

**APPLICATION FOR CONSENT TO OCCUPY THE HIGHWAY  
DEPOSITION OF BUILDING MATERIALS  
Roads (Scotland) Act 1984 Section 58 & 59**

**Schedule of Charges: Invoice will be issued – No cheques/cash accepted.**

- £110.00 for the first week then £55.00 per week or part thereof.

<b>Applicants Name</b>			
<b>Address</b>			
<b>Post Code</b>			
<b>Tel No</b>		<b>Fax No</b>	
<b>Mobile No</b>			
<b>E-Mail</b>			
<b>Out of Hours Contact Name</b>		<b>Out of Hours/Emergency Contact No</b>	

<b>Address or Location of Works (please provide a sketch if necessary)</b>			
<b>Start Date</b>		<b>End Date</b>	
<b>Purpose/Description of Work</b>			
<b>Description of materials</b>			

**IMPORTANT: NO OCCUPATION SHOULD COMMENCE UNTIL YOU RECEIVE OFFICIAL PERMISSION FROM THE HIGHLAND COUNCIL**

Declaration – I hereby apply for permission to occupy part of the adopted road as detailed above. I confirm that I have read and understood the Guidance Notes and Conditions for Granting of Permission relevant to this application and agree to be bound by these should this application be successful.

<b>Applicants Signature</b>		<b>Date</b>	
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**Please return completed application form to the relevant Roads Area Office as detailed below**

The Highland Council, Roads & Transport, Caithness House, Market Place, Wick KW1 4AB. Tel 01955 609584  
email: [Roads.caithness@highland.gov.uk](mailto:Roads.caithness@highland.gov.uk)

The Highland Council, Roads & Transport, Drummuie, Golspie KW10 6TA. Tel 01408 635306  
email: [Roads.sutherland@highland.gov.uk](mailto:Roads.sutherland@highland.gov.uk)

The Highland Council, Roads & Transport, Diriebught Road, Inverness, IV2 3QN. Tel 01463 644188.  
Email: [Roads.inverness@highland.gov.uk](mailto:Roads.inverness@highland.gov.uk)

The Highland Council, Roads & Transport, Unit 4C, Dalfaber Ind Estate, Aviemore, PH22 1ST. Tel 01463 644698.  
Email: [Roads.LNBS@highland.gov.uk](mailto:Roads.LNBS@highland.gov.uk)

The Highland Council, Roads & Transport, Balblair Road, Nairn, IV12 5LT. Tel 01463 703630.  
Email: [Roads.LNBS@highland.gov.uk](mailto:Roads.LNBS@highland.gov.uk)

The Highland Council, Roads & Transport, Carrs Corner, Fort William, PH33 6TL. Tel 01349 781095.  
Email: [Roads.LNBS@highland.gov.uk](mailto:Roads.LNBS@highland.gov.uk)

The Highland Council, Roads & Transport, Area Office, High Street, Dingwall, IV15 9QN. Tel 01349 868440.  
Email: [Roads.rossandcromarty@highland.gov.uk](mailto:Roads.rossandcromarty@highland.gov.uk)

The Highland Council, Roads & Transport, Area Office, Dunvegan Road, Portree, IV51 9HF. Tel 01463 644724.  
Email: [Roads.skyeandlochals@highland.gov.uk](mailto:Roads.skyeandlochals@highland.gov.uk)

## STORAGE OF BUILDING MATERIALS ON THE ROAD OR FOOTWAY

### NOTES FOR GUIDANCE AND CONDITIONS FOR GRANTING OF PERMISSION

Permission to use any part of the adopted road, including the footway, for the storage of building materials is granted by the issue of a permit by the Highland Council as the Roads Authority under Sections 58 or 59 of the Roads (Scotland) Act 1984. Placement of building materials on any part of the adopted road or footway without permission constitutes an offence and the Council will take enforcement action in such cases.

The granting of permission under the Act only relates to occupation of the road for the purpose of storing building materials and applicants will need to ensure that they obtain all other necessary permits and permissions eg planning consent, building warrant. Specifically this permission will not carry with it the right to close any public road or footway or place anything not covered by this permission upon any road or footway. Separate permission must be sought for these activities. The granting of other relevant permits/consents should not be taken as an indication that occupation of the road for scaffolding or staging will be permitted.

The Applicant shall be responsible for any loss, claim or proceeding whatsoever arising from the occupation of the road or footway and shall indemnify the Council against any such liability, loss, claim or proceeding.

Minimum carriageway and footway widths must be maintained as specified by Community Services together with the provision of adequate lighting, barriers and traffic management etc all as per current regulations and to the satisfaction of the Area Community Services Manager or his representative. All building materials shall be sited on the carriageway/footway as close to the edge of the carriageway as is reasonably practicable proving that surface water drainage is not impeded and access to any manhole or Statutory Undertaker's apparatus is maintained. Building materials shall be sited as closely as possible to each other but not so as to obstruct access to any premises unless the consent of the occupier(s) has been obtained. Materials shall be placed so as to avoid creating a danger to road users and pedestrians. Materials shall be removed as soon as practicable. Materials must be removed when so requested by the Council or the Police within 24 hours of notice being given for their removal. No materials covered by this consent shall remain on the carriageway/footway once the permission has expired unless specific permission has been sought and granted.

No materials occupying any part of the adopted road shall contain any inflammable, explosive, noxious or dangerous material; or any material which is likely to putrefy or which is, or is likely to become, a nuisance to other road users or pedestrians.

The carriageway/footpath must be made good to the satisfaction of the Area Community Services Manager or his representative at the end of the works and it is not permitted for any materials, particularly concrete, grout or mortar to be mixed on any part of the road surface. Failure to make good any damage or to maintain the repair for a minimum of 12 months thereafter may result in the works being carried out by the Roads Authority and the cost recovered from the Applicant.

Applicants must give a minimum of 7 working days notice prior to commencement of occupation and a minimum of 48 hours notice for any application to extend the duration of the permission. Every effort should be made to minimise the duration of the occupation and the Area Community Services Manager may restrict the duration of the occupation should he feel it is excessive.

Appropriate fees will be payable as specified on the Application Form. An invoice will be issued for this charge. **Cheques and cash cannot be accepted.**

The completed application form should be submitted to the Community Services Area Office covering the location of the proposed occupation.