

## Guidance for Permit Applications

DOCUMENTS TO BE SUBMITTED WITH APPLICATION		
A	Roads (Scotland) Act 1984	
A1	<b>Excavations</b>	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.
A2	<b>Occupations</b>	Detailed drawings the showing extent of occupation.  AND
A3	<b>Scaffolding</b>	
A4	<b>Tower/ Mobile Cranes</b>	
A5	<b>Temporary Furniture</b>	<p><b>For Scaffolding, Hoarding &amp; Staging:</b> 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.</p> <p><b>For Temporary Furniture:</b> Structural Report for building adjacent to location. Planning permission for food vans,</p> <p>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.</p>
A6	<b>Fencing</b>	Detailed drawings.
A7	<b>Skips</b>	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	<b>Temporary Traffic Control</b>	Traffic Management drawings.
B	Road Traffic Regulation Act 1984	
Temporary Traffic Regulation Order (Section 14)		
B1	<b>TTRO for less than 5 working days</b>	Drawing showing the extent of the restriction.
B2	<b>TTRO for more than 5 working days</b>	TTROs for more than 5 days are subject to advertising costs.

Applications to be submitted via:

Email : [Roadworks@eastlothian.gov.uk](mailto:Roadworks@eastlothian.gov.uk)

<b>C</b>		<b>New Roads and Streetworks Act 1991</b>
C1	<b>Works related to Apparatus</b>	<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.</p> <p>By signing the Application Form, you are agreeing to 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 are also agreeing to 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>

<b>Notice in Advance of Intended Start Date</b>		
<b>Permit Type (See above)</b>	<b>Traffic Sensitive Road</b>	<b>Non- Traffic Sensitive Road</b>
<b>A1 – A4</b>	6 weeks	4 weeks
<b>A5 – A7</b>	1 week	1 week
<b>B1 – Road Closure</b>	6 weeks	3 weeks
<b>B2 – Road Closure</b>	8 weeks	6 weeks
<b>B1 – B2 Parking Suspension</b>	2 weeks	2 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.