

Roads (Scotland) Act 1984 APPLICATION FOR CONSENT

Please tick the applicable box:

A	<input type="checkbox"/>	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	<input type="checkbox"/>	FOOTWAY DROPPED CROSSINGS (Section 56, 59, 60 & 61)	Excavate the footway to accommodate a proposed driveway or other access requirements.
C	<input type="checkbox"/>	ROAD OCCUPATION (Section 58)	Occupy a portion of road to place materials, site huts, storage containers, contractors' plant etc.
D	<input type="checkbox"/>	SCAFFOLDING (Section 58)	Scaffolding/hoarding/fencing, staging and access towers.
E	<input type="checkbox"/>	TOWER CRANE (Section 58)	Erection of tower crane from adjacent public road (e.g. associated mobile cranes, lorries etc.).
F	<input type="checkbox"/>	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)	£	<i>Road Permits to check total cost of permit and advise permit desk of any errors</i>
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1. Location of proposed works	
2. Description of work	

3. Date Works Planned			
Start Date		Completed Date	

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.

FOOTWAY DROPPED CROSSING PERMIT

PERMIT APPLICATION REQUIREMENTS

You must provide:

1. Completed Roads (Scotland) Act 1984 – Sections 56 application form
2. For all Category A (Excavation) and B (Footway Dropped Crossing) applications:-
 - a.A copy of NRSWA accreditation certificate for Works Supervisor.
 - b.A copy of NRSWA accreditation certificate for Works Operatives.
3. Evidence of planning consent for the driveway or a letter from the Council's Planning confirming that planning consent is not required. Please contact Planning on 0131 529 3596 for further guidance.
4. A plan with dimensions to a suitable scale showing the exact location of the driveway and a description of the existing footway materials to be altered.
5. A detailed specification for reinstatement.
6. A statement confirming that a request for public utility/statutory undertakers plant and service drawings has been made. To obtain assistance in obtaining information on any underground apparatus that may be affected by your excavation, you can contact the 'Dial Before You Dig' Freephone service on 0800 231 251
7. Traffic management drawings to ensure the safety of pedestrians and other road users. Please refer to the publication "Safety at Street Works and Road Works – A Code of Practice" for guidance (ISBN No.9780115531453).
8. A method statement covering the nature and extent of the works.
9. A risk assessment.
10. A copy of current Public Liability Insurance.
11. Fees as detailed (fees to 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) No loads are permitted to be carried over streets or adjoining properties.
- f) Applications to place mobile cranes, hoists or cherry-pickers on the footway will not normally be given consideration as most footways are not constructed to accommodate such loadings. Only in exceptional circumstances will this be considered, and permissions will only be given after a condition survey is carried out on the footway. In such cases, the applicant will then be liable for any damage or resulting public liability claims arising from their operations.
- g) All loading / unloading of materials will be restricted to the limits of the site.
- h) Applicants will be required to check for any underground structures (such as cellars) to ensure that these are not adversely affected by the proposal.
- i) If you propose to work out with 0700hrs to 1900hrs Monday to Saturday and your works are likely to generate noise, you must contact The City of Edinburgh Council's Noise Abatement Team on 0131 529 3030. (email: asknoise@edinburgh.gov.uk).
- j) 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.

Working Safely – Edinburgh Trams



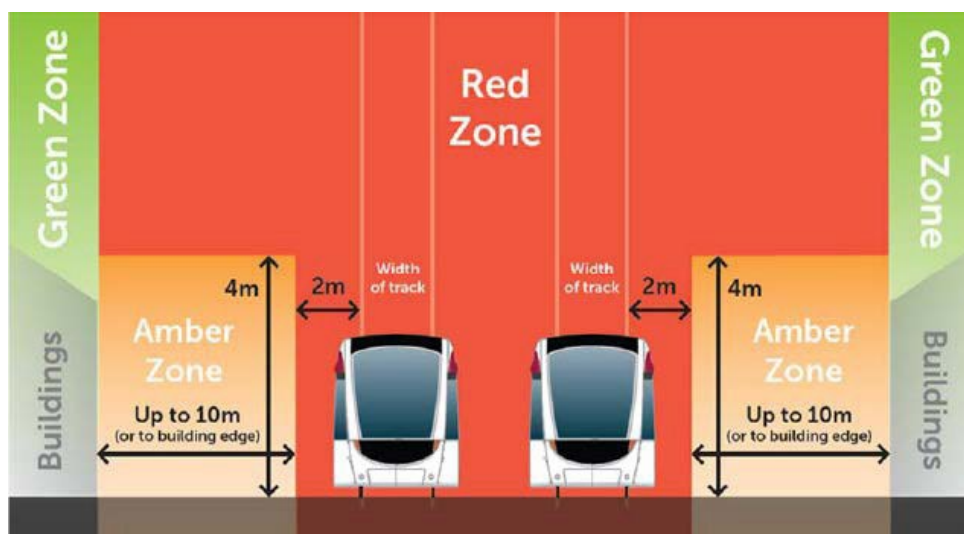
Authorisation is required to work on or near Edinburgh Trams

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).

SERVICES FOR COMMUNITIES : TRANSPORT/ROAD SERVICES

DOC. NO. SPOR00000001

Notes:

- All dimensions are in millimeters.
- Special attention must be given when using alternative kerb types, the minimum length is 1000mm.
- For kerbside kerbs and dropped kerbs may be retained full size kerbs or special units.
- Wired kerbs shall be painted with Class (1) mortar.
- Where access is to an individual dwelling it shall be constructed to the adjacent footway specification.
- Kerb upstands, access levels and crossfalls to be as shown unless indicated otherwise.
- Upstand to be 200mm for vehicular drop crossings.
- To facilitate use by disabled persons or wheelchair users the kerb or upstand upstand at crossings should be of minimum height or as stated. Similarly the gradient should not exceed 1 in 5.

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THE CITY OF EDINBURGH COUNCIL

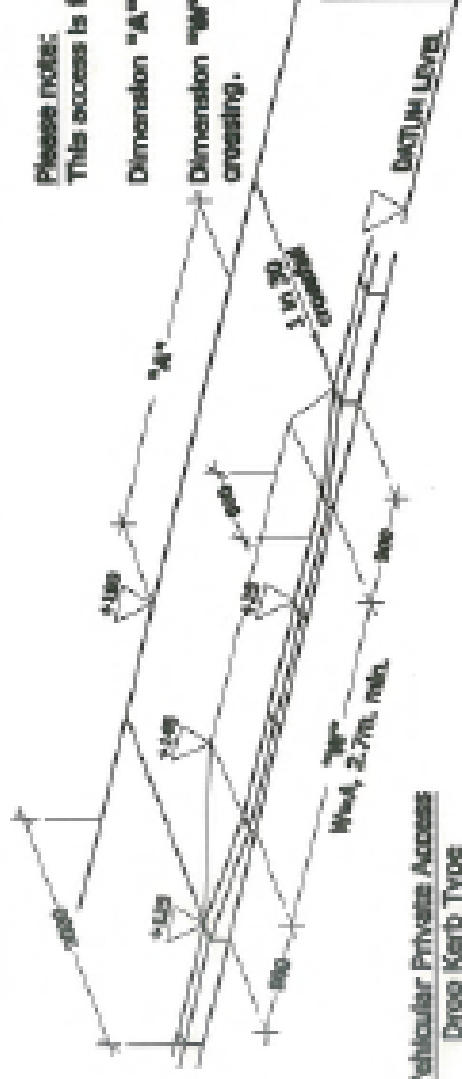
TRANSPORT
ROADS AND
TRAVEL SERVICES

Drop kerb information for
Project Applications

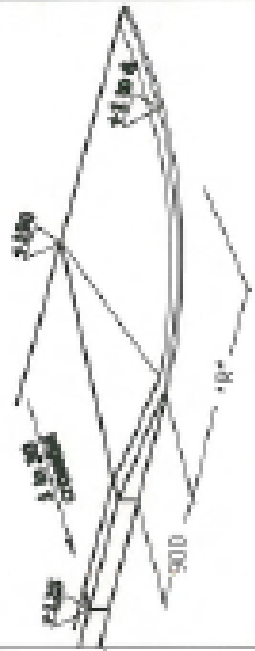
1:1000
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Doc. No. SPOR00000001

Please note:
This access is for vehicular use only.
Dimension "A" is the width of the access.
Dimension "W" is the width of the drop crossing.

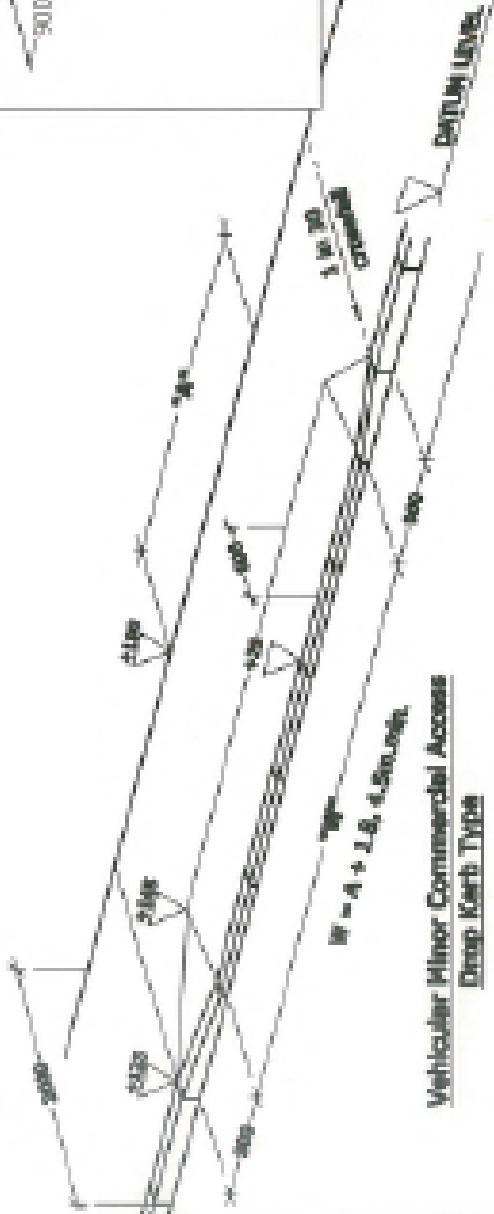


TYPICAL DETAILS FOR 2m. FOOTWAY



Footway Drop Kerb Crossing

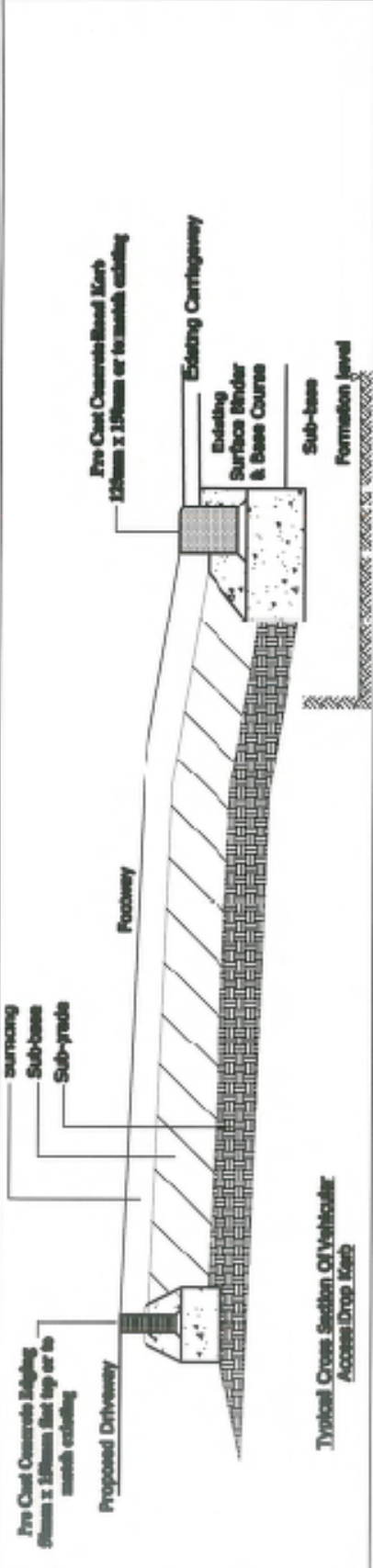
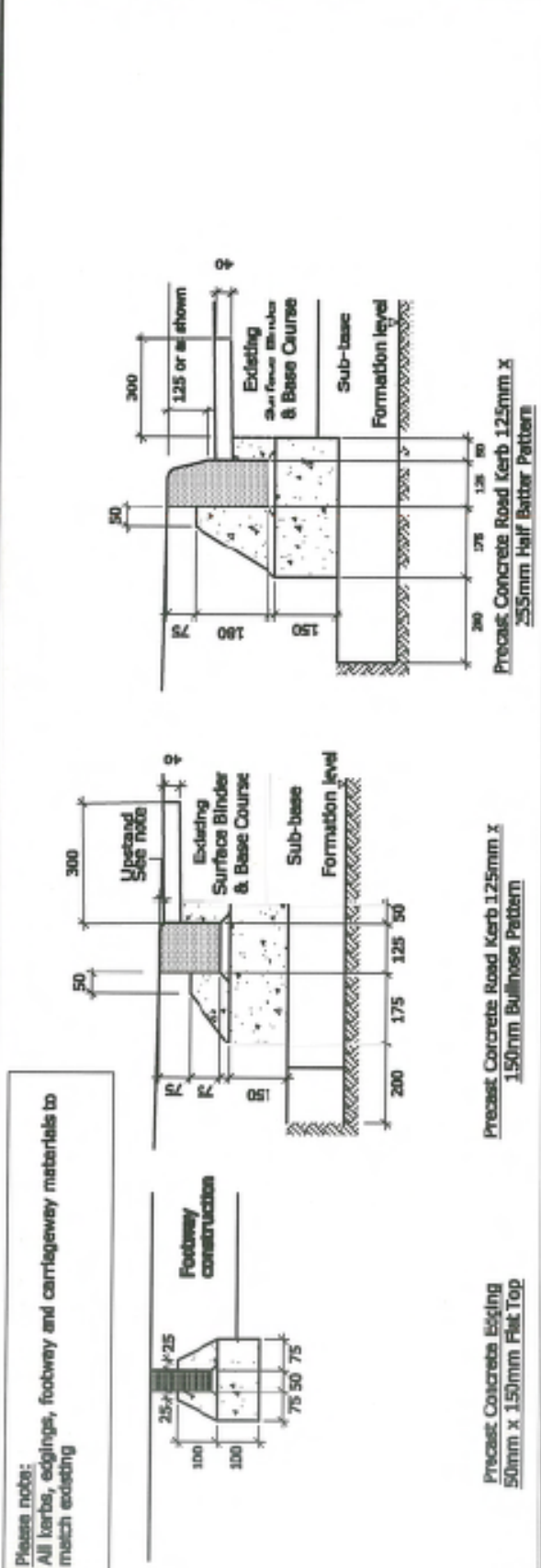
Please note:
This access is for vehicular use only.
Dimension "A" is the width of the access.
Dimension "W" is the width of the drop crossing.



TYPICAL DETAILS FOR 2m. FOOTWAY

Please note:
All kerbs, edgings, footway and carriageway materials to match existing

Notes:
All dimensions in millimetres.
All kerb and footway materials to match existing.
Kerbs/Edging details to comply with BS.7263, Part 3: 2003.
Kerbs/Edging found and haunch to be mix: S14 concrete.
Kerbs to be laid and bedded on a layer of Class (1) mortar not less than 10mm and not more than 40mm thick.
Alternatively, kerbs may be laid directly on the concrete foundation while it is still plastic.
All Kerbs/Edgings to be sketched, except whitestone kerbs and kerbs laid to a radius of less than 40mm, which shall be laid with an average gap of 6mm and pointed with Class (1) mortar.
Overbreak for kerb found on formation and fill in front of kerb to be made good with mix: S14 concrete up to basecourse level.
Upstand to be 0-6mm for footway drop crossings and 25mm for vehicular drop crossings.
Road channel to be reinstated with hot rolled asphalt with 14mm aggregate, HMA 30,cl.4 P surf 40/60 to BS.EN.13106-4
Cold applied materials are not acceptable.



Surface Option/layer	Bituminous	Pavers	Flags	Concrete
Surfacing	30mm subbase course 50mm Director Course	2 outer lay rows ≥ 30mm concrete blocks	30mm x 30mm x 50mm or 40mm x 40mm x 60mm or 45mm x 45mm x 70mm	150mm unreinforced Grade C30P
Base	30mm bedding sand (compacted)	30mm bedding sand (compacted)	25mm bedding sand (compacted) or mortar (or stronger)	
Sub-base	25mm CBR ≥ 2%	70mm DBM (or similar) or CBM 1 CBR ≥ 5%	20mm CBR ≥ 5%	75mm
Sub-grade	150mm CBR ≥ 2%	150mm CBR ≥ 5%		

TABLE 03: LIGHT VEHICLE FOOTWAY SPECIFICATION (TABLE FROM VOLUME 7 OF MTR J08/02)

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TRANSPORT
Road Services

Drop Kerb Information
For
Permit Applications

DRG. NO. SFCR0408/DRP2

◆ EDINBURGH ◆

THE CITY OF EDINBURGH COUNCIL

SERVICE LIST FOR PERMIT APPLICATIONS

BRITISH TELECOM
T 0800 800 865
F 01782 204 846

THE NATIONAL NOTICE HANDLING CENTRE
PP 404B TELECOM HOUSE
HANDLEY
STOKE ON TRENT
ST1 5ND

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

CATHCART BUSINESS PARK
SPEAN STREET
GLASGOW
G44 4YQ

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

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.