

SPEED INDICATOR DEVICES APPLICATION TOOLKIT

HEREFORDSHIRE TRAFFIC MANAGEMENT



APRIL 2019

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1. INTRODUCTION

Everyone from young families to dog walkers, horse riders, cyclists and senior citizens wants to be able to enjoy their neighbourhood without the fear of speeding traffic.

Parish councils are frequently asked to take up the concerns of local residents who want more people-friendly roads and streets and fear excessive speed could result in collisions or casualties.

Tackling speeding helps to make communities safer for everyone by giving drivers more time to react and stop when they need to – such as if a child runs out in front of them – and significantly improves the quality of life.

There are many ways in which vehicle speeds can be reduced from changing driver behaviour through road engineering works to enforcement and road safety education.

The Speed Indicator Device (SID) is one of a range of options which may be appropriate to use at specific locations depending on the results of a speed investigation. They are temporary signs which use radar to detect and display vehicle speed to the driver to encourage them to keep within the speed limit.

This aim of this toolkit is to provide Parish Councils information and understanding on

- The benefits of deploying a SID in their parish
- Where and how SIDs can be used
- The process for applying to be on the SID programme

Balfour Beatty Living Places (BBLP) manages SIDs on behalf of Herefordshire Council and parish councils. Deployment is carried out in partnership with parish councils who help fund the programme by 'hiring' one of the six SIDs owned by Herefordshire Council or by purchasing and deploying a unit of their own.

Further information can be provided either **through your Locality Steward** or by contacting customer services on **01432 261800** or herefordshireparishes@bblivingplaces.com

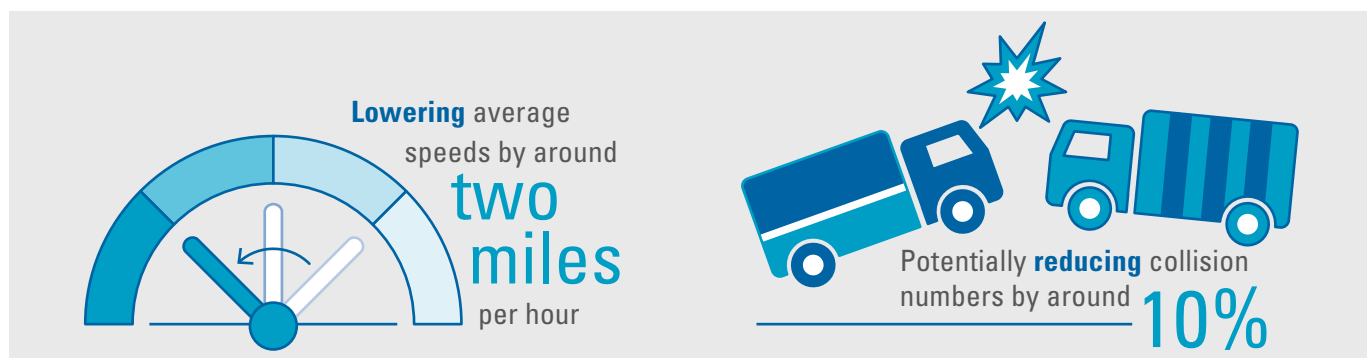


2. WHEN SPEED INDICATOR DEVICES ARE USEFUL

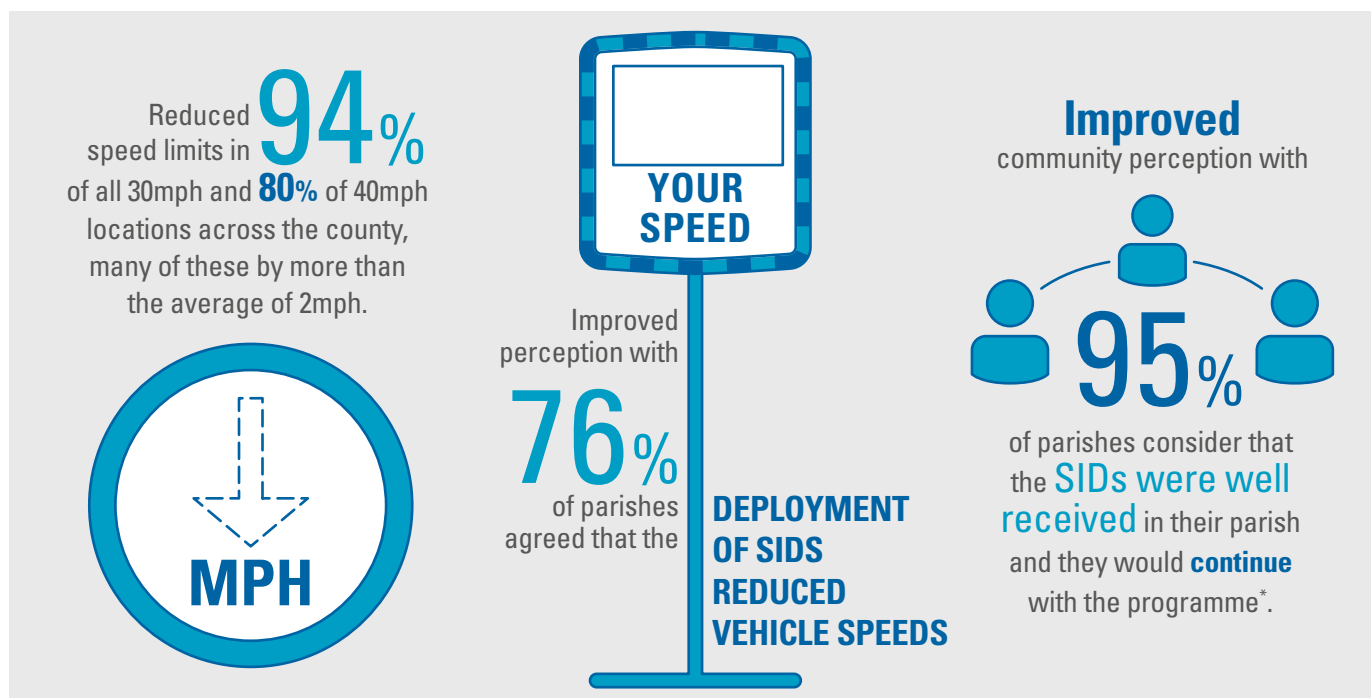
SIDs are particularly useful in tackling the casual speeder who may not have realised they are driving too fast or breaking the speed limit. SIDs display a driver's speed which helps to make them more aware of potential hazards in the area. Also, slower speeds reduce the fear of accidents within communities.

To maximise benefits from the programme, SIDs should be targeted at specific locations where there is a speeding issue. As they are battery operated they can be installed where there is no mains power connection. They stand out from normal road signs and are cost effective in comparison with other speed calming measures.

National research* shows that in suitable deployment sites, SIDs are effective in:



Evaluation in Herefordshire, supports this with results showing that the deployment of SIDs in the county:



*Research into the effectiveness of SIDs was carried out nationally by the Transport Research Laboratory (TRL) and also locally by Herefordshire Council.

3. THE SPEED INDICATOR DEVICE PROGRAMME



Cost (All costs exclude VAT)



Assessment Fee: £490 | Installation Fee: £400 | Deployment Fee: £230

Assessment



Includes a site visit and the analysis of speed data taken from the site. Prior to any approval need to demonstrate that the 85th percentile speed (i.e. the speed which 85% of the vehicles do not exceed) must be equal to or above the speed limit in the location + 10%.

Deployment



- One month at a time (min of 26 days) and cannot return within two months
- Maximum of four times a year



KEY FACTS



PURPOSE

In an area where speeding can be a problem, Speed Indicator Devices (SIDs) remind drivers of the speed limit and stand out from permanent roadside signs. They could help to break the habit of motorists who consistently drive too fast.

HOW IT WORKS

Use radar to accurately measure the speed of approaching vehicles. The LED display flashes the current speed to the driver – in red if an approaching vehicle is exceeding the limit or in green if within the speed limit.

TYPICAL APPLICATION

Requires a relatively straight stretch of road with an adequate verge and no underground services; they should ideally only be used at locations where the speed limit is 20, 30 or 40 mph, however usage will be considered within a 50mph limit on a case by case basis.

Attached to portable posts and powered by batteries, they are visible for a distance of around 100 metres and can be moved around easily.

SIDs are left in place for a month at a time but should not be used within a kilometre of any other operational speed enforcement location, fixed or mobile.

ENFORCEABILITY

SIDs collate information about speed, time and date of passing vehicles which is useful for evaluating the effectiveness of the units.

This data cannot be used for enforcement purposes.

THINGS TO CONSIDER

Any application for a SID must be signed by the Herefordshire Council Ward Members to indicate their support and the Parish Council must confirm that their Local Policing Team has been consulted and has no objections.

A small number of parish councils decide to own and operate SIDs independently, subject to approval of site and specification of the model of SID they wish to use. Parishes will need to supply a deployment schedule which will need to be approved at the start of each financial year. Parishes will be asked to submit their SID speed data to allow for ongoing monitoring and to confirm that they hold suitable public liability insurance.

4. RAISING A REQUEST FOR A SPEED INDICATOR DEVICE

In the first instance, parish councils should discuss their concerns with their locality steward and ward member and consult with the Local Policing Team.

If an application for a SID is supported by all parties, parish councils are able to submit a **Form SID1: SID Assessment Request Form** and the fee. Applications are not accepted from individual members of the public.

Balfour Beatty Living Places (BBLP) will inspect a proposed site and conduct a speed survey on receipt of **Form SID1: SID Assessment Request Form** and the fee.

It should be noted that a SID is not appropriate in every situation and before an application can be approved a speed survey will be commissioned to confirm the extent of the problem and a site visit carried out to locate a position for the concrete base. Suitable locations require adequate verge width, visibility and an absence of underground services.

If a site is considered suitable, the parish council will be invited to participate in the Council's SID programme or to purchase its own unit either on its own behalf or in partnership with other parish councils.

If the parish council chooses to buy its own unit, consent must be obtained for the specific SID model before the device can be deployed on the highway network.

ASSESSMENT PROCEDURE

1. A **SID Assessment Request Form (Form SID1)**, received from Parish Council, needs to include:
 - **Completed Assessment Request Form**, signed by the Parish Council and Ward Member
 - **Location sketch/map/photos** indicating proposed site/s
 - **Assessment fee of £490+VAT**, this includes speed data collection fee
2. Site visit/s will take place, with a Parish Council representative, to review suitability of the site for SID deployment and establish location for the speed data collection device/s. Underground utility services in the chosen location will be checked.
3. Speed data will be collected and analysed (as close to the requested location as possible), with the results and decision as to whether a SID is supported sent to the Parish Council.

FORM SID1 SPEED INDICATOR DEVICE (SID) ASSESSMENT REQUEST FORM

The Parish Council confirms that by submitting this request form it accepts the terms & conditions for participation in the SID programme (outlined in the SID Application Pack) and has informed its Local Policing Team of the request. It also accepts that completion of an assessment does not guarantee that approval will be given for installation of a socket and subsequent deployment of a SID in the identified location if it is considered by the responsible Council to be unsuitable.

PARISH COUNCIL _____
Name _____

PERSON TO BE CONTACTED REGARDING SID ASSESSMENT _____
Name _____
Contact Number (UK) _____
E-mail _____
Address _____

PROPOSED LOCATION(S) Please describe the location using road names and number (not grid) - attach a plan showing the preferred location for the device. _____

LOCAL POLICING TEAM INFORMED BY APPLICATION Yes / No

Balfour Beatty
Herefordshire Council
Working for Herefordshire

(Form SID1)

5. APPLICATION PROCESS AND PROGRESSION ROUTES

When Balfour Beatty Living Places (BBLP) has approved a site proposed by a parish council, the parish council can proceed to submit **Form SID2: Application for Base Installation and Deployment of a Speed Indicator Device** and the socket installation fee:

- The parish council must state whether it wishes to use the Council's SIDs or if it intends to purchase its own unit.
- The form should indicate the preferred months for deployment.

A parish council which chooses to purchase and deploy its own unit will also need to submit **Form SID3: SID Agreement for Deployment by Parish Council** and the deployment fee.

The availability of the Council's units is dependent on bookings from other parishes and the need to avoid deployment of several units close together. A programme will be drawn up and parishes notified. An invoice will be raised after the deployment and once the Parish has received the data collected.

Parishes already participating in the SID programme will be contacted periodically thereafter to book future deployments.

DEPLOYMENT PROCEDURE:

1. Where speed data is supportive and the application approved, a permanent socket (SID base) will be installed following receipt of the **Application For Base Installation & Deployment Of A Speed Indicator Device (Form SID2)** and payment of the installation fee of **£400+VAT** per socket.
2. Subsequently, SID deployment dates will be agreed for the year and added to the SID rota where there is device availability. SIDs will be deployed following receipt of the deployment fee of **£230+VAT**.
3. The SID deployment rota is based on calendar months and a deployment will normally be for a minimum period of 26 days which allows time for the transfer of the SIDs from site to site at the beginning and end of the month.
4. If a Parish Council chooses to purchase and deploy SIDs themselves, they must complete a **SID Agreement for Deployment by Parish Council (Form SID3)** and contact Balfour Beatty Living Places prior to purchasing the SIDs. BBLP will provide **free advice** on the specifications of suitable SIDs, health and safety obligations and public liability insurance.
5. A summary of deployment speed data will be sent to the Parish Councils normally within two weeks after each deployment. Where the Parish Council deploys their own SID/s, they must submit deployment speed data normally within 2 weeks when requested to do so. This is to ensure that a speed reduction review may be carried out where required.

Note: This toolkit is subject to review and amendments based on current research and best practice.

FORM SID2: APPLICATION FOR BASE INSTALLATION & DEPLOYMENT OF A SPEED INDICATOR DEVICE (SID)

The Parish Council confirms that by submitting this application form it consents to the terms & conditions for participation in the SID programme outlined in the SID Application Pack and any additional conditions specified as a result of the assessment.

Parishes wishing to use the Herefordshire Council SIDs should complete all parts of this form. Parishes wishing to purchase and deploy their own SID should complete parts 1 and 2 of this form only but will also need to sign and complete a SID Agreement for Deployment by Parish Council (Form 3).

Parish Council Name: _____

Street & Postcode: _____

Telephone: _____

Website: _____

Parish Council Email: _____

Parish Council Contact Person: _____

Parish Council Contact Address: _____

Parish Council Contact Telephone: _____

Parish Council Contact Email: _____

Item	Quantity	Unit Price	Total
Speedy SID socket	1	£400 + VAT	£400 + VAT
SID base	1	£230 + VAT	£230 + VAT

Balfour Beatty Living Places

(Form SID2)

FORM SID3: SPEED INDICATOR DEVICE (SID) AGREEMENT FOR DEPLOYMENT BY PARISH COUNCIL

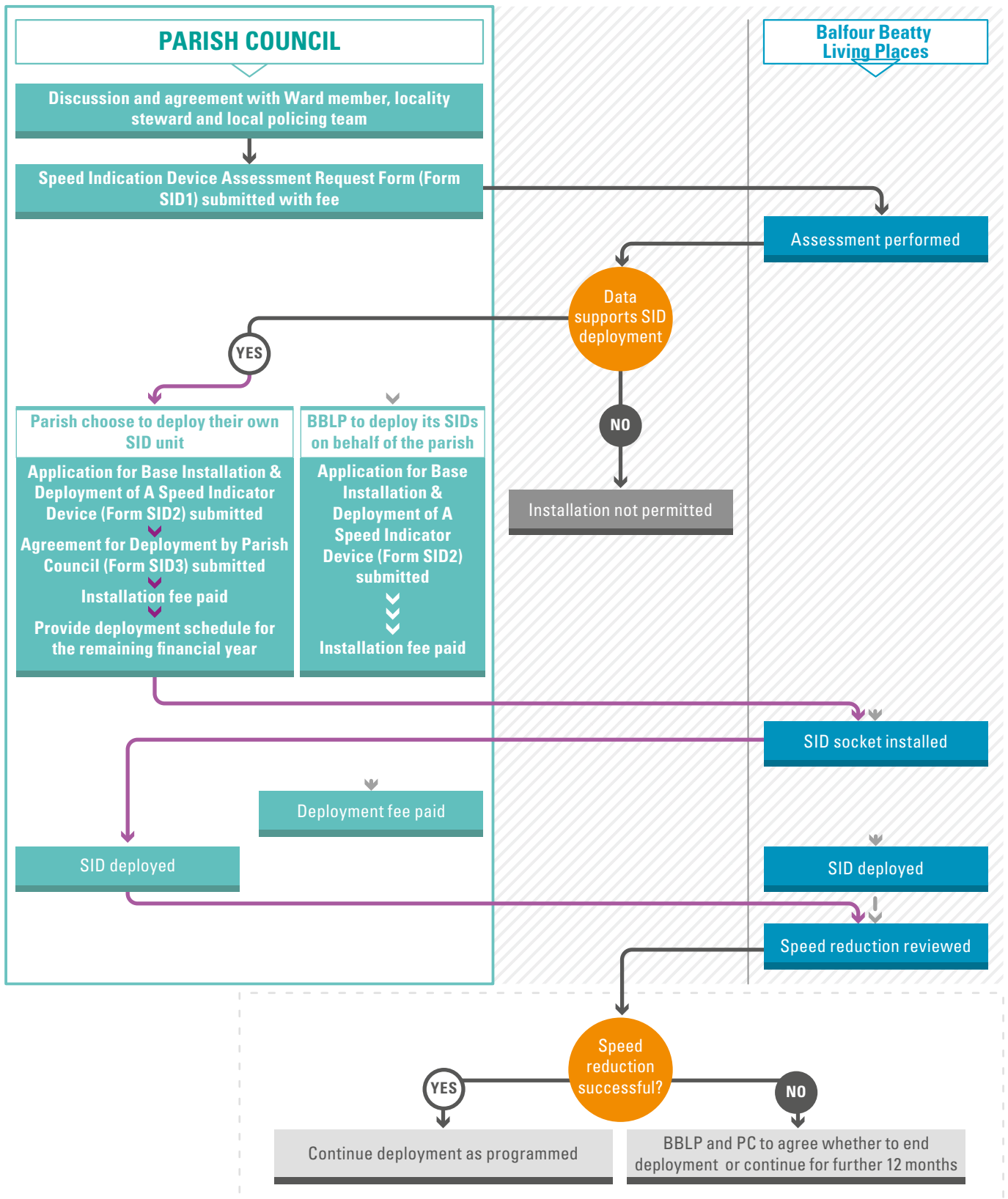
The Parish Council agrees to the following conditions:

1. The SID location can be agreed in advance between Herefordshire Council (HSC) and _____, Name of Parish Council.
2. SIDs are to be erected at any one site for a period of more than one month with no return to that site in the following 12 months.
3. Evidence of public liability insurance (minimum of £5 million) will be required for the Parish Council erecting, operating and removing SIDs.
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Balfour Beatty Living Places

(Form SID3)

6. SUMMARY



7. APPENDICES

- A** Form SID1: Speed Indication Device assessment request form
- B** Form SID2: Application for base installation & deployment of a Speed Indicator Device
- C** Form SID3: Speed Indicator Device agreement for deployment by parish council

PLEASE NOTE THAT THESE FOLLOWING FORMS CAN BE DETACHED OR PRINTED SEPARATELY FROM THE REST OF THE DOCUMENT FOR EASE OF USE

FORM SID1: SPEED INDICATOR DEVICE (SID) ASSESSMENT REQUEST FORM

The Parish Council confirms that by submitting this request form it accepts the terms & conditions for participation in the SID programme (contained in the SID Application Pack) and has informed it's Local Policing Team of the request. It also accepts that completion of an assessment does not guarantee that approval will be given for installation of a socket and subsequent deployment of a SID in the identified location if it is considered by Herefordshire Council to be unsuitable.

PARISH COUNCIL

Name _____

PERSON TO BE CONTACTED REGARDING SID ASSESSMENT

Name _____

Contact Number (day) _____

(evening) _____

Email _____

HIRING SID THROUGH BBLP OR PURCHASING SID PRIVATELY

Hiring through BBLP

Purchasing privately

PROPOSED LOCATION(S): *Please describe the location using road names and numbers and draw / attach a plan showing the preferred position for the device(s).*

LOCAL POLICING TEAM INFORMED OF APPLICATION

Yes /

No _____

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

Balfour Beatty

**Herefordshire
Council**

Working for Herefordshire

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FORM SID1: SPEED INDICATOR DEVICE (SID) ASSESSMENT REQUEST FORM

SIGNED

(on behalf of Parish Council)

PARISH CLERK

Name

SIGNED

(by Ward Member)

WARD MEMBER

Name

DATE


Send:

- Completed form
- Location plan, and
- Cheque payable to Balfour Beatty Living Places for the assessment fee – currently £490+ VAT (£588)

To: **Balfour Beatty Living Places
Traffic Management Team**
Unit 3, Thorn Business Park
Rotherwas Industrial Estate
Hereford HR2 6JT

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

Balfour Beatty

 **Herefordshire
Council**

Working for Herefordshire

FORM SID2: APPLICATION FOR BASE INSTALLATION & DEPLOYMENT OF A SPEED INDICATOR DEVICE (SID)

The Parish Council confirms that by submitting this application form it accepts the terms & conditions for participation in the SID programme (contained in the SID Application Pack) and any additional conditions specified as a result of the site assessment.

Parishes wishing to use the Herefordshire Council SIDs should complete all parts of this form.

Parishes intending to purchase and operate their own SID should complete parts A and C of this form only but will also need to sign and complete a **SID Agreement for Deployment by Parish Council (Form SID3)**

PARISH COUNCIL

Name

PART A: BASE INSTALLATION

NUMBER OF BASES TO BE INSTALLED

LOCATION(S) OF BASE TO BE INSTALLED AS AGREED FOLLOWING SITE ASSESSMENT:

1. _____

2. _____

3. _____

4. _____

BASE INSTALLATION COSTS	UNIT COST	TOTAL
Supply and install SID Base	£400 +VAT (£480) per base	_____

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

FORM SID2: APPLICATION FOR BASE INSTALLATION & DEPLOYMENT OF A SPEED INDICATOR DEVICE (SID)

PART B: SID DEPLOYMENT – PREFERRED DATES

Please indicate on the table below the preferred months for deployment of a SID on each base. Note that a SID cannot return to the same base for a minimum period of two months. In preparing a final programme, Herefordshire Council will endeavour to meet your Parish's preferred dates but will need to balance these against availability given requests from other parishes and the requirement to avoid deployment of multiple units close together.

BASE LOCATION	CIRCLE PREFERRED MONTHS FOR DEPLOYMENT											
1.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
3.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
4.	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

DEPLOYMENT COSTS	UNIT COST	TOTAL
Attend site, set up and removal of SID	£230 +VAT (£276) per SID deployment	These costs will become payable once a final programme has been drawn up and deployment dates confirmed.

PART C: CONTACT INFORMATION

PERSON TO BE CONTACTED REGARDING SID DEPLOYMENTS

Name _____

Contact Number (day) _____

(evening) _____

Email _____

SIGNED

(on behalf of Parish Council)

PARISH CLERK

Name _____

DATE

Send: ■ Completed form
■ Cheque payable to Balfour Beatty Living Places for the base installation costs £400 +VAT (£480) per base

To: **Balfour Beatty Living Places Traffic Management Team**
 Unit 3, Thorn Business Park
 Rotherwas Industrial Estate
 Hereford HR2 6JT

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

FORM SID3: SPEED INDICATOR DEVICE (SID) AGREEMENT FOR DEPLOYMENT BY PARISH COUNCIL

The use of a SID is based upon the following conditions:

1. The SID locations are agreed in advance between Herefordshire Council (HC) and
_____ (Name of Parish Council).
2. SIDs are not to be erected at any one site for a period of more than one month with no return to that site in the following 2 months.
3. Evidence of public liability insurance (minimum of £5 million) will be required for the Parish Council erecting, operating and dismantling SIDs.
4. Careful consideration must be given to who will erect, operate & dismantle the SIDs, to take into account their health & safety. A risk assessment must be completed. Operatives should have the relevant qualifications/trained to work in the highway.
5. Extreme care should be taken when erecting the SIDs, especially when they are close to the carriageway. Ideally, at least two people should be involved in carrying out the work, in daylight and when traffic volumes are low and using appropriate fixings.
6. SIDs erected over footways or cycleways (i.e. where people need to walk or frequently cycle under the signs) must be erected above 2.1m or 2.3m respectively to give adequate headroom (this also guards against potential vandalism/theft).
7. Edges of SIDs must be no closer than 45 cm to the edge of the road subject to speed limits of 40mph or below, and 60cm from the carriageway edge above 40mph to avoid being hit by passing vehicles.
8. SIDs sites will be agreed in advance with HC through their agent BBLP. Parish Councils must get support for new sites from HC Ward Members & their Local Policing Team.
9. SIDs should be mounted on removable posts or existing street furniture without other signs, unless otherwise agreed by HC.
10. SIDs must be clearly visible to approaching drivers.
11. SIDs will be checked at regular intervals by HC to ensure compliance with the agreement.
12. Where requested, speed / traffic data collected from SIDs by Parish Councils will need to be transferred to and from HC electronically.
13. A breach of this agreement may result in the withdrawal of permission for the Parish Council to site any SID on the highway.

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

FORM SID3: SPEED INDICATOR DEVICE (SID) AGREEMENT FOR DEPLOYMENT BY PARISH COUNCIL

Declaration *(to be signed by either Chairperson of the Parish Council or the Parish Clerk)*

I have read and agree to the above terms and would like our Parish Council to take part in the scheme for the deployment of Speed Indicator Devices.

SIGNED

PRINT NAME

Name


PARISH COUNCIL

Name

DATE

NOTE: All applications will be assessed taking into account traffic management and road safety needs. Herefordshire Council reserves the right to refuse any application for the operation of a SID if, in its opinion, the deployment or location is unsuitable.

Balfour Beatty

 **Herefordshire
Council**

Working for Herefordshire

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