

MIDLOTHIAN COUNCIL ROAD SERVICES

Unit Reference.....

Date of Receipt .....

Roads (Scotland) Act 1984 - Section 58

APPLICATION FOR PERMISSION TO OCCUPY PORTION OF A ROAD TEMPORARILY

To be returned to the Business Manager, Road Services, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN

TO MIDLOTHIAN COUNCIL AS ROADS AUTHORITY FOR THE PURPOSES OF THE ROADS (SCOTLAND) ACT 1984

I/We\* (Name and address of Applicant)

.....  
.....

Email.....

Tel Nos: (day).....(night).....

apply for permission under Section 58 of the Roads (Scotland) Act 1984 to occupy a portion of a road **temporarily** in connection with building operations.

Address of building to which application refers:

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.....  
.....

Name of road and location within road proposed to be occupied:

.....  
.....  
.....

Part A

1. Purposes for which temporary occupation is required:

(a) Construction/repair/maintenance/demolition\* .....

(b) Erection of scaffolding/hoarding/staging\* .....

(c) Depositing Materials viz .....

(d) Siting Hut/Portable cabin/Storage

Containers\* .....

(e) Other viz .....

2. Name or road and location within road proposed to be occupied:

.....  
.....

*\* Delete as appropriate*

3. Date from which occupation is requested

- (a) ..... Duration .....
- (b) ..... Duration .....
- (c) ..... Duration .....
- (d) ..... Duration .....
- (e) ..... Duration .....

4. Where application is for the siting of a hut/portable cabin/storage container on the road, written evidence from the client must be included with the application stating reason why accommodation cannot be found on site or in building undergoing operations.

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#### **Part B**

To be completed only in respect of an application for erection of scaffolding, hoarding or staging.

(a) Service copies of this application (Form BI(a)) together with site plans have been sent to the Public Utility Services and the relevant Recorded Delivery Slips or email confirmations are attached to this application.\*

(b) The plans relevant to this application have been stamped and signed as having been approved by the Public Utilities Services.\*

#### **Part C**

Relevant to all applications.

I/We\* agree to comply with the conditions pertaining to a permission granted as a result of this application.

I/We\* have consulted adjacent residents regarding the siting of huts/portable cabins/storage containers outwith the confines of the property undergoing building work and identified in this application and I/We\* confirm there are no objections.

For parts A, B, C & D of this application.

Signature .....

Designation .....

Firm .....

Date .....

Following approval of the Council as Roads Authority, and pursuant to Section 140 of the Roads (Scotland) Act 1984 all expenses reasonably incurred for site inspection associated with the issue of permits under Section 58 Roads (Scotland) Act 1984 will be recovered as from **3 January 1992**. Recovery of expenses will be made by means of a charge payable by the applicant at the time of permit issue.

## **IMPORTANT NOTICE**

Following approval of the Council as Roads Authority, and pursuant to Section 140 of the Roads (Scotland) Act 1984 all expenses reasonably incurred for site inspection associated with the issue of permits under Section 58 Roads (Scotland) Act 1984 will be recovered as from **3 January 1992**. Recovery of expenses will be made by means of a charge payable by the applicant at the time of permit issue.

## **Notes and Guidelines**

### **1. BUILDERS SKIPS**

This permission does not carry with it the right to deposit a builder's skip on the road. Separate permission must be sought from the, Business Manager, Road Services, Midlothian House, Buccleuch Street, Dalkeith EH221DN.

### **2. PLANS**

(a) **For all applications, excluding the erection of scaffolding, hoarding or staging** the applicant must supply with the application 2 copies of a detailed plan to a readable scale to show the site of the building and the position of the part of the road to be occupied in connection with the operation.

(b) **For applications for the erection of scaffolding, hoarding or staging** the applicant must supply with the application 2 copies of plans with elevations and sections with scale to 1:50 or as appropriate together with Form B2 (Design Certificate for erection of scaffolding). Plans should include details of street furniture, e.g. traffic signs, street lighting, etc which may be affected by the proposals.

### **3. SITE HUTS, PORTABLE CABINS AND STORAGE CONTAINERS**

(a) Applications are unlikely to receive favourable consideration for siting structures on busy roads, traffic sensitive routes, at junctions, adjacent or at pedestrian crossing points or where traffic signs will be obstructed etc.

(b) All applications must include a scale plan fully dimensioned showing the exact extent of the occupation required and show with dimensions the size of the portable cabin/container, area for loading/unloading (double parking for loading/unloading will not be allowed), area to be occupied with skips (if applicable) and the widths of carriageway and footway. Any effect on parking bays must be shown. The applicant will be required to demonstrate that the proposals will not be detrimental to the safe and convenient passage of pedestrians and vehicles.

(c) Applications for common repair work must include written evidence from the client that accommodation cannot be found on site or in the building undergoing operations.

(d) Applications will normally only be granted for huts/portable cabins/containers of size up to 2.44m (8ft) wide.

(e) Occupation for materials surplus to operational requirements will not be permitted and must be removed immediately from the site.

(f) Consideration will be given for occupation remote from the operational site. In cases where the building frontage is too limited to allow practical occupation along the frontage, the maximum distance which will be permitted extending beyond the frontage will be 5m. Adjacent residents must be consulted to ensure there are no objections, and a signed undertaking must be given on the application form to confirm that consultation with adjacent residents has taken place, and there are no objections.

(g) Each application must also show the positions of exposed apparatus, street furniture and lighting in the area to be occupied and as with applications for scaffolding and hoardings Part B of the application form must be completed and the plan stamped and signed as having been approved by the Public Utilities Services. This is to ensure exposed apparatus and street furniture will not be obscured or obstructed by the occupation without approval first being obtained. ***Covering of fire hydrants will not be allowed.***

#### **4. CRANES**

(a) If the application is for, or includes, the siting of a **Mobile Crane** on the road on one or more occasions its static position must be shown on the plan referred to in Note 2(a).

(b) A separate permission must be obtained from the Business Manager, Road Services, Road Services, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN for the erection of tower cranes on the sites where the jib will swing over adjoining roads.

#### **5. ERECTION AND DISMANTLING OF SCAFFOLDING**

Immediately after completion of **erection** of scaffolding/hoarding or staging Form B3 must be completed and returned to the Business Manager, Road Services.

Immediately after dismantling the scaffolding/hoarding/staging a further copy of Form B3 must be completed and returned to the Business Manager, Road Services.

### **General Data Protection Regulations**

If you would like to know how Midlothian Council collects, uses, and shares your personal information please click [here](#) to access our online privacy notice.