Highways Occupation Licence

Application Terms and Guidelines

Application Details

Timescales, term and fees, privacy notice

The non-refundable fee associated with processing a Highways Occupation Licence along with the term can be found on our website. Additional fees will apply in the event of an extension to operation dates. If a licence is for a part term, the full term fee is payable. Licence renewals must be made within eight calendar days of the current licence expiry and use the same online form as for new applications. A renewal licence can be requested for up to twelve further weeks, anything longer will need a new application form completing. If you need to change the licence dates, an additional fee and form must be completed.

New applications require twelve calendar days to process from receipt of application form, payment and supporting documentation. Urgent /Retrospective applications can be requested for an additional fee. You will need to speak to us prior to making the urgent/retrospective application as the name of the person you speak to will be needed for the application.

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.

General

- 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.
- 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.
- Failure to comply with any part of these terms and conditions will mean that your application will be cancelled.
- 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.
- 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, 169, 170 and 171 of the Highways Act 1980.

How to pay and submit your application

The application will be moving to an online form. You can either submit payment with your application, or you can ask us to contact you to take payment by card.
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). The amendment form and fee must be completed and paid.

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/renewal. A renewal licence is issued on consecutive dates.

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.

In this section the contact details that will appear on the licence is captured. The contact details given are for emergencies/problems relating to the works. The contact information given will be displayed on the licence and will be in our street works register.

A copy of the licence should be available for inspection at all times for the duration of the licence.

Valid Public Liability Insurance of a minimum value of £5m per incident, with an unlimited number of incidents must be held for the duration of the works.

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 remedial action will be taken.

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’.

V6.0
### 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](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](https://secure.mipermit.com/mipermitglobals/Terms/GD-Terms-Waiver.pdf)

### 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.

The Licensee shall comply with chapter 8 of the Traffic Signs Manual together with such other conditions as the Local Highway Authority may require. A requirement when carrying out any work on the highway is that the works are adequately signed, guarded and lit as stipulated in the ‘Safety at Street Works and Roads Works Code of Practice’.

#### Before Works Commence

- Parking suspensions must be in place where necessary and the suspension number provided to the Network Management Team
- Traffic management in accordance with the above section must be in place prior to any works commencing.
- 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. Additional fees may apply.
- Failure to comply with the above may affect the implementation of the restriction.

#### During Works

- Traffic management in accordance with the above section must continue to be in place for the duration of the works.
- 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. Additional fees may apply.
- 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.
- Failure to comply with the above points may lead to the licence being rescinded.

#### On Completion of Works

- 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.
- 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.
- The site should be cleaned of any residue, including cleaning of any gullies if needed. All necessary cleaning work will be at owners cost.