

**OPERATIONAL SERVICES – ROADS MAINTENANCE**

**Application for a permit to occupy the road in connection with building work**

**Section 58 Roads (Scotland) Act 1984**

**\*** required information

**Section 1 of 10**

**Applicant Details**

**\*** First name

**\*** Surname

**\*** E-mail

Telephone number

**Applicant Business**

**\*** Your position in the business

**Business Address**

**\*** Building number or name

**\*** Street

**\*** City or town

**\*** Postcode

**Section 2 of 10**

**LOCATION OF THE SITE TO BE OCCUPIED**

**Building or Site Address**

**\*** Building number or name

**\*** Street

**\*** City or town

**\*** Postcode

**Location Details**

**\***Give a 12 figure Ordnance Survey (National Grid) reference

Easting Northing

**\*** Describe the exact location of the site to be occupied

**\*** Part(s) of the road you propose to occupy (please check all that apply)

Carriageway (non-traffic sensitive)

Carriageway (traffic sensitive)

Verge

Footway

Other

**Section 3 of 10**

**BUILDING WORK BEING UNDERTAKEN**

**\*** Nature of the building work to be undertaken (please check all that apply)

Construction

Repair/maintenance

Demolition

Alteration

Cleaning

Inspection and access only

Other

**\*** Provide brief details of the work being undertaken and reason the road/highway needs to be occupied

**Section 4 of 10**

**NATURE OF OCCUPATION (attach copy of scale plan to application)**

**\*** Indicate what you propose to place on/over the road/highway (check all that apply)

Scaffolding or staging

Access machinery (e.g. crane, cherry picker)

Storage container

Building materials

Hoarding or fencing

Portable cabin or hut

Other

**\*** Provide details

**Width of the road where the structure/obstruction is to be placed (in metres)**

Carriageway

Footway

Verge

**Dimensions of proposed structure/obstruction (in metres)**

**\*** Length

**\*** Width

**\*** Height

(For scaffolding this should be the maximum working platform height)

A scale plan of the site showing the position of the structure/obstruction on the road must be attached with this application.

**Section 5 of 10**

**PERIOD OF OCCUPATION**

State when you want to occupy the road. NB. Notice periods are as per Transport (Scotland) Act 2005

**\*** Start date

Click here to enter a date.

Click here to enter a date.

**\*** End date

**TRAFFIC CONTROL**

**\*** What form of traffic control do you intend to use?

No traffic control necessary

Give and take

Stop/Go boards

Temporary traffic signals\*

Priority flow

Road closure\*

\*N.B. A separate application will be required for temporary traffic signals or road closure

**Section 6 of 10**

**EMERGENCY CONTACT DETAILS**

**\*** Contact name

**\*** Company/organisation

**\*** 24 hour emergency

Telephone number

**Section 7 of 10**

**PUBLIC LIABILITY INSURANCE**

You must have a suitable level of public liability insurance to cover this activity

**Section 8 of 10**

**ADDITIONAL DETAILS**

Provide any additional information which is required or relevant to your application

**Section 9 of 10**

**PAYMENT DETAILS**Payment by credit/debit card only to be made to [whscadmin@westlothian.gov.uk](mailto:whscadmin@westlothian.gov.uk), quoting invoice code 571700/50631 and a unique identifier code supplied by Roads Maintenance. If you wish to make payment by phone, please email the above address and a team member will contact you.

**Section 10 of 10**

**DECLARATION**

\* I am aware of the provisions of the Roads (Scotland) Act 1984. The details contained in the application form and any attached documentation are correct to the best of my knowledge and belief.

Ticking this box indicates you have read and understood the above declaration

**\*** Full name

**\*** Capacity

Click here to enter a date.

Date