North Ayrshire Council

# Application for Road Occupation Permit

## Roads (Scotland) Act 1984 – Section 58

Public liability insurance of no less than £5m must be held by the applicant and a copy of the policy document must be provided before the permit will be issued.

## Applicant Details

Company Name: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Town: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Invoice name, address and email if different from above: Click or tap here to enter text.

Purchase Order Number: Click or tap here to enter text.  
(Failure to provide will delay in the process of your application and works)

## Work Details

Address: Click or tap here to enter text.

Town: Click or tap here to enter text.

Site Specific Location: Click or tap here to enter text.

Description of undertakings: Click or tap here to enter text.

Start Date: Click or tap to enter a date.

End Date: Click or tap to enter a date.

Copy of Public Liability Insurance and relevant plans submitted? Yes No

### Type of Road Occupation Permit Required:

Builders’ materials

Cranes/containers/cabins/trailers

Scaffolding (please complete design certificate below?

## Notes for Applicant

1. Separate application is required to be made to the Roads Service for permission to deposit a skip on the road.
2. For the purposes of the Act, the definition of "road" includes the footway.
3. Consultation with the Roads Service at an early stage in the preparations is recommended, particularly where scaffolding is of a complex nature or is sited at locations which are subject to heavy pedestrian and/or vehicular traffic.
4. A Design Certificate will only be accepted if it is signed by a suitably qualified person. This must be returned with the application form before the permit will be issued.
5. Where tubes and fittings other than steel are to be used (e.g. aluminium or timber) or proprietary systems, full details are to be given, with calculations or Test Certificates, where required, to show they are equivalent to scaffolding designed and erected in accordance with British Standard BS 5973: Section Four.
6. An Erection / Dismantle Certificate will be given with the permit & must be completed and returned after each stage of the works.

## Declaration

I/We undertake to:

1. Comply with the condition and specification made by North Ayrshire Council.
2. Relieve North Ayrshire Council of all liability for any loss, injury or damage due to my / our operations

Signed: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Completed applications should be emailed to [roadspermits@north-ayrshire.gov.uk](mailto:roadspermits@north-ayrshire.gov.uk).

For assistance and general enquiries, please call the freephone call centre on 01294 310000 and ask to speak to a member of the network Team. For information on how we process your data, please refer to [North Ayrshire Council Privacy Policy page](https://www.north-ayrshire.gov.uk/privacy-policy).

## Office Approval

Approved: Yes No

Approved By: Click or tap here to enter text.

Date: Click or tap to enter a date.

Permit Number: Click or tap here to enter text.

This is to certify that permission has been granted in connection with the above application subject to suit compliance with the attached conditions. This certificate must be shown if requested by a Police Officer or an Officer of North Ayrshire Council.

## Design Certificate for the erection of scaffolding

I hereby certify that in support of my application for permission to erect scaffolding on, or projecting over, the road at: Click or tap here to enter text.

The scaffolding has been designed in accordance with the recommendations of the current edition of British Standard Code of Practice, BS5973

Scaffolding duty or load rating (refer BS 5973: Table 1) e.g. Light Duty, General Purpose, Heavy Duty, etc.: Click or tap here to enter text.

Class of protection fan (refer BS 5973: Clause 25.1) Class A, B, C or D: Click or tap here to enter text.

State whether scaffolding is: sheeted  unsheeted

I also certify that the scaffolding will be adequately supported on firm ground of the required bearing capacity, or otherwise adequately supported. (Give details if scaffolding suspended, or cantilevered from buildings or over cellars, stairs, roofs or deck structures etc).

**Important**

Before putting the scaffolding into use, a Certificate of Completion of Erection will be signed and returned as notification that the road occupation is ready for inspection by the Head of Commercial Services or representative.

Signed: Click or tap here to enter text.

Date: Click or tap here to enter text.

Designation: Click or tap here to enter text.

Qualifications: Click or tap here to enter text.

Address: Click or tap here to enter text.