



COUNCIL OF THE ISLES OF SCILLY

Breaking Open the Highway Application 2023/2024

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 environment@scilly.gov.uk or in hard copy to the Library, Porthcressa. You will receive confirmation within 10 working days of submission. Please retain a copy for your records.

Please note that this application can take up to 2 months to process if a highway closure is required.

Details of Application	Contractors Details
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone (daytime):	Telephone (daytime):
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. <u>This can take up to 2 months to process.</u>



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Breaking Open the Highway Application 2023/24

Application Checklist:

The following must be submitted with this application:

Location Plan

Road Closure Form (if applicable)

Insurance Certificate:

Risk Assessment:

Please note that the fee will only be taken if the works are approved. Do not pay pre application.

Fees & Charges inc VAT:

Applications **must be submitted at least 10 working days** before works commencement date:
Please note that fees will only be taken if the works are approved by the Highway Authority.
DO NOT pay pre application.

Breaking Open the Highway up to 7 Days: £21.00

Breaking Open the Highway for subsequent weeks (per 7 days): £14.00

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

Highway Road Closure: Please see our website

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

Please note:

All fees will be charged according to the listed rates, should the application alter in any way regarding duration, use, time and date etc. it is the applicant's responsibility to inform us of any changes before the work has ended to avoid incorrect invoicing.

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 (voicemail only) or environment@scilly.gov.uk

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



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.



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Breaking Open of the Highway 2023/2024

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.
16. All fees will be charged according to the listed rates, should the application alter in any way regarding duration, use, time and date etc. it is the applicant's responsibility to inform us of any changes before the has ended to avoid incorrect invoicing.
17. Before commencing any excavations, you are advised to contact the following authorities to check the position of any underground installations they may have within the immediate vicinity:

Electricity: WESTERN POWER DISTRIBUTION

Telephones: BT

All references to the Council in this document refer to the Council of the Isles of Scilly as
Statutory Highways Authority.