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| --- | --- | --- | --- | --- |
| **Office Use Only** | RCC Ref: |  | Date Rec’d: |  |

**Application to Roads Authority for Construction Consent to Construct or Extend a Road**

**Write in INK and BLOCK CAPITALS (where appropriate).**

|  |
| --- |
| **Data Protection** |
| Your personal data will be managed in compliance with the Data Protection legislation. You can read our privacy notice for road construction consent applications on the Council’s website at: <https://www.highland.gov.uk/directory_record/1129163/road_construction_consent_applications>  ​​ I have read and understood the privacy notice. |

1. **Declaration**

|  |  |  |
| --- | --- | --- |
| I |  | *(insert applicant name)* |

apply under Section 21 of the Roads (Scotland) Act 1984 for Construction Consent for the

*(insert description for the proposed road construction)*

|  |
| --- |
|  |

at *(insert address and co-ordinates of the site)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Easting:** |  | **Northing:** |  |
| of which I am (state the interest in the land, e.g. owner, tenant) | | |  |

all in conformity with the drawings and supporting information to be submitted.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  |
| **Position:** |  |
| **Organisation Name:** |  |
| **Date:** |  |

1. **Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name: |  | | |
| Contact Name: |  | | |
| Address: |  | | |
| Postcode: |  | Daytime Phone No.: |  |
| E-mail: |  | | |

1. **Agent’s Details (Acting on behalf of the APPLICANT)**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name: |  | | |
| Contact Name: |  | | |
| Address: |  | | |
| Postcode: |  | Daytime Phone No.: |  |
| E-mail: |  | | |

1. **Planning Application Details**

Has FULL planning permission been GRANTED for the proposed roadworks?

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

Please give **ALL** planning applications details in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Type** | **Planning Ref No.(s)** | **Status** | **Date of Consent** |
|  |  |  |  |
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1. **Neighbour Notification**

**Tick one box:**

|  |  |
| --- | --- |
| There is no other party who has an interest in the land or lands that fronts, abuts or is comprehended by the road. (No notification required.); |  |
|  |  |
| **OR** |  |
|  | |
| There are other parties who have an interest in the land or lands that fronts, abuts or is comprehended by the road and I will provide them with the relevant documentation after all drawings have been uploaded via the [www.ePlanning.scot](http://www.ePlanning.scot) online portal. |  |

**PLEASE NOTE – You cannot proceed with notifying neighbours until you have undertaken Part 2 of the Registration process and we have received electronic versions of the drawings and made them publicly available on** [**http://wam.highland.gov.uk/wam/**](http://wam.highland.gov.uk/wam/)

Any personal data that you have been asked to provide on this form will be held and processed in accordance with the requirements of the 1998 Data Protection Act.

**Guidance on submitting your application**

This form is to be completed in accordance with the provisions of local and national guidance on Roads Development by any person wishing to construct or extend a road irrespective of whether or not it is to be subsequently adopted/ maintained by the Roads Authority.

**IMPORTANT: You should consult the Transport Planning Team (The Highland Council Headquarters, Glenurquhart Road, Inverness) for early advice in order to avoid delays in reviewing your application.**

Please ensure completion of all of the required information in this form.

Please ensure you submit 1 x paper set of drawings with this application.

**Registration of your application will be in two parts:**

* **Part 1** - Submit this form in paper format along with 1 x paper set of drawings to our eProcessing Centre at the address provided at the end of this form who will register the application electronically.
* **Part 2** – You will receive an application reference number by email and on doing so, please log into the [www.ePlanning.scot](http://www.ePlanning.scot) online portal to submit forms CC9 (Submission Checklist), CC2 (Docquets of Service) and electronic copies of all drawings and supporting information.

If you do not submit all of the requested information, your application will not be forwarded to the Transport Planning Team to commence the technical review of your proposals (see note on Part 1 of the CC9 Submission Checklist).

**Please return the completed form and 1 x paper set of the application drawings to:-**

eProcessing Centre

The Highland Council Headquarters

Glenurquhart Road

Inverness

IV3 5NX