

APPLICATION FOR HIGHWAY APPROVAL



The Highway Authority's permission is required under the Highways Act 1980 and/or the New Roads and Street Works Act 1991 for all works on or in the highway. Failure to complete this application form and provide adequate notice will result in delays to the development works

SECTION 1, CONTACT DETAILS

APPLICANTS DETAILS		LOCATION DETAILS	
TITLE: Mr / Ms / Miss / Mrs / Other		ADDRESS:	
SURNAME:			
FIRST NAME:		POST CODE:	
COMPANY:		PLANNING CONSENT N ^o :	
POSITION:		CONTRACTORS DETAILS IF KNOWN (only complete this section if the contractor is to work on or in the highway)	
ADDRESS:		TITLE: Mr / Ms / Miss / Mrs / Other	
		NAME:	
POST CODE:		COMPANY:	
EMAIL:		POSITION:	
PHONE NUMBER:		ADDRESS:	
FAX NUMBER:			
AGENT'S DETAILS		POST CODE:	
		PHONE NUMBER:	
		EMAIL ADDRESS:	

SECTION 2, TYPE OF WORK

EXCAVATION, ALTERATION, PLACING ITEMS IN AND/OR WORKING ON THE HIGHWAY

Please indicate the work activity you propose to carry out on or in the highway. Tick all the work activities to be undertaken. (See guidance notes)

Alteration to or removal of an existing footway crossing	<input type="checkbox"/>	Building adjacent to watercourse	<input type="checkbox"/>
Construction of a new light or heavy duty footway crossing	<input type="checkbox"/>	Excavations in the highway – NRSWA 1991 or Highways Act 1980 Section 171	<input type="checkbox"/>
Temporary footway crossing to access the site	<input type="checkbox"/>	Temporary traffic regulation orders	<input type="checkbox"/>
Removal of redundant footway crossing	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>
Alteration to the structure of the highway	<input type="checkbox"/>		

SECTION 3, BRIEF DESCRIPTION OF THE WORK

Please give a brief description, attaching site and construction plans for the proposed work.

SECTION 4, DECLARATION

I agree that the conditions required by the Highway Authority will be fully complied with in relation to any operations on or in the highway.

Signed..... Date.....

GUIDANCE NOTES FOR ACTIVITIES ON OR IN THE HIGHWAY

- Construction of light duty footway crossings (access for 5 – 15 cars or vehicles up to 3 tonnes unladen weight).
- Construction of heavy duty footway crossings (access for more than 15 cars or vehicles over 3 tonnes unladen weight).
- Temporary footway crossings / site access.
- Removal of redundant footway crossings. Alterations to the structure of the highway including Section 184 agreements, other than in accordance with Highways Act 1980, Minimum external contractor requirements is Public liability insurance of £10m, NRSWA accredited Supervisor and Operatives and relevant CSCS cards.
- Section 38/278 and Town and Country Planning Act 1990 S106 agreements.
- Building adjacent to watercourses.

For further guidance contact Engineering and Contracts Team, tel 0116 454 4969 or 4972

- Excavations in the highway to access existing or install new apparatus including sewer connections, in accordance with New Roads and Street Works Act 1991.
- Temporary traffic regulation orders for carriageway closures or waiting restrictions.
- Temporary excavations i.e. trial holes, in accordance with Highways Act 1980 Section 171.

For further guidance contact Traffic Operations Team, tel 0116 454 3710

Licensing of skips, scaffolds, mobile platforms, hoardings, safety fences, and deposit of materials is dealt with by the Licensing Section, tel 0116 454 3040

NOTICE PERIODS REQUIRED AND INITIAL FEES PAYABLE TO PROCESS APPLICATION AND PROVIDE BUDGET ESTIMATE

ACTIVITY	NOTICE PERIOD	FEE PAYABLE
Redundant Footway Crossing	8 weeks	£75
Light / Heavy Duty Footway Crossing	12 Weeks	£150
Temporary Crossing / Site Access	12 Weeks	£150
Alterations To Highway Structure	12 Weeks	£150
Excavations In Highway - NRSWA	As per legislation	As per legislation
Excavations in Highway – Highways Act	Contact Traffic Operations Team for application form	
Temporary Traffic Regulation Orders	Use road closure application pack: http://www.leicester.gov.uk/your-council-services/transport-traffic/highways/activities-on-the-highway/	

Cheque to be made payable to: Leicester City Council

RETURN FORM WITH SITE PLAN AND CHEQUE, IF REQUIRED, TO: Leicester City Council, Engineering and Contracts Team, 90 Leycroft Road, Leicester LE4 1BZ

FAILURE TO COMPLETE THIS APPLICATION FORM AND PROVIDE ADEQUATE NOTICE WILL RESULT IN DELAYS TO THE DEVELOPMENT WORKS