

## Engineering Department – Transportation Division

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**AUTHORITY:** GENERAL MANAGER, ENGINEERING

**ATTENTION:** ALL BUSINESSES, OPERATORS, AGENCIES, CONTRACTORS AND TRAFFIC CONTROL PROVIDERS OPERATING IN THE CITY ROAD ALLOWANCE

**SUBJECT:** COMPLIANCE WITH CITY BY-LAW REGARDING TRAFFIC OBSTRUCTION ACTIVITIES INCLUDING REQUIRED DOCUMENTATION AND PERMITTED WORKTIMES

### BACKGROUND

With the large amount of new development and infrastructure being built in Surrey, construction and servicing activity is high, and the demand for the use of the public highway has increased significantly in recent years. With increasing traffic volumes, the effects of temporary obstructions have become more impactful, affecting many citizens, transit operators, businesses and the emergency services.

The City has a responsibility to maintain the safe and efficient movement of all modes of traffic and within this context, the City is obligated to ensure that these traffic obstructions are properly controlled, coordinated and are undertaken safely.

**This bulletin provides important information on the responsibilities and requirements of anyone operating within City road allowance.**

**DOCUMENTATION:**

Anyone involved in any sort of traffic obstruction activity including the permit holder's staff, traffic control providers and subcontractors must have copies of the following documents (paper or digital) while the obstruction activity is underway and must be cognizant of the terms, conditions and requirements contained within.

- Issued Traffic Obstruction Permit
- Authorization to Proceed (Road Booking) when applicable
- Applicable Traffic Management Plans

**CITY OF SURREY HIGHWAY & TRAFFIC BY-LAW, 1997, No. 13007(AS AMENDED) – SECTION 86 .1**

It is the responsibility of anyone involved in any sort of traffic obstruction activity to be cognizant with the provisions and requirements of the applicable sections of the City of Surrey Highway and Traffic By-law. For the purposes of this Bulletin attention is drawn to:

**Permitted Working Hours**

The hours stated in the Traffic Obstruction Permit(s) must be adhered to. The permitted times are specified based on a review of traffic volumes and the nature of the obstruction activity being performed. No obstructions, including setup and takedown of traffic control devices, should occur before or after the permitted times specified in the permit(s).

**Revocation of Permits, Fines and Penalties**

Any person engaged in obstructing traffic in the absence of the required documentation or in a manner different to the provisions contained within the permit, will be considered to be operating contrary to the By-law and will be liable to the prescribed fines and/or revocation or suspension of their permit. All stakeholders engaged in the traffic obstruction activity, including the permit holder, their designated traffic manager, traffic control companies and all subcontractors, have a responsibility to:

- Confirm that the necessary documentation has been acquired;
- That all staff are familiar with the provisions contained within the traffic obstruction permit; and
- Confirm that their on-site staff understand that they will be liable to a fine/penalty should a permit not be in place or they are operating in a manner different to the provisions contained within the permit.

### **Repeated and Severe Violations**

The following categories may result in immediate suspension of activities, revocation of permits or individual companies being prohibited from working within the City.

- a. Repeated incidents of traffic obstructions without the necessary documentation;
- b. Repeated incidents of traffic obstructions in non-compliance of the terms, conditions and requirements of the permit including work hours;
- c. Activities and practices deemed unsafe to the road users including pedestrians and cyclists; or
- d. Repeated violations of approved traffic management plans.

Future Bulletins on traffic obstruction activities will be issued as and when required.



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