·EDINBVRGH·
THE CITY OF EDINBURGH COUNCIL

Please return to:

roadpermits@edinburgh.gov.uk

Roads (Scotland) Act 1984
APPLICATION FOR CONSENT

Please tick the applicable box:

A	☐	**EXCAVATION** (Section 56, 59, 60 & 61)	**Carry out general excavations in the road or footway. (excludes excavations to place and retain apparatus in road - this requires a Section 109 application form to be submitted)**
B	☐	**FOOTWAY DROPPED CROSSINGS** (Section 56, 59, 60 & 61)	**Excavate the footway to accommodate a proposed driveway or other access requirements.**
C	☐	**ROAD OCCUPATION** (Section 58)	**Occupy a portion of road to place materials, site huts, storage containers, contractors' plant etc.**
D	☐	**SCAFFOLDING** (Section 58)	**Scaffolding/hoarding/fencing, staging and access towers.**
E	☐	**TOWER CRANE** (Section 58)	**Erection of tower crane from adjacent public road (e.g. associated mobile cranes, lorries etc.).**
F	☐	**HOISTS, MOBILE CRANES & CHERRY PICKERS & HIAB** (Section 58)	**Operation of mobile cranes and hoists from adjacent public road.**

TOTAL COST of Permit (for office use only)	£	***Road Permits to check total cost of permit and advise permit desk of any errors***

1. Location of proposed works	
2. Description of work	

3. Date Works Planned					
Start Date		Completed Date		Duration	

4. Name and address of client/property to whom this consent may be issued.		5. Name and address of Agent acting for the owner. (if applicable)		6. Name and address of contractor.	
Phone		Phone		Phone	
Mobile		Mobile		Mobile	
Email		Email		Email	

I/We agree to comply with the conditions set out in the attached notes pertaining to a permission granted as a result of this application.

Name of owner/agent or contractor…….

Signature of owner/agent or contractor……Date…….

IMPORTANT NOTICE

Following approval of 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. A scale of charges applicable for the issue of Section 58 permits is detailed on the enclosed sheet of Notes and Guidelines.

This form version – April 2026

ROAD OCCUPATION PERMIT

SCAFFOLDING, HOARDING, STAGING AND ACCESS TOWERS

PERMIT APPLICATION REQUIREMENTS

You must provide:

1. **Completed Roads (Scotland) Act 1984 – Section 58 application form**

2. **One copy of plans with elevations and sections, scale 1:50 or as appropriate. Plans should include all dimensions including footway and carriageway widths, obstruction widths with positions of signs, bus stops, bollards etc. You must also show the positions of exposed apparatus, street furniture and lighting in the area to be occupied and the plan must be sent by Recorded Delivery to the Public Utility Services and the relevant Recorded Delivery slips must be attached to your application. The plans relevant to your application must be signed and stamped as having been approved by the *Public Utility Services. You must not obstruct Utility Providers service/access points. E.g. manholes, chambers, valves or cabinets. (*Please note that Scottish Water no longer stipulate this as a requirement)**

3. **If a road closure or parking suspension is required, full details with regard to extents and duration should be submitted with this application. Please note that suspensions will be required for the occupation of parking bays and will incur a charge. Further information, including details on how to apply for a parking suspension, is available on the Council's website: https://www.edinburgh.gov.uk/parking-spaces/dispensations-suspensions/1**

4. **One location plan.**

5. **Form B2 design certificate for erection of scaffolding is required.**

6. **A method statement covering erection and removal.**

7. **A risk assessment.**

8. **A traffic management drawing for scaffold erection / dismantling to demonstrate that the proposal will not be detrimental to the safe and convenient passage of pedestrians, vehicles or other road users. Please refer to the publication "Safety at Street Works and Road Works – A Code of Practice" for guidance (ISBN No. 9780115531453).**

9. **A copy of current Public Liability Insurance.**

10. **Fee as detailed. (Fee must be submitted with the application.)**

Important Notes (*Please note that incomplete forms will not be accepted and in such instance, consent will not be granted*)

a) The introduction of the Tram system in Edinburgh has highlighted the need to make all developers and contractors aware of the restrictions which will be introduced, to safeguard the route and protect the overhead line equipment and underground services.
As well as the existing functioning route, the route extending to Newhaven is being protected for future works.
If you intend carrying out work on or near one of the streets listed in Appendix A, please contact the local roads engineer for the area who will be able to advise you further.

b) Please note that a minimum period of notice is required for permit processing and that this timescale may increase if a site meeting is required. Notice periods for different types of permit are shown below. It is in the public interest that the authority must process your application before it can be granted. The time to process your application will vary depending on the complexity of the proposal and so the Council cannot give a general timescale for approvals. You must wait until the Council has formally approved your application before proceeding.

c) You must keep the Council informed of the actual start and completion dates and any changes to your proposed dates. Failure to do so may lead to a fine. Please see below for details of your responsibilities to update the Council.

d) As each site is unique you may wish to consult us regarding feasibility and any relevant conditions that may apply. Any special conditions applied to this consent must be observed.

e) Scaffolding must not be erected / dismantled during peak hours - i.e. 0730hrs to 0930hrs and 1600hrs to 1830hrs Monday to Saturday.

f) If builders' rubble chutes are to be used, the exact position of these must be shown on plans

g) If a skip is required, the area of occupation must be shown on the plans and a skip permit must also be obtained.

h) Where permission is granted for a scaffolding to be erected on the carriageway, the applicant must provide adequate protection to the scaffolding (timber baulking protection or equivalent) which must be clearly visible to motorists.

i) The applicant must ensure that the scaffolding does not obstruct any fire exits

j) The use of carpet is not acceptable as a means of padding. Foam lagging (or equivalent) secured with high visibility red and white tape should be used.

k) Applicants will be required to check for any underground structures (such as cellars) to ensure that these are not adversely affected by the proposed road occupation.

l) The applicant will be liable for all costs associated with damage to the public road / footway resulting from the applicant's operations and any resultant public liability.

m) If the works affect the operation of an existing bus stop, a temporary bus stop can be obtained by contacting: BSI Department, Lothian Buses, Annandale St, Edinburgh, EH7 4AZ. Phone 0131 475 0254 (Ansaphone)

Please note that Lothian Buses will initially require 7 days' notice for providing this facility, followed by 24 hrs notice to confirm the specific time required.

How Much Advance Notice Is Required

There are 3 main factors to take into account when considering how much advance notice you must give of your intended start date.

- The Permit Type
- Whether or not the Street in which you are working is Traffic-Sensitive
- Whether or not the works or road occupation will require a road closure, lane occupation or other Temporary Traffic Regulation Order.

In order to allow the necessary time for advance registration and general application processing, your application should be submitted so that it gives at least the notice periods indicated on the charges page. Please note that these periods are calculated from the time a complete application is received.

Please note that if there is a need for a site meeting to discuss the application, additional consultation, or additional information then the application process may take longer.

Traffic Sensitive Streets

Some Roads in Edinburgh are designated as “Traffic-Sensitive” because of their importance to traffic flow within the City. Roads may be traffic-sensitive all of the time, or only for part of the time on certain days, e.g. at Peak Periods.

To find out if the Street in which you intend to work is traffic-sensitive check the Council website at www.edinburgh.gov.uk or by contacting us. The site has a download which shows whether or not the whole Street is traffic-sensitive, or only a part of it, and the times at which it is designated as traffic-sensitive. If the Street is not on this list, then it is not designated traffic-sensitive.

You should contact us for more information if:

- The whole road is not traffic-sensitive and you want to find out which sections are not;
- You think the works you are planning will be carried out wholly out with the traffic-sensitive period for the Street.

Applicant's Responsibilities for Progress Updates

Once a Permit is approved the Transport (Scotland) Act requires that the works are registered on the Scottish Road Works Register **and updated** to reflect any changes in proposed start or end dates as well as the date work *actually* starts and is completed.

The following table details when you must inform the Council of changes to intended dates and progress once work has begun. Fines may be applied if you do not do so.

Permit Type	**Change to Intended Start or End Date ***	**Work / Occupation Begun**	**Work / Occupation / Completed**
Excavate the road or pavement	Yes. ASAP	Yes. By 17:00 the day work begins.	Yes. By 17:00 the day work is completed.
Occupy a portion of road to place materials, site huts, storage containers, contractors plant etc	Yes. ASAP	Yes. By 17:00 on the day occupation begins.	Yes. By 17:00 the day occupation is completed.
Occupy a portion of road to erect scaffolding, hoarding, staging, fencing and access towers	Yes. ASAP	Yes. By 17:00 the day occupation begins.	Yes. By 17:00 the day occupation is completed.
Occupy a portion of road to erect or operate a tower crane, mobile crane, hoist, or cherry picker	Yes. ASAP	Yes. By 17:00 the day occupation begins	Yes. By 17:00 the day occupation is completed.
Deposit a skip on the public road	Yes. ASAP	Not Required	Yes. By 17:00 the day skip is removed.

* If you have started work or an occupation and wish to extend the Permit then you must contact us at the earliest opportunity**. A works extension request for works or occupation on a traffic-sensitive road must be submitted at least 3 days before the date on which you originally planned to finish.** An extension to the Permit may require that an additional fee be paid.

If you want to bring the start date forward, you may find that there are legal restrictions on how soon you can start, so you must consult us as soon as possible.



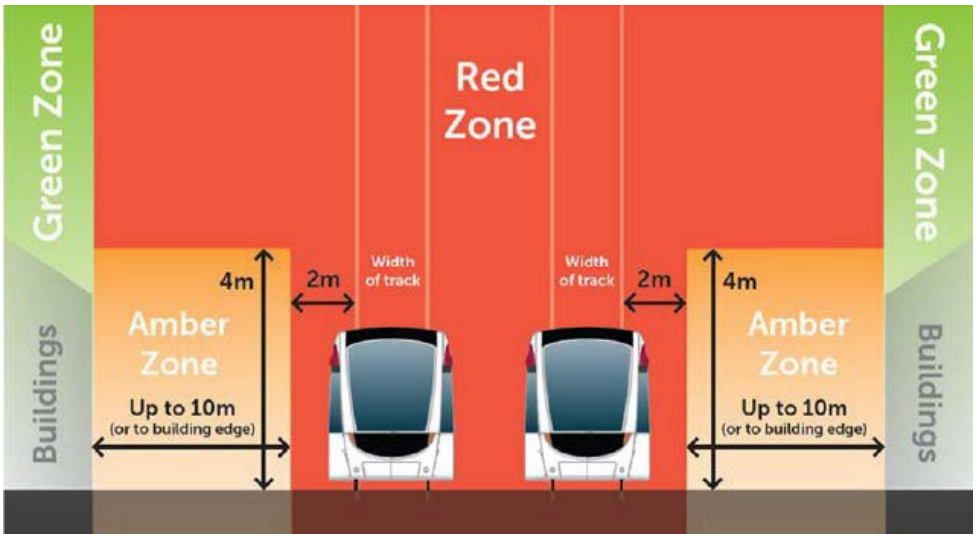
Authorisation is required to work on or near Edinburgh Trams

The Hazard Zone defines the area within which there is the potential for encountering live voltage cables and tramway infrastructure and is defined in the drawing below.

Authorisation is required for **all** work carried out within the Red Hazard Zone and other situations. Authorisation may be required for work carried out in the Amber Hazard Zone.

Unauthorised work can be dangerous and is contrary to the Edinburgh Tram Byelaws and New Roads and Street Works Act (Scotland) 1991 Section 152.

It is **your** responsibility to obtain an Authorisation to Work from Edinburgh Trams in addition to any permit applied for from The City of Edinburgh Council.



To apply for authorisation for any works in proximity of the Hazard Zone, an Authority to Work (AtW) must be submitted in the first instance saying when and where the work will be carried out, and describing the work to be done.

Apply here: https://edinburghtrams.com/atw

Further information regarding working in proximity to power lines and cables can be obtained from the Health & Safety Executive, Guidance Note GS6 'Avoiding Danger from Overhead Power Lines'.

Contact Edinburgh Trams General Enquiries on 0131 622 8910 (recorded line) or email tram.control@edinburghtrams.com.

In case of an emergency, please dial 0131 622 8919 (recorded line).

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SERVICE LIST FOR PERMIT APPLICATIONS

BRITISH TELECOM T 0800 800 865 F 01782 204 846	LANCASTER HOUSE OLD HALL STREET LIVERPOOL L3 0PY
SCOTIA GAS NETWORKS T. 0131 469 1733 Or 0131 469 1744 F. 0131 335 3806	ACCESS HOUSE 5 LONEHEAD DRIVE NEWBRIDGE EDINBURGH EH28 8TG
*SCOTTISH WATER T. 0845 601 8855 F. 0131 445 6626	55 BUCKSTONE TERRACE EDINBURGH EH10 6XH
*DRAINAGE T. 0845 601 8855 F. 0131 445 6626	55 BUCKSTONE TERRACE EDINBURGH EH10 6XH
SCOTTISH POWER T. 0845 272 1212	330/336 ST VINCENT STREET GLASGOW G3 8UR
STREET LIGHTING T. 0131 458 8010	14 BANKHEAD AVENUE EDINBURGH EH11 4HD
FIREMASTER SCOTTISH FIRE AND RESCUE SERVICE T. 0131 344 5200	21 CLAYLANDS ROAD NEWBRIDGE EDINBURGH EH28 8LF

*** Scottish Water do not require plans to be submitted.**

SCALE DRAWINGS MUST BE STAMPED BY ALL THE ABOVE UTILITIES

WE WILL ACCEPT RECORDED DELIVERY SLIPS AS PROOF OF DRAWINGS BEING SENT

THE CITY OF EDINBURGH COUNCIL

Form B2
For Office Use

Ref
No_____

Roads (Scotland) Act 1984 – Section 58

DESIGN CERTIFICATE FOR THE ERECTION OF SCAFFOLDING

I hereby certify that in support of my application for permission to erect scaffolding on, or projecting over, the highway at

_____

_____

For the purpose of _____

The scaffolding has been designed in accordance with the recommendations of the British Standard Code of Practice, BS EN 12811-1 and recognised technical guidance NASC TG20:13. Type of scaffolding or load rating e.g. Light Duty, General Purpose, Heavy Duty etc.

Class of protection fan Class A, B, C, or D _____

I also certify that the scaffolding will be adequately supported on firm ground of the required bearing capacity, or otherwise adequately supported. (Give details if scaffolding suspended, or cantilevered from buildings or over cellars, stairs, roofs of deck structures etc.).

IMPORTANT

Before putting the scaffolding into use, a Certificate of Completion of Erection will be signed and returned to the Director of Place as notification that the road occupation is ready for inspection by Road Services.

Application made by:(Block Capitals)

Name: _____ Qualifications _____

Signature: _____ Designation _____

On behalf of _____

Address _____

Email address _____

Phone No _____ Office No _____ Mobile No _____

Note – A Design Certificate will be accepted only if it is signed by a person whose qualifications, training or experience are deemed acceptable by the Director of Place.

THE OFFICE OF
THE SCOTTISH ROAD WORKS COMMISSIONER

ARE YOU INVOLVED IN BUILDING WORK, SCAFFOLDING OR SKIP HIRING?

DID YOU KNOW THAT **FIXED PENALTY NOTICES** OF £120 WERE INTRODUCED ON 1 OCTOBER 2008 FOR OFFENCES THAT INCLUDE:

- **THE DEPOSITING OF BUILDING MATERIAL;**
- **PLACING A SKIP; OR**
- **ERECTING SCAFFOLDING**

ON A ROAD WITHOUT PERMISSION FROM THE ROADS AUTHORITY?

FIXED PENALTY NOTICES CAN ALSO BE ISSUED FOR NOT COMPLYING WITH THE CONDITIONS OF A PERMIT GIVEN BY THE ROADS AUTHORITY.

FURTHER DETAILS CAN BE OBTAINED FROM ROADS AUTHORITIES AND AT OUR WEBSITE

www.roadworksscotland.gov.uk

Appendix A - Roads designated as Roads with Special Engineering Difficulty

Under the Edinburgh Tram legislation the following roads will require special measures to be taken in the planning and execution of road works in order to avoid serious failure of the road and the structures thereon. It is intended that both the full carriageway and footway will be so designated.

Road	Extent of Effect
Lindsay Road (part)	That part of the road extending approximately 94 metres Southeast from the extended West kerbline of Annfield to approximately 18 metres West Northwest from the extended West kerbline of Annfield.
Ocean Drive	Entire road.
Constitution Street	Entire road.
Leith Walk	Entire road.
Picardy Place	Entire road.
Leith Street (part)	That part of the road extending approximately Southwest from the top of Leith Walk to a point approximately 75 metres Northeast of the extended Northeast kerbline of Greenside Row.
Broughton Street (part)	That part of the road extending approximately West, then North from the Southwest end of Leith Walk to a point approximately 45 metres South from the extended South kerbline of Broughton Street Lane.
York Place	Entire road.
Queen Street (part)	That part of the road extending approximately West from the western end of York Place to a point approximately 109 metres East of the extended East kerbline of North St David Street.
North St Andrew Street	Entire road.
St Andrew Square	The entire Westernmost road of the square.
South St Andrew Street	Entire road.
Princes Street (part)	Entire road approximately West of the junction with South St Andrew Street, including the entire junction area.
Shandwick Place	Entire road.
West Maitland Street	Entire road.
Haymarket	Entire road.
Haymarket Terrace (part)	Entire road from Haymarket to a point approximately 46 metres East of the extended East kerbline of Coates Gardens, including the junction with Haymarket Yards.
Haymarket Yards	Entire road.
Lochside Avenue (part)	That part of the road extending approximately West from the extended West kerbline of Lochside Crescent for approximately 25 metres.
South Gyle Broadway (part)	That part of the road extending from a point approximately 50 metres Northwest from the extended West kerbline of Gyle Avenue approximately Northwest for 115 metres.
The road north from the A8 Glasgow Road to Gogar Farm (part)	That part of the road extending approximately North from a point 18 metres from the North kerbline of the A8 Glasgow Road for 22 metres.
The road north from the A8 Glasgow Road to Castle Gogar (part)	That part of the road extending approximately North from a point 28 metres from the North kerbline of the A8 Glasgow Road for 22 metres.
Gogar Mains Farm Road (part)	That part of the road extending approximately North from a point 433 metres from the North kerbline of the A8 Glasgow Road for 24 metres.