**Apply to place portable traffic lights on the road**

**About placing portable traffic lights on the road**

If you want to place temporary traffic lights or stop and go boards on the public highway, you must have a licence.

**Who can apply for a licence to place portable traffic lights on the road**

Anyone can apply for a licence, but we usually receive requests from contractors in charge of the works.

Temporary traffic lights may be used for safeguarding the public and people at work for example when works are being undertaken on private property.

**Who Can’t Apply**

The licence is not applicable to utility/ highway works who will need to follow the current electronic permit/noticing procedures.

**Costs**

The cost for the licence is £50 per street and this covers the administration and review of submitted site traffic management drawings.

**What you need to provide with your application**

We will require a site traffic management drawing for each set of temporary traffic lights or Stop and Go Boards.

The duration of the licence will depend on the location and the works associated with the licence.

**What happens once you have made an application**

Once you have submitted your application, the Highways Network Management Team will review your application and any documentation submitted. If there are any issues, we will contact you for further information.

If authorisation is granted the details will be recorded and the applicant will be given an exclusive reference code that relates to the licence at the agreed location and for an agreed period.

**Will Tacit Consent Apply?**

No. This means that it is in the public interest that the authority must process your application before it can be granted. If you have not heard from us within 12 weeks, please contact us.

**How to make an application**

You can request a portable traffic signals permit from Highway Network Management by calling 0114 2736677 or emailing [highways@sheffield.gov.uk](mailto:highways@sheffield.gov.uk). You can also apply online:

* [Application to place portable traffic lights on the road](https://www.gov.uk/apply-for-a-licence/occupation-of-the-road-in-connection-with-building-work/sheffield/apply-2)

**How to make an appeal or a complaint**

If you wish to appeal a decision, please contact us on 0114 2736677

If you wish to make a complaint, please do so in writing to [highways@sheffield.gov.uk](mailto:highways@sheffield.gov.uk)