



COUNCIL OF THE ISLES OF SCILLY

Highway Closure Application 2019/20

This form should be completed by anyone who would like to apply for permission to close part of the highway. Please return the completed form to Infrastructure & Planning at the Town Hall either in hard copy or by email to infrastructure@scilly.gov.uk. You will receive confirmation within **5 working days** of your application. Please retain a copy for your records Please note this application can take up to **2 months**.

Details of Application	Contractors/Company Details
Name	Name
Address	Address
Postcode:	Postcode:
Telephone No.(daytime)	Telephone No.(daytime)
Email Address:	Email Address:

Location Details
Main Road/Street Name:
Town:

Time Details
Expected Start date of Works:
Expected Start Time of Works:
Expected Completion date of Works:
Expected Completion time of Works:

Other Roads/Street Details
Please List the other Roads/Streets that will be affected:

Closure Details
Please detail the type of works being preformed (Special Event. Construction, emergency works etc):

Hiring of Open Space:
Will the Work Require the Hiring of Council Open Space
YES <input type="checkbox"/>
NO <input type="checkbox"/>
If YES please submit a Hiring of an Open Space Form with this application. Please note this application might require additional fees.



COUNCIL OF THE ISLES OF SCILLY

Highway Closure Application 2019/20

Application Checklist:

The following must be submitted with this application:

Location Plan	<input type="checkbox"/>
Insurance Certificate:	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>
Hiring of Open Space (if required)	<input type="checkbox"/>

Please note that the fee will only be taken if the works are approved. Do not pay pre application.

Fees & Charges:

Please note that fees will only be taken if the works are approved by the Highway Authority.
Do NOT pay pre application.

Applications submitted 10 working days before works commencement date:

Closing the Highway for up to 7 Days: £15.00

Closing the Highway for subsequent weeks (7 days): £10.00/7days

Misc. Fees:

Rental of Council's Road Signage: £20.00/day

Advertisement in Local Paper: £150.00 (if needed)

Signature:

Date:

Declaration: I confirm that the information provided by me on this form is correct. I have read the Terms & Conditions for the use of the Closure of a Public Highway and agree to be bound by them. I give consent for the processing of my data.

Data Protection: The information you provide on any Infrastructure Service form is private and confidential for more information on how you information is protected please visit us on scilly.gov.uk/ or contact us on 01720424450 or infrastructure@scilly.gov.uk

Official Use Only	Date	Initial
Location Plan:		
Insurance Certificate		
Approval/Refusal		
Payment made:		