



**Urban Traffic Management & Control**  
Highways and Transportation  
Leeds City Council  
Ring Road Middleton  
Leeds L10 4AX

Contact: G Robertson  
Tel: 0113 247 6753  
Minicom: 0113 247 7500  
Fax: 0113 247 6772

Dear Sirs

**Provision of information regarding traffic signals  
(Including searches of manual and computer fault records, and/or details of signal timings and methods of operation)**

Information can be provided concerning the operation and fault status of traffic signals within the Leeds and Calderdale areas. The charge for providing this is £300.00, (£360.00 inc VAT) per signal installation. This charge reflects the time taken to extract the data from several sources, check it and present it in an appropriate manner. It also covers a certain amount of time to add personal explanation or clarification if needed. While requests for data vary a flat charge is levied to avoid having to ask for supplementary fees later.

Information will generally be available within 2 weeks of the written request, although this cannot be guaranteed. Drawings of junctions will be supplied if available.

To request data please select the appropriate form below. When completed please return it with the appropriate payment to the Director of Highways at the above address.

Yours faithfully

G Robertson  
UTMC Manager



INVESTOR IN PEOPLE

**LEEDS CITY COUNCIL**  
**URBAN TRAFFIC MANAGEMENT & CONTROL**

**REQUEST FOR TRAFFIC SIGNAL FAULT INFORMATION AND/OR OPERATION INFORMATION**

In order for this information to be as accurate and concise as possible the following information should be provided

- The exact location - described by the road names forming the junction, or in the case of a pedestrian crossings, the road the crossing is traversing, together with the nearest side road.
- The date and time relating to the incident for which the information is required.
- If possible the particular traffic movements which relate to the incident for which information is required. The more information you give the easier it is to tailor the reply to be most helpful.
- Fault information will be provided for a period either side of the incident date.
- Information on the operation of the signals will describe the controlled movements and give details of the timings associated with those movements. If only a limited number of movements relate to the incident, for clarity, the information will be limited to those movements.

Location .....

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Date of incident ..... Time .....

Details of the incident .....

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For which traffic movements is information required? .....

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Payment enclosed  Cheque payable to **Leeds City Council** in the sum of £360.00 (£300 + VAT)

Requested by ..... Address .....

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Phone number to contact to clarify the request.....

Reference ..... Date .....

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**FOR OFFICE USE ONLY**

Original Pro-forma to Mr. G Robertson (UTMC) Merrion House

Copy Pro-forma and cheque retained by Finance section

**LEEDS CITY COUNCIL**  
**URBAN TRAFFIC MANAGEMENT & CONTROL**

**REQUEST FOR TRAFFIC SIGNAL TIMING AND CONTROLLER DATA**

In order for this information to be as accurate and concise as possible the following information should be provided

- The exact location - described by the road names forming the junction, or in the case of a pedestrian crossings, the road the crossing is traversing, together with the nearest side road.
- If possible the particular traffic movements which for which information is required. The more information you give the easier it is to tailor the reply to be most helpful.
- Information on the operation of the signals will describe the controlled movements and give details of the timings associated with those movements. If only a limited number of movements relate to the incident, for clarity, the information will be limited to those movements.

For what development etc is the data required for?.....

How will the data be used? (capacity calculations, Transyt, simulation, etc) .....

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Location .....

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Date of incident ..... Time .....

Details of particular traffic movements (if any) .....

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Payment enclosed  Cheque payable to **Leeds City Council** for the sum of .....  
(£360.00 (£300 + VAT) per signal location)

Requested by ..... Address .....

.....

Phone number to contact to clarify the request.....

Reference ..... Date .....

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