



# COUNCIL OF THE ISLES OF SCILLY

## Highway Closure Application 2023/24

This form should be completed by anyone who would like to apply for permission to close part or all of the highway. Please return the completed form to [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk) or in hard copy to the Library, Porthcressa.

**Please note this application can take up to 2 months to process.**

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 performed (Special Event, Construction, emergency works etc):

### Hiring of Open Space:

Will the Work Require the Hiring of Council Open Space

YES

NO

If YES please submit a Hiring of an Open Space Form with this application. Please note this application might require additional fees.



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### 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 Application (if required)	<input type="checkbox"/>

### Fees & Charges inc VAT:

**Applications for Highway Closures can take up to 2 months to process.**

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

Closing of the Highway for up to 7 Days: £21.00

Closing the Highway for Subsequent Weeks (per 7 days): £14.00

Rental of Council's Road Signage Per Day: £28.00

Advertisement in Local Paper (if required): £320.00

Failure to apply for highways applications: £60.00  
(less that 5 working days notice)  
excluding emergency works

**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/](http://scilly.gov.uk/) or contact us on 01720424450 (voicemail only) or [environment@scilly.gov.uk](mailto:environment@scilly.gov.uk)

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



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### CONDITIONS

1. Suitable and sufficient warning signs are to be erected in advance of and at the site.
2. The area in question is to have barriers in order to prevent danger to pedestrians and vehicles
3. The area is to be properly lit at night.
4. 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, and Ambulance Service.**
5. This permission shall be operative for a specified period and at the end of that period the site is 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.
6. 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.