

SECTION 171 APPLICATION FORM



**Plymouth
Highways**

Highways Act 1980

Installation of a domestic vehicle crossing.

3 working days' notice is required for each application

Please ensure you have seen the resident's letter of conditional approval from Plymouth City Council to ensure you are working to the correct specifications. Please check sizes and any special conditions.

If your application is approved you will be contacted by telephone or email to make the required payment. Alternatively enclose a cheque made payable to **'Plymouth City Council'**.

Total fee payable is **£185** - This covers the administration fee of £55 per 28 day period, plus the two inspection fees (signing/lighting/guarding) of £65 per work unit (during and after inspections).

An additional £185 to the above will be charged if permission is given for less than 3 working days' notice / if a permit has not been applied for but works have been carried out or being undertaken / if an extension has not been requested without a valid reason 3 working days before the current permit expires making the total fee £370

Any form of payment made to 'Plymouth City Council' does not mean automatic entitlement to permit or service.

Applicant contact details

Name:

Address:

Postcode:

Email:

Telephone:

Agent or Contractor

Name:

Address:

Postcode:

Email:

Telephone:

Out of hours details

Telephone number of contact and/or key holder for out of hours:

Full address and position of proposed works location. (Please also attach a plan-view drawing showing location and measurements including Chapter 8 signing, lighting and guarding (cross-sections too where necessary):

Address:

Postcode:

Important notice: Your start and completion dates are not agreed until you have submitted an N Notice (you must complete page 3 of this document) and it has been **approved** by Plymouth Highways.

Intended start date:

Estimated completion date:

[Also see N Notice]

Agreement

I/we agree to comply with the standard terms and conditions attached to this application.

Signed:

Position in firm:

For and on behalf of:

Date:

Standard terms and conditions

1. The total fee payable is calculated as follows;
 - a. Works inspection fee £60
 - b. Works completion fee £60
 - c. Administration fee £65 for each 28 days
2. Vehicle crossing, on classified roads, must be in accordance with Planning Permission conditions. Please ensure you have seen planning permission before applying
4. Vehicle crossing must be constructed as per the standard conditions as described in the PCC specification, as referenced in the Private Contractor Pack.
5. Works supervisor and operatives are to be accredited under NRSWA 1991 when carrying out excavations in the public highway.
6. Signing and guarding is to be carried out in accordance with Chapter 8 of the Department for Transport's Traffic Signs Manual 2009.
7. Reinstatement is to be carried out in accordance with the NRSWA 1991 Specification for the Reinstatement of Openings in the Highway.
8. You will be responsible for the maintenance of the vehicle crossing until the confirmation of approval from our final inspection has been sent.
9. Works are not to commence until the permit has been approved and the consent form has been received.
10. A notice of completion is to be submitted within 24 hours of completion of your works.
11. Any inspections carried out at the request of the applicant or as a result of any malpractice (e.g. mud deposited on the road, no traffic control etc.) will be charged for at £50 per separate inspection.
12. Any damage caused to the highway as a result of any of the applicant's works carried out under this permit must be made good at the expense of the applicant.
13. Any additional conditions to be applied to the permit will be detailed on the consent form.
14. All excavations are to be carried out in accordance with Health & Safety G47.
15. If you are suspending a bus stop, notices should be in place at a minimum of five working days. You will be required to contact the public transport officer directly to find out if a temporary bus stop is required. If required, you must supply and install the temporary bus stop and ensure the bus stop is uncovered and temporary bus stop is removed at the end of the works.
16. It is the applicant's responsibility to ensure they have seen the resident's letter of conditional approval.

Have you supplied all of these with your application (please tick)?

- Completed and signed application form.
- A completed N Notice.
- Payment of administration/inspection fees.
- A copy of your current public liability insurance certificate (£5 million minimum).
- A plan view drawing showing the location and measurements of proposed works (cross-sections too where necessary).
- A plan showing all proposed traffic management and signing/lighting/guarding for the public highway affected.
- A risk assessment and method statement in respect of public highway.
- Proof that one supervisor and one operative are accredited to set out signing, lighting and guarding as specified in Chapter 8 of the Department for Transport's Traffic Sign Manual 2009. (Operative must be on site all the time).

- Proof that you have (a) notified **all** of the following utility companies of the location and nature of your proposed works and (b) obtained current service drawings, which must be dated within the previous 3 months, from **all** of them:
 - Wales and West
 - South West Water
 - Western Power
 - Virgin Media
 - British Telecom
 - Vodafone
 - Any other owners of apparatus in the street.

- Proof that one supervisor and one operative are accredited to carry out excavations in the public highway as required in the New Roads and Street Works Act 1991. (Operative must be on site all the time).

OFFICIAL

CONTACT US

Write to us at: -

Plymouth Highways,

Prince Rock Depot,

Macadam Road,

Plymouth,

PL4 0RZ

Call: 01752 668000 - Monday to Friday 8.30am to 430pm

Email: - networkmanagement@plymouth.gov.uk