COUNCIL OF THE ISLES OF SCILLY

Breaking Open the Highway Application 2020/2021

This form should be completed by anyone who would like to apply for permission (or for a Statutory Undertaker to give prior notice) to break open 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 that this application can take up to 2 months if highway closure is required.

Details of Application	**Contractors Details**
Name	Name
Address	Address
Postcode:	Postcode:
Telephone No. (day time):	Telephone No. (day time):
Email Address:	Email Address:

Location Details
Road/Street Name:
Town:
Island:

Time Details	**Trench Details**
Expected Start date of Works:	Length (m):
Expected Start Time of Works:	Width (m):
Expected Completion date of Works:	Depth (m);
Expected Completion time of Works:	

Highway Closure:	
Will the Work Require the Road to be Closed:	
YES	☐
NO	☐
If YES please state whether it is a FULL or PARTIAL road Closure:	
FULL	☐
PARTIAL	☐
Please note that if a road closure is required (full or partial) a Highway closure form will be required to be submitted along with this application.	

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Application Checklist:	
The following must be submitted with this application:	
Location Plan	☐
Road Closure Form (if applicable)	☐
Insurance Certificate:	☐
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:
Up to 7 Days: £15.30
Subsequent weeks: £10.20 (per 7 days)
Misc. Fees:
Rental of Council's Road Signage: £20.00 per day
Highway Road Closure: Please see our website

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 Breaking Open 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:		

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Breaking Open of the Highway 2020/2021

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 trench must be excavated, backfilled and re-instated to its former conditions as quickly as possible.

4. The trench must at all times be properly guarded to prevent accidents to persons or vehicles.

5. If the road is open to traffic the trench must be bridged by metal sheeting of sufficient strength to take the weight of any vehicles using the road.

6. The trench must be properly lit at night with suitable warning lamps.

7. The backfilling of the trench must be carried out in 6" layers, well compacted, to within one foot of the top. The last 12" must be filled with lean mix concrete to within 2" of the surface. The remaining 2" is to be filled with tarmac of stone not more than 10mm size.

8. The trench must be made inaccessible to the public at the end of each working day.

9. Where the footpath is obstructed a properly guarded walkway must be provided around the trench.

10. Site preparation, trench excavation and filling must be in compliance with all legislative standards and procedures as required by the Health and Safety at Work Act 1974 and other relevant Regulations. (Employers and self employed are reminded of their duty to undertake their activities with due regard to the Health, Safety and Welfare of themselves, their employees and all others who may be affected by their undertakings).

11. 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.

12. An inspection report is kept by the applicant or the principle contractor.

13. Reportable incidents or accidents required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are notified to the Council or Health and Safety Executive without delay.

14. This permission shall be operative for a specified period and at the end of that period the trench shall be backfilled 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.

15. A site meeting should be arranged with a Highways representative.