

STIRLING COUNCIL

Environment Services

Application for Road Occupation

Notes of Guidance for Applicant

Under Section 58 of the Roads (Scotland) Act 1984, it is an offence to deposit building materials on and / or erect staging or scaffolding on or over part of any road, without the permission of the Roads Authority. It should be noted that the terms 'road' encompasses the carriageway, footway and / or verge 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 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, Environment & Place, Network Management, Endrick House, Kerse Road, Stirling, FK7 7SN (at least 7 days in advance of the proposed starting date).

1. Three copies of a Location Plan and Details of the Proposal, to a scale of not less than 1:1250.
2. The completed Application Form.
3. Payment of either up to 3 days - £55
up to 1 week - £93
up to 1 month - £170
and £77 for each subsequent month thereafter

Please note, on all occasions a site visit from our Inspector /Officer and applicant will be required before permission is granted.

If you have any queries about any aspect of your application, please call Network Management on 01786 404040. In addition to any request for a certificate of the structural adequacy of any staging or scaffolding and any other special conditions that may be imposed, the following conditions will normally apply to any permission that may be granted:

General – Applies to all Road Occupations

1. This permission does not relieve the applicant (or contractor) of their duties to comply with any other enactments. Separate permission must be sought to deposit a skip and if a temporary closure is required, consultation must take place well in advance to allow the necessary procedure to be followed.
2. The Stirling Council shall be indemnified against any liability loss, claim or proceeding whatsoever arising in respect of any operation relative to any permission granted.
3. A footway a minimum of 1.5 m wide should be provided. The absolute minimum allowable is 1.0 m but passing places may also be needed. Where this is not possible, an adequate pedestrian way will be required on the carriageway. Satisfactory access must be maintained to all premises and safe passage maintained for vehicles round the works.
4. When part of a road is to be occupied, the obstruction will be signed and coned off in accordance with the requirements of this Service and “Safety Streetworks and Roadwork’s” published by H.M.S.O.
5. If there is any defect on the road, or blocked gullies the Inspector should be contact prior to the occupation-taking place.
6. The gratings of gullies are to be covered and protected and a channel kept clear to facilitate drainage.
7. All materials shall be cleared from the road, which shall be left in a clean and tidy condition (including gullies) at the termination of works. Any damage caused to the road will require to be made good to the satisfaction of this Service.
8. No material standing on the road shall be dangerous or in any way likely to become a nuisance. Nothing shall be deposited which will have a deleterious effect on the road surface.
9. Anything introduced on the road by the virtue of this permission shall be kept neatly stacked and confined to the minimum area of road in such a manner as to obviate spillage.
10. The mixing of materials e.g. concrete, grout or mortar on the surface of a road is not permitted. Where such mixing is essential for work on the road, it must be carried out on properly constructed mixing boards or steel trays and spillage must be prevented. The cleaning of the site and mixing boards must be done in such a manner that none of the material reaches a gully.
11. The Council will inspect the site periodically to ensure that these conditions are being applied. The Council charges £55 up to 3 days, £93 up to 1 week, £170 up to 1 month and £77 for each subsequent month thereafter, to cover the costs of inspections.

Scaffoldings and Hoardings

12. Scaffolding structures should be erected immediately prior to commencement of work and dismantled immediately on completion of work. Erection and dismantling of scaffolding may be restricted to certain hours at the discretion of this Authority. Adequate pedestrian facilities must be provided at all times.
13. Any material being discarded from the building above ground floor level must be fed directly into a skip or lorry by means of a chute.
14. Arrangements to the satisfaction of this Authority must be made to reposition any traffic lights, or road signs or streetlights affected by the erection of a temporary structure.
15. The inner standards should be as close as possible to the building, leaving a footway a minimum of 1.5 m wide. The absolute minimum allowable width for a footway is 1.0 m but passing places may be necessary. There should be 2.3 m minimum headroom clearance. When a pedestrian walkway is provided under the scaffold there should be hoarding between the scaffold and footway. For any scaffold extending to the first floor level or above, an enclosed walkway or fan must be provided to protect road users. Adequate lighting will be required to permit safe passage of pedestrians.
16. The outer scaffolding or outer face of a hoarding should not be less than 500 mm behind the kerb face. Any scaffold that extends over the footway must be signed and coned off for a minimum distance of 500 mm on the carriageway. A close-boarded walkway should be provided over the entire width and a 1.05 m high protective guardrail at the carriageway edge.
17. If a fan projects over the carriageway, its minimum height must be 5 m above road level.
18. Scaffold / Hoardings at junctions and accesses must be constructed so as to preserve existing visibility splays.
19. Corner poles must be clearly indicated by warning tape or sleeves, and any projection into the pedestrian area should be wrapped with protective material. Warning lamps must be provided during the hours of darkness.

STIRLING COUNCIL

Application For Permission For Road Occupation

Applicant

Name

Address

Town

Post Code

Phone No.

Mobile No.

E-mail Address

Apply for permission to

Please state the nature of the operations (for example occupy the road temporarily, for the purpose of building materials/ erect staging or scaffolding etc).

Road

Town

Post Code

Please enter the duration of the works

From

To

Signature

Please indicate method of payment

Signature

Date

Tel No.

Mobile No.

Please return your completed form to

**Stirling Council
Environment & Place
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