

**REQUISITION – SWITCH ON/OFF TRAFFIC SIGNALS**

This form shall be submitted by email to the Council email address ([traffic.signals@edinburgh.gov.uk](mailto:traffic.signals@edinburgh.gov.uk)) a **minimum of 5 working days** in advance of the required works.This must be accompanied by an email from the respective Council Locality Office (as the Roads Authority) confirming approval for the works at the time/dates noted.

A summary of the charges associated with this service and times when the service will be in operation are as detailed below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Day of Week** | **Operational Times** | **Cost (£)**  **Per Switch On** | **Cost (£)**  **Per Switch Off** |
| Monday – Friday | 07:00 – 17:30 hrs | £165 | £165 |
| Monday – Friday | 19:00 – 20:00 hrs | £330 | £330 |
| Saturday – Sunday | 07:00 – 19:00 hrs | £330 | £330 |
| Public Holiday | 07:00 – 17:30 hrs | £330 | £330 |
| Emergency (24/7) or Short notice (under 5 days) | | £495 | £495 |

The above costs are a flat rate and allow for CEC attendance up to 1 hour after the arranged attendance time. In instances where the switch off/on does not take place within 1 hour of the arranged time a further flat charge of £165 will be applied, with subsequent charges of £165 for every additional hour / part hour thereof.

N.B. In cases where the TM is not set-up at the agreed attendance time CEC may have to leave site and revisit later; further costs may apply as per above.

**TRAFFIC SIGNALS SWITCH ON/OFF REQUEST DETAILS**

Please fill in the table below and submit accordingly.

|  |  |  |
| --- | --- | --- |
| **COMPANY NAME** |  | |
| **LOCATION OF WORKS**  **(MUST HAVE TWO STREET NAMES)** |  | |
| **PURCHASE ORDER NUMBER** |  | |
| **CONTACT NAME & TELEPHONE NUMBER** |  | |
| **DATE & TIME OF SWITCH ON/OFF \*** | **REQUESTED ‘SWITCH OFF’ DATE/TIME** | **REQUESTED ‘SWITCH ON’ DATE/TIME** |
| **FROM:** | **TO:** |
| **TM PLAN ATTACHED** |  | |
| **TTRO ATTACHED** |  | |
| **CHARGE (£)**  **(BASED ON THE TABLE ABOVE)** | **£** | **£** |
| **TOTAL CHARGE (£)** | **£** | |

In submitting this form, you accept that the company which you represent will be liable for the charges associated with this service as set out in the costs above.

**\*** Arranged attendance times are subject to variation due to unforeseen events. The Council shall not be held liable should the arranged times not be met.