

### Application Terms and Guidelines

#### Part 1: Application timescales, term and fees, privacy notice

The non-refundable fee associated with processing a Highways Occupation Licence along with the term may be found on the web site under Highways Licences and Permits. Additional fees may apply in the event of an extension to operation dates. If a licence is for a pert term, the full term fee is payable.

Applications require up to eight working days to process from receipt of application form, payment and supporting documentation.

Gloucestershire County Council will collect personal information to fulfil the application process for the licence applied for and will not use the information outside of this. For full information on how we use and store your information please see the Highways Privacy Notice and the section relating to Licences, Permits and Permissions.

#### Part 2: If you need to restrict traffic or close a road to carry out your operation

Highway access must comply with the regulations set down in '*Safety at Street Works and Road Works: A Code of Practice*' which is available online.

If access cannot be maintained, a Street Works Licence must be applied for in addition to a Highways Occupation Licence. The former may be found on the County's website under 'Licences and Permits'.

#### Part 3: Operation Dates

It is understood that for various reasons works cannot always be carried out between the dates scheduled. For this reason, you need to inform us whether your operation dates are likely to change. You will need to contact us as soon as reasonably possible to seek approval for a date amendment (this must be **prior** to the commencement of works and additional fees may be payable).

Please note your operation dates represent the lifespan of your Highways Occupation Licence. If your operation is likely to continue beyond your requested end date you will need to apply for an extension. If you operate outside the lifetime of your licence then remedial action will be taken by Gloucestershire Highways. **Under the Highways Act 1980 it is an offence for anyone without lawful authority to obstruct the free passage along the highway.**

#### Part 4: Parking Suspensions

You will need to apply and pay separately to suspend parking bays if you wish to occupy a designated parking bay(s). To purchase a parking waiver call MiPermit: 0333 123 5900 or apply online at:

<https://secure.mipermit.com/gloucestershire/Account/PermitPurchase.aspx?PermitType=WAIVER>

For more information please refer to terms and conditions on

<https://secure.mipermit.com/mipermitglobals/Terms/GD-Terms-Waiver.pdf>

## Part 5: Traffic Management

You will be responsible for the provision and costs of traffic management and traffic signs on all affected roads. You will need to submit a traffic management plan with your application. A template can be found on our web site.

## Part 6: Supporting documents/references

The Council reserves the right to audit the information provided by the company at any time to ensure compliance. Should these documents be out of date/inaccurate remedial action will be taken.

## Part 7: How to pay

You can either submit payment with this application by cheque, or you can ask us to contact you so you can pay by credit/debit card. We are unable to process your application until a payment has been received, so please be aware that applications paid for by cheque may take longer.

Cheques MUST be made payable to 'Gloucestershire County Council'. Details of where to send your application are given in part 8.

## Part 8: Submitting your application

Send your completed application with any necessary supporting documentation by email (please include licence type and first operation date in subject line) to:

[GCCHighways@amey.co.uk](mailto:GCCHighways@amey.co.uk); or by post to:

Amey Highways  
Gloucestershire County Council  
Shire Hall  
Westgate Street  
Gloucester  
GL1 2TG

## Part 9: Before Works Commence

- 9.1 Parking suspensions must be in place where necessary and the suspension number provided to the Network Management Team
- 9.2 Traffic management in accordance with parts 5 must be in place prior to any works commencing.
- 9.3 You will need to inform us whether your operation is likely to take place outside of your schedules dates. You will need to contact us as soon as possible **and before** the commencement of work.
- 9.4 Failure to comply with points 9.1 to 9.3 may affect the implementation of the restriction.

## Part 10: During Works

- 10.1 Traffic management in accordance with parts 5 must continue to be in place for the duration of the works.
- 10.2 If any aspect of the work, e.g. operation dates, parking restrictions etc. need to change at any time you must contact the relevant Council department. Relevant permission must be in place before changes can be implemented.
- 10.3 A copy of your licence must be clearly displayed on the structure at all times.

- 10.4 Licences are not transferrable, if the works are going to be taken over by another company they will need to re-apply for a licence. Your licence will be cancelled however no refund will be issued.
- 10.5 Failure to comply with points 10.1 to 10.4 may lead to the licence being rescinded.

### **Part 11: On Completion of Works**

- 11.1 You need to inform us whether your operation took place between the planned dates. You will need to contact us by 10am on the next working day following the operational dates issued to you.
- 11.2 All associated traffic management/equipment must be removed from site in order to return the road and any diversionary routes back to normal use. You will be recharged the costs incurred by the Council if we have to attend site to remove any remaining traffic management/equipment.

### **Part 12: General (for all structures covered by Highways Occupation)**

- 12.1 While the Council will endeavour to meet the dates requested in your application, priority has to be given to the coordination of works; in some instances you may be directed to undertake works on alternative dates from those requested.
- 12.2 There may be circumstances outside the control of the Council e.g. where emergency or urgent situations arise, that will mean it may be necessary to postpone or cancel your works. We will work with you in these instances to re-schedule your works.
- 12.3 Failure to comply with any part of these terms and conditions will mean that your application will be cancelled.
- 12.4 It is the duty of a person to whom a licence is issued by a highway authority in respect of a relevant structure to ensure that the structure is adequately lit at all times between half an hour after sunset and half an hour before sunrise; to comply with any directions given to him in writing by the authority with respect to the erection and maintenance of traffic signs in connection with the structure; and to do such things in connection with the structure as any statutory undertakers reasonably request him to do for the purpose of protecting or giving access to any apparatus belonging to or used or maintained by the undertakers.
- 12.5 The applicants attention is drawn to the Health & Safety at Work (etc.) Act 1974, the construction (Working Places) Regulations 1996 (SI 1966 No 94) and Sections 168 and 169 of the Highways Act 1980.