

STIRLING COUNCIL

Environment & Place

Application for a Road Opening Permit to construct accesses, vehicular crossings etc., or make an opening in any public road

Note for Guidance for Applicant

Under Section 56 or Section 61 of the Roads (Scotland) Act 1984, any person, other than a Roads Authority or body covered by the New Roads and Street Works Act 1991, must before commencing works on a public road obtain the consent of the Roads Authority. It should be noted that the term 'road' encompasses the carriageway, footways and / or verges of **any** road and **any** remote public footpaths or cycle tracks.

The Transport (Scotland) Act 2005 requires that the works be notified (by the Road Authority) onto the Scottish Road Works Register. Application must therefore be submitted to this service at least 7 days in advance of the proposed start date (One/Three months notice required in traffic sensitive situations). Failure to comply with these statutory notice periods may result in consent being withheld and a delay to proposed works.

The following must be submitted to Stirling Council, Network Management, Endrick House, Kerse Road, Stirling FK7 7SN.

1. *3 copies of a Location Plan and Details of Proposal to a minimum of 1:500 and any cross section to a minimum of 1:100
2. The completed Application Form.
3. Payment of £93 made payable to Stirling Council (covers inspection costs)

*The drawings showing the proposed works will also detail the methods of construction which shall be in accordance with Stirling Council requirements. Please contact nrswa@stirling.gov.uk for further information.

Prior to an application being submitted to Stirling Council, the applicant must establish if there is any public utility apparatus that may be affected by the works. This can be done by using the Plant Information Request service provided by 'Symology' on Freephone - 08000 231 251, who will take details and issue notices to the statutory undertakers. No works may commence until 'Symology' have replied to you.

It should be noted that a Road Opening Permit from Stirling Council, only signifies the Roads Authority's approval and does not exempt the applicant from obtaining any other permissions which may be required; e.g. under the Town and Country Planning (Scotland) Act; or from Scotland Water concerning connection to main drainage. Further, it is an offence to carry out any works within a public road without permission, and the Roads Authority is empowered where no permission exists or fill in any works executed or excavations made, and recover such expenses as reasonable incurred in so doing, from the person responsible. The standard minimum conditions attached to any Road Opening Permit granted are printed overleaf for the applicant's information.

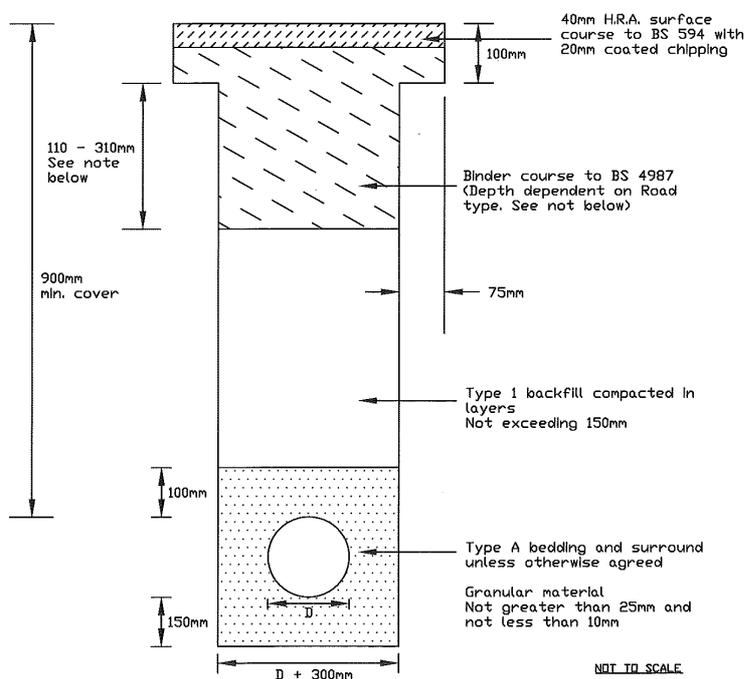
Standard Conditions Attached to this Road Opening Permit:-

General:

1. All work shall be carried out in accordance with this Stirling Council's requirements.
2. All works shall, where appropriate, be signed in accordance with Chapter 8 of the Traffic Signs Manual.
3. The consent holder shall assume responsibility for claims against the Stirling Council as a consequence of the works, both during the time that work is in progress and for a period of twelve months after the date of completion of the works.
4. The consent is valid from the commencement date of operations and may be extended at the discretion of Roads Network Management
5. The consent holder must notify this Service at least 24 hours in advance of works commencing on site.
6. It is a condition of the Consent that the holder pay any Inspection Charges levied by Stirling Council. Prior notification shall be issued by this Service advising of our intention to apply inspection charges prior to works commencing.

Trenches:

7. No opening in the carriageway or footways shall be of greater length than 30 metres. During the progress of the work all excavations must be protected, and if not filled in during the day, must be properly lit and supervised. See Condition 2 above.
8. All excavated material is to be removed from site and the trench reinstated as illustrated below. The final reinstatement will not be less than 150mm outwith the limits of the opening and will extend beyond this to include the total area disturbed where required.



NOTE: Appropriate depth of Binder Course Material

Road Type 1 310mm
Road Type 2 245mm

Road Type 3 150mm
Road Type 4 110mm

9. No pipe, cable or duct shall have less cover than 900 mm on the carriageway and 450 mm on the footways.

****To be Retain by the Applicant****

SAFETY AT ROADWORKS

When roadworks are being carried out the law requires precautions to be taken by those carrying them out in order to protect persons using the road from danger or inconvenience. New Roads and Street Works Act 1991, the Traffic Signs and General Direction 1981. The Roads (Scotland) Act 1984, Section 57 and Health and Safety at Work Act 1974.

The under mentioned rules are not a legal interpretation but simply ten basic rules which should be adhered to so that vehicular and pedestrian traffic and those engaged in roadworks are adequately protected:-

1. Use only signs that meet the requirements of the prevailing conditions and that are prescribed in the Traffic Signs and General Direction 1981 and the Traffic Signs Manual and any amendments and extensions thereof current at the time.
2. Position the signs so that they are (a) clearly visible and (b) securely fixed so that they do not blow away.
3. Use only reflectorised signs, site them where they can, during the hours of darkness receive the maximum benefit from street lighting and inspect regularly for damage and cleanliness. Remove or cover up signs when no longer required. Display of unnecessary signs causes confusion and frustration.
4. During one-way traffic operations use either approved portable traffic lights, phased to suit traffic requirements or manually operated Stop / Go Signs. Police may control traffic for a short duration, in a sudden emergency. The advice of the Roads Network Management should be sought especially for heavily trafficked roads. Unless in an emergency, 28 days written notice must be given to Network Management for any proposed road closure.
5. Backfill all openings as the work progresses so that the minimum inconvenience and danger is caused to traffic.
6. Do not obstruct the carriageway / footway or footpath unnecessarily with excavated material or equipment.
7. Use continuously operating amber lamps and cones around the perimeter of the work. Inspect frequently for cleanliness and efficiency.
8. Obstructions and excavations must be adequately lit and fenced. When a footpath / footway is obstructed a diversion with a handrail must be provided. Barriers must be at least 1 metre in height and special precautions should be taken to see that a blind person, using their stick, can, with safety negotiate the obstruction.
9. All personnel engaged on works on or near the carriageway must wear PPE (Personal Protective Equipment) as appropriate.
10. Ensure so far as is reasonably practicable the Health and Safety of employees and members of the public.

Vehicle Footway Crossing Guidelines

Regulations

In accordance with the Roads (Scotland) Act 1984, Section 63, when vehicles are habitually driven over a footway or verge to gain access to property adjacent to the public road, a satisfactory vehicular crossing must be formed.

Under Section 56 of the Act, Stirling council, as Roads Authority, may grant permission to persons wishing to carry out works within the road boundary to form an approved vehicular footway crossing.

Other Requirements

- If you are a tenant you will require your Landlords permission to form a driveway (Local Authority, Housing Association, or private).
- If you are the owner of a former Council Property you must obtain Feu Superior Consent (from Stirling Council, Head of Housing, Allan Water House, Kerse Road, Stirling)
- If the vehicular footway crossing is to be formed onto an A, B or Class III Road, then planning permission must be obtained (Stirling Council, Planning & Regulation)
- Any structures, walls or fences may also require planning permission.

Conditions for Vehicular Crossing

- There shall be no obstruction over 1m in height above carriageway level within 2.5m of the carriageway edge along the frontage of your garden ground to the public road.
- There shall be no obstruction to visibility over 1m in height above carriageway level within the area indicated in green on the enclosed plan.
- The gradient of the access shall not exceed 1 in 10.
- The access shall be constructed at right angles to the public road.
- Any garage shall be erected at least 5.5m back from heel of the footway.
- Any access gate shall be 3m wide and erected in the line of the existing fences and shall open inwards.
- The hardstanding shall be of a sufficient length to ensure that the gate may open inwards when a vehicle is parked on the hardstanding.
- The driveway shall be constructed in a manner, which will ensure that no surface water will be discharged or loose material carried out from it onto the public footway/road.
- A standard in-curtilage turning area should be provided within the site.

SIZE AND SITING DISTANCE: DETAILS OF SIGNS AND CONES AND SAFETY ZONE DIMENSIONS

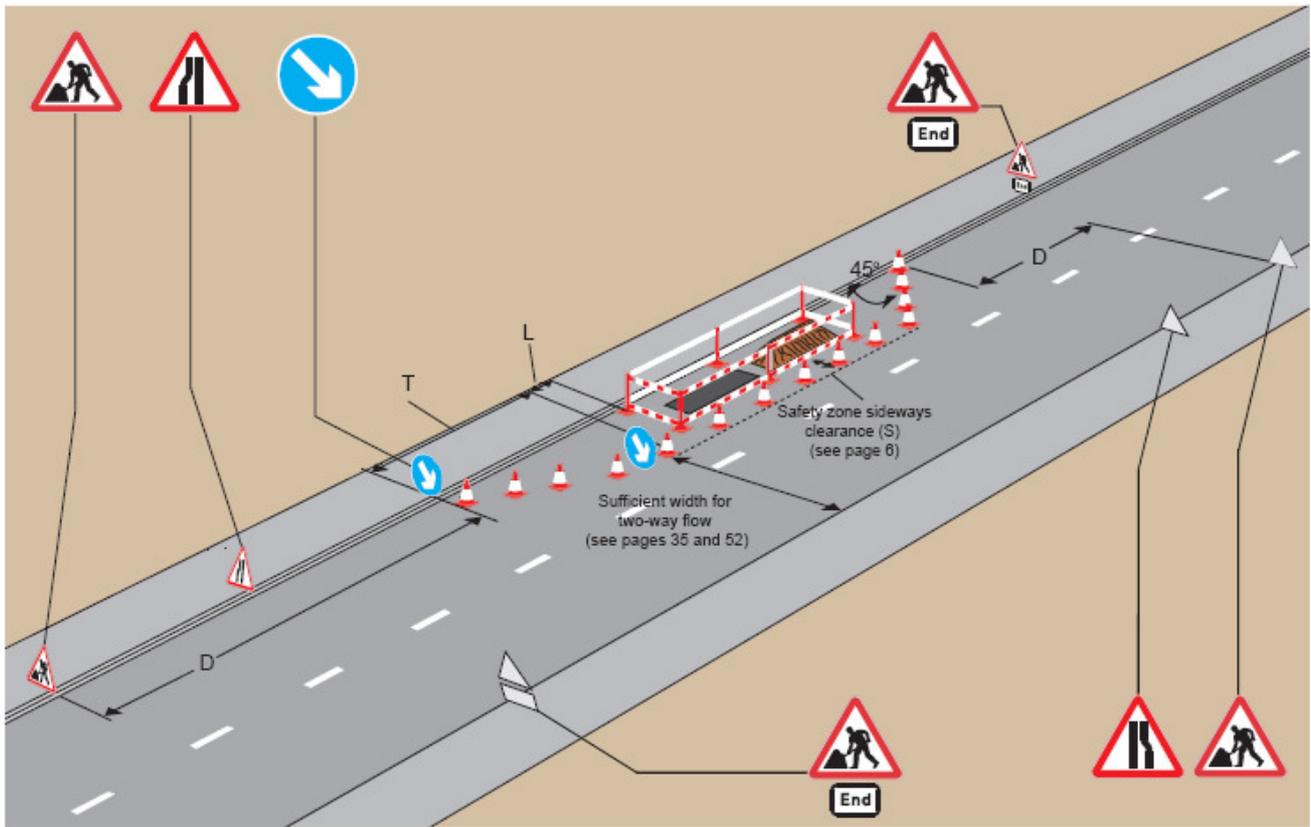
Type of road	Minimum and normal maximum siting distance (D) of first sign in advance of lead-in taper (metres)	Minimum clear visibility to first sign (metres)	Minimum size of signs (mm)	Minimum height of cones (mm)	Sideways Safety Zone (S)	Details of lead-in cone tapers (but see Notes below) Recommended lengths	Width of hazard (metres) including Safety Zone (S)						
							1	2	3	4	5	6	7
Single carriageway road, restricted to 30mph or less	20	60	600	450	0.5m	Length of taper (T) in metres	13	26	39	52	65	78	91
	to 45					Minimum No. of cones	4	4	6	7	9	10	12
						Minimum No. of lamps at night	3	3	5	6	8	9	11
Single carriageway road, restricted to speeds of 31 to 40mph inclusive	45	60	750	450	0.5m	Length of taper (T) in metres	20	40	60	80	100	120	140
	to 110					Minimum No. of cones	4	6	8	10	13	15	17
						Minimum No. of lamps at night	3	5	7	9	12	14	16
All-purpose dual carriageway road, restricted to 40mph or less	110	60	750	450	0.5m	Length of taper (T) in metres	25	50	75	100	125	150	175
	to 275					Minimum No. of cones	4	7	10	13	15	18	21
						Minimum No. of lamps at night	3	6	9	12	14	17	20
Single carriageway road, with speed limit of 50mph or more	275	75	750	450	1.2m	Length of taper (T) in metres	25	50	75	100	125	150	175
	to 450					Minimum No. of cones	4	7	10	13	15	18	21
						Minimum No. of lamps at night	3	6	9	12	14	17	20
All-purpose dual carriageway road, with speed limit of 50mph or more	725	105	1200	750	1.2m	Length of taper (T) in metres	32	64	96	128	160	192	224
	to 1600					Minimum No. of cones	5	9	12	16	19	23	26
						Minimum No. of lamps at night	4	8	11	15	18	22	25

Speed limit (mph)	30 or less	40	50	60	70
Minimum longways clearance (L) metres	1/2	15	30	60	100

NOTES:

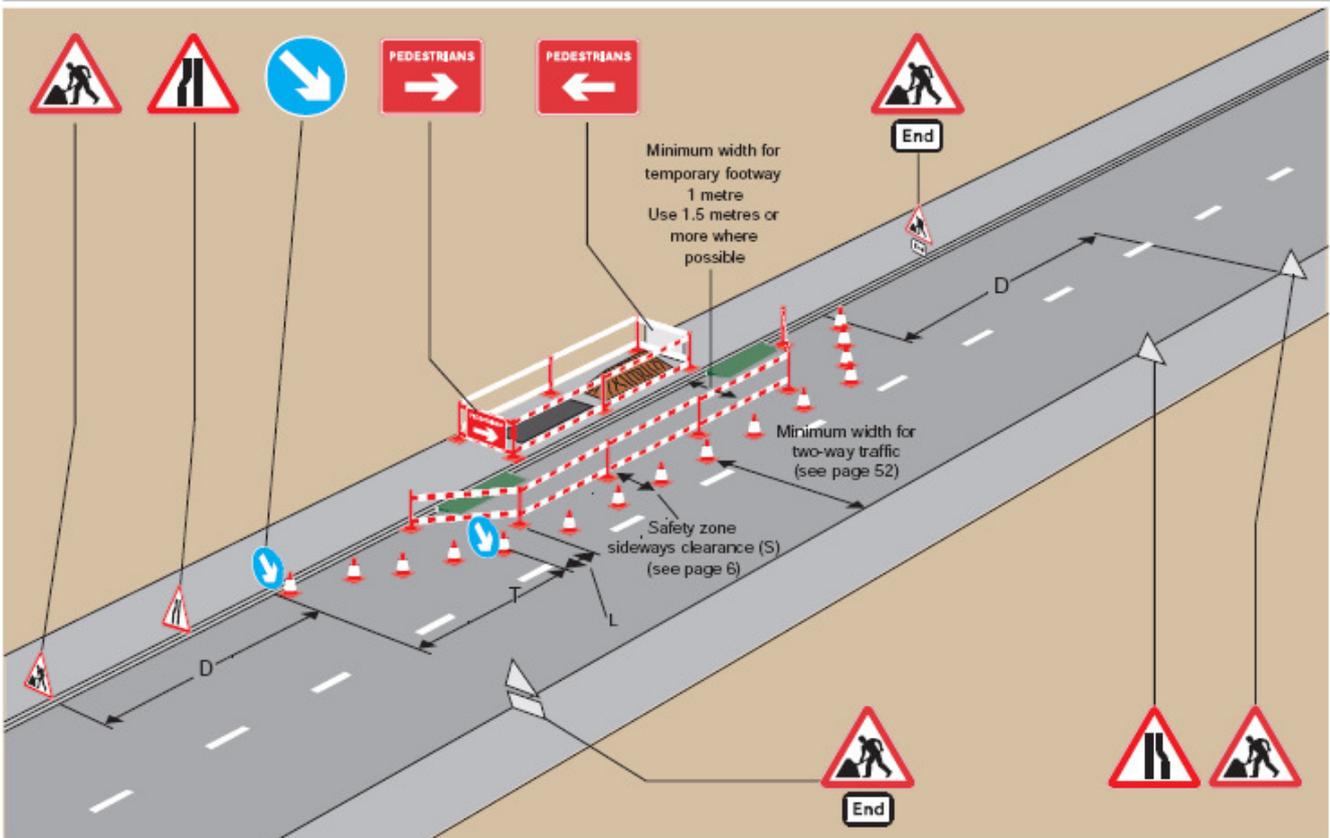
1. Lead-in tapers used with traffic control, and all exit tapers, shall be at about 45° to the kerb line with cones spaced 1.2 metres apart.
2. The maximum spacing distance of cones in longitudinal lengths of coning shall be 9 metres, but no fewer than 2 cones shall be used in any length between tapers.
3. In certain circumstances on congested roads with speed limits of 30mph or under, the taper may also be reduced to 45° (see page 7).

Basic site layout



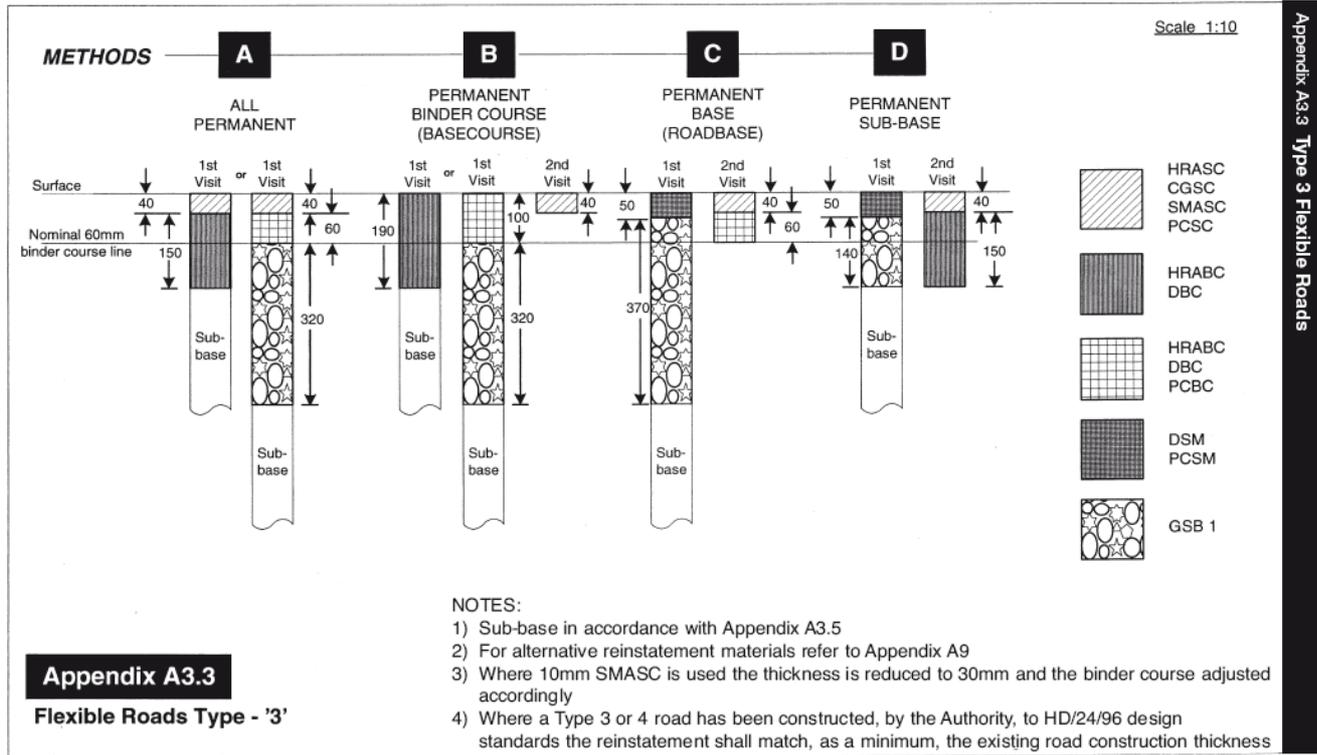
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Works on footway with temporary footway in carriageway



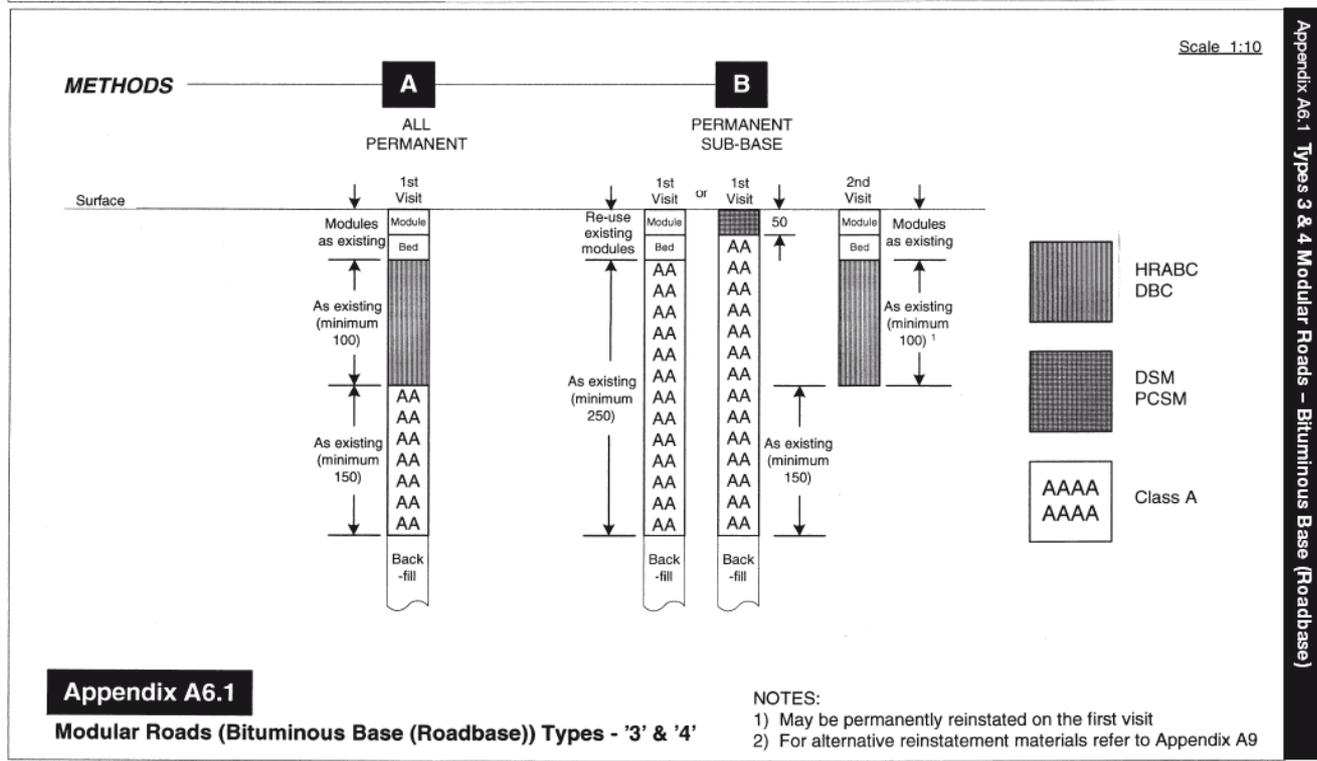
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Extracts from the Specification for the Reinstatement of Openings in Roads



Appendix A3.3
Flexible Roads Type - '3'

Appendix A3.3 Type 3 Flexible Roads



Appendix A6.1
Modular Roads (Bituminous Base (Roadbase)) Types - '3' & '4'

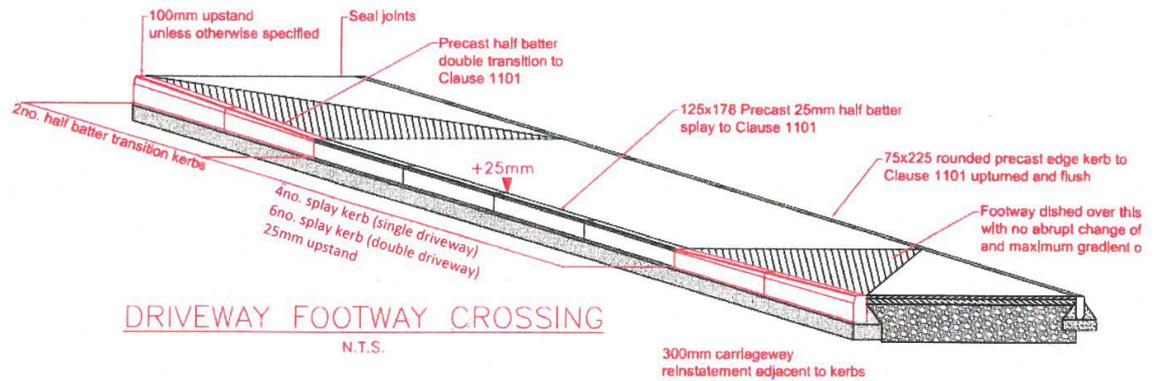
Appendix A6.1 Types 3 & 4 Modular Roads - Bituminous Base (Roadbase)

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|---------|---|
| HRASC | Hot Rolled Asphalt Surface Course |
| CGSC | Close Graded Surface Course |
| SMASC | Stone Mastic Asphalt Surface Course |
| PCSC | Permanent Cold-lay Surface Course |
| HRABC | Hot Rolled Asphalt Binder Course |
| DBC | Dense Binder Course |
| PCBC | Permanent Cold-lay Binder Course |
| DSM | Deferred Set Material to BS 4987 |
| PCSM | Permanent Cold-lay Surface Material |
| GSB1 | Type 1 Granular Sub Base Material |
| Class A | Class A Graded Granular Backfill Material |

NOTE:- These 2 figures are taken from the 'Specification for the Reinstatement of Openings in Roads' (ISBN 0 7559 0973 9) for guidance. The full Code is available to purchase from HMSO and most major bookshops or available free online at: <http://www.dft.gov.uk/pgr/roads/network/local/streetworks/cop/roo/>

Vehicular Footway Crossing



Flexible Construction	Slabbed Paving	Concrete Block Paving
30mm R.A. Wearing Course 15% Asphalt to Clause 910 with 9mm white chipped spread at a rate of 0.5kg/m ²	65mm hydraulically pressed flags to Clause 1104 300 x 300mm or 400 x 400mm with 3 – 4mm joints sand filled	paving blocks to Clause 1107 200 x 100 x 65mm rectangular precast concrete
50mm of dense bitumen macadam basecourse to 20mm mm nominal size to Clause 929	25mm bedding layer of crushed rocks or sharp sand	35mm bedding layer of sharp sand laid to C & CA publication 46.026
370mm sub-base to Clause 803 (Type 1)	370mm sub-base to Clause 803 (Type 1)	370mm sub-base to Clause 803 (Type 1)

All Clauses referred to relate to the Manual of Contract Documents for Highway Works,
Volume 1: Specification for highways.

STIRLING COUNCIL

Application For Road Opening Consent

Application for Consent to Execute Works in a Road Section (56) Permission to Place and Maintain Apparatus In/Under a Road Section (61)

Applicant

Name

Address

Town Post Code

Phone Number Fax Number

E-mail Address

Nature of Operations

Please state the nature of the operations (for example, construction of access, vehicular crossing or exaction in an existing road).

Please enter the location where the operation will take place

Road

Town Post Code

Please enter the duration the road will be occupied for

From To

Please list all drawing numbers showing the extent of the operations enclosed with this application

Planning Application No if applicable

Contractor Details

Name

Address

Town Post Code

Phone Number

A Copy of the contractors NRSWA Card (front and back of card must be submitted) with this application. Failure to attach will delay start date of proposed works.

Signature

I / We certify that I / We have notified Symology regarding Public Utility Apparatus

Symology Ref No

Please indicate method of payment

Signature Date

Tel No. Mobile No.

**Please return your completed form to
Stirling Council
Network Management
Endrick House
Kerse Road
Stirling
FK7 7SN**

Tel No. 01786 404040

For Official Use Only

Ref No.

Date Received

Permission Granted

Payment Method

Symology No.

