

Guidance for Permit Applications

DOCUMENTS TO BE SUBMITTED WITH APPLICATION		
A	Roads (Scotland) Act 1984	
A1	Excavations	Detailed drawings showing the location and/or route of the opening. NRSWA accreditation certificates for Works Supervisor and Works Operative. Current Public Liability Insurance. Traffic Management Drawings. Photos of specific area. Photos of specific location for Dropped Kerbs and Electric Vehicle Apparatus. Applications will only be accepted by the Contractor undertaking the works.
A2	Occupations	Detailed drawings the showing extent of occupation. AND For Scaffolding, Hoarding & Staging: Approved plans from the Public Utility Services or Recorded Delivery Slip of their submission. Purpose of use, Type of Scaffolding and Class of protection fan (see Clause 25.1 Class A,B, C or D), and Current Public Liability Insurance. By submission the applicant certifies that the scaffolding will be adequately supported on firm ground of the required bearing capacity, or otherwise adequately supported. Details to be provided if Scaffolding is suspended, or cantilevered from buildings or over cellars, stairs, roofs or deck structures etc. The scaffolding will be added on our inspection list, and our inspector will be attending after the erection date. Please note inspections cover the footway occupation and safety for pedestrians only. Structural inspections <u>are not</u> undertaken by the Council. Applications will only be accepted by the Contractor undertaking the works. For Temporary Furniture: Structural Report for building adjacent to location. Planning permission for food vans, Following approval from the Council as Roads Authority, and pursuant to Section 140 of the Roads (Scotland) Act 1984 all expenses reasonably incurred for site inspection associated with the issue of permits under Section 58 Roads (Scotland) Act 1984 will be recovered by means of a charge payable by the applicant at the time of permit issue.
A3	Scaffolding	
A4	Tower/ Mobile Cranes	
A5	Temporary Furniture	
A6	Fencing	Detailed drawings.
A7	Skips	Skip shall not exceed 5 metres in length and 2 metres in width. Skip Hire Company details to be provided. Drawing showing location of skip.
A8	Temporary Traffic Control	Traffic Management drawings.

Applications to be submitted via:

Email : Roadworks@eastlothian.gov.uk

B Road Traffic Regulation Act 1984		
Temporary Traffic Regulation Order (Section 14)		
B1	TTRN for less than 5 working days	Drawing showing the extent of the restriction.
B2	TTRO for more than 5 working days	TTROs for more than 5 days are subject to advertising costs.
C New Roads and Streetworks Act 1991		
C1	Works related to Apparatus	<p>Detailed plans showing location and/or route of the opening. NRSWA accreditation certificates for Works Supervisor and Works Operative. Current Public Liability Insurance. Traffic Management Drawings. Photos of specific area.</p> <p>Applications will only be accepted by the Contractor undertaking the works.</p> <p>By signing the Application Form you agree to the following:</p> <p>You will pay any additional inspection fees that will arise due to inspections being undertaken by the Roads Authority in order to comply with the New Roads and Street Works Act 1991.</p> <p>You will pay any Fixed Penalty Notices that might be generated for non-compliance with the Code of Practice for the Co-ordination of Works in Roads.</p> <p>You will ensure works are supervised by a person having a prescribed qualification as a supervisor, and that there is on site at all times, when the works are in progress, at least one person having a prescribed qualification as a trained operative.</p> <p>You will abide by the inspection process over the course of the guarantee period and carry out remedial works as directed.</p>

Notice in Advance of Intended Start Date		
Permit Type (See above)	Traffic Sensitive Road	Non- Traffic Sensitive Road
A1 – A4	6 weeks	4 weeks
A5 – A7	1 week	1 week
B1 – Road Closure	6 weeks	4 weeks
B2 – Road Closure	8 weeks	6 weeks
B1 – Parking Suspension	4 weeks	2 weeks
B2 – Parking Suspension	6 weeks	6 weeks
C1	8 weeks	6 weeks

IMPORTANT NOTICE: By signing and submitting this application, the applicant agrees to comply with the conditions pertaining to a permission granted as a result of this application and the legislation relating to their permission.