification checks have been completed.

**The right to data portability**. Under certain circumstances, you have the right to obtain and reuse your personal data across different circumstances.

**The right to object**. In addition to the right to object to your information being used for direct marketing, you have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), and processing for purposes of scientific/historical research and statistics.

**The right to withdraw your consent** at any time if consent has been relied upon originally.

**Rights in relation to automated decision making.** You have the right not to be subject to decisions based solely on automated processing, including profiling, which produces legal effects on you or affects you in a significant way.

**Data Protection Officer:** The email address for the WG Data Protection Officer is DataProtectionOfficer@gov.wales

If you wish to complain about the way that the WG has used your personal data contact the Data Protection Officer.

If you are not satisfied with their response you also have the right to contact the Information Commissioner:

<https://ico.org.uk/concerns>.

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113