



## Highway Closure Application 2018/19

This form should be completed by anyone who would like to apply for permission to close part of the highway, preferably 8 weeks before the closure takes place, or at least 12 weeks if a temporary traffic prohibition /restriction order is required (please seek advice from the Infrastructure team if you believe this might apply to you). Please return the completed form to Infrastructure & Planning at the Town Hall either in hard copy or by email to [infrastructure@scilly.gov.uk](mailto:infrastructure@scilly.gov.uk). You will receive confirmation within 5 working days of your application. Please retain a copy for your records.

### DETAILS OF ROAD CLOSURE

I, the undersigned, hereby apply for permission to cordon off a section of the public highway at:

.....

For a period from: ..... To ..... Inclusive.

Purpose of Closure: .....

### CONDITIONS

1. The term 'public highway' includes the road and adjacent pavements.
2. Suitable and sufficient warning signs are to be erected in advance of and at the site.
3. The area in question is to be barriered in order to prevent danger to pedestrians or vehicles.
4. The area is to be properly lit at night.
5. The applicant must make formal contact with the following agencies to ensure the work does not impede their access. Where this agreement cannot be reached the Council will assist to find a solution but will be under no obligation to provide alternative arrangements.  
**Police, Fire Brigade, Ambulance Service, H M Coastguard, Road Carrier Services.**
6. This permission shall be operative for a specified period and at the end of that period the signs and barriers shall be removed from the highway and the site thereof left in a clean and tidy condition and any damage to the highway repaired to the satisfaction of the Senior Manager for Infrastructure & Planning or their representative.

### APPLICANT DETAILS & SIGNATURE

I undertake to indemnify the Council against any claims or demands for injury or damage to persons or property caused by this operation.

I hold adequate Public Liability Insurance for the proposed works or event. *(A copy of the policy must be provided by the applicant prior to approval).*

I agree to comply with the conditions of permission.

NAME ..... SIGNATURE .....

ADDRESS ..... DATE .....

EMAIL ADDRESS .....

OFFICE USE ONLY Date Received: ..... APPROVED/REJECTED ..... SIGNED .....

# Infrastructure - Privacy Notice

- The Data Controller for the information you provide on any Infrastructure service form, is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294
- Information you provide on any Infrastructure Service form is private and confidential, and will be used so that we can:
  - Provide the service that you have requested, at the correct address
  - Ensure that we take the correct payment (if applicable)
  - Notify you if we need to renew your subscription to the service (if applicable)
  - Contact you in case of another query or an issue concerning the service you have requested.
- Forms will be held securely at our premises and/or on our electronic network for a period of up to 12 months after completion. Information will not be transferred outside of the EEA or used for marketing purposes. We will not share information with any other organization unless required to do so by law.
- Under GDPR and the DPA 2018 you have the right to:
  - access information that we hold about you or have it rectified if it's inaccurate or incomplete (but you will need to provide evidence before we can do so)
  - have your information erased where we don't have a legal requirement to retain
  - withdraw your consent for us to hold your information
  - restrict how we process your information, e.g. object to us using your information for marketing or research purposes or in relation to a legal task or in the exercise of an official authority
  - request that a person reviews an automated decision where it has had an adverse effect on you

If you would like to exercise these rights, please contact the Data Protection Officer (Cornwall Council, County Hall, Treyew, Truro, TR1 3AY Tel: 01872 326424 Email: [dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)) and request a 'Rights of Access, Rectification and Erasure Request' form.
- If you choose not to provide the personal information we have asked for, we will be unable to provide the service requested.
- Please refer any complaints to us initially so we can try to put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your data rights, you can raise your concerns with the Information Commissioner's Office Tel: 0303 123 1113 <https://ico.org.uk/concerns>