



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 term "Road" encompasses the carriageway, footway or verges of any road and includes public footpaths and cycle tracks.

The completed application form must be submitted with a copy of a large scale plan, at a scale not less than 1:1,250 to the Roads and Transportation Manager at the address below. If you are submitting the form by e-mail, please ensure you attach an electronic copy of the location plan to your e-mail.

Large scale plans can be purchased locally from Mason Maps in Dunfermline (Tel. 01383 727 261) or Mailbox etc. in Stirling (Tel. 01786 449 543). Alternatively they can be purchased online from www.ukmapcentre.com.

Fees are calculated based on the duration of the road occupation: up to 3 days, more than 3 days and up to 1 week, and more than 1 week and up to 1 month.

Please note that where works extend beyond the agreed period as stated on the Permit, this Service will issue a further charge to cover the cost of additional inspections. This charge will be the difference between the fee paid and the monthly rate for periods up to one month.

Works extending beyond one month will be charged at the monthly rate for every full month, or part month, they remain on the public road.

The fees charged for a Road Occupation Permit are published on the Council website at:

<https://www.clacks.gov.uk/transport/roadsfeescale/>

Please note that completed forms must be submitted at least 14 days in advance of the required start date (one months notice is required in traffic sensitive situations) in order to ensure that you have obtained the necessary permissions prior to the Road being occupied.

Conditions:

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.

Standard Conditions Relative to any Permission Granted for a Road Occupation

General Conditions - These apply 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 Clackmannanshire 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 metres wide should be provided. The absolute minimum allowable is 1.0 metre 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 at Street Works and Road Works" published by HMSO.
5. If there is any defect on the road, or blocked gullies the Roads and Transportation Manager should be contacted 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

Scaffoldings and Hoardings Conditions:

1. 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.
2. 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.
3. Arrangements to the satisfaction of this Authority must be made to reposition any traffic lights, or road signs or street lights affected by the erection of a temporary structure.
4. The inner standards should be as close as possible to the building, leaving a footway a minimum of 1.5m wide. The absolute minimum allowable width for a footway is 1.0m but passing places may be necessary. There should be 2.3m minimum headroom clearance.
5. When a pedestrian walkway is provided under the scaffold there should be hoarding between the scaffold and footway.

6. 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.
7. The outer scaffolding or outer face of a hoarding should not be less than 500 mm behind the kerb face. Any scaffold which 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 guard rail at the carriageway edge.
8. If a fan projects over the carriageway, its minimum height must be 5m above road level.
9. Scaffold/Hoardings at junctions and accesses must be constructed so as to preserve existing visibility splays.
10. 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.