



Falkirk Council

Development Services
Roads Services
ROADS (SCOTLAND) ACT 1984 SECTION 56

Application for a Minor Roadworks Consent to construct accesses, vehicular crossing, etc or make an opening in any public road.

Guidance Notes for Applicant

Under Section 56 of the Roads (Scotland) Act 1984, any person, other than a Roads Authority or body covered by the New Road and Street Works Act 1991, must before commencing works on a public road, obtain the consent of the Roads Authority. It should be noted that the term 'road' encompasses the carriageway footways and/or verges of any road and any remote public footpaths or cycle tracks.

A copy of the relevant drawings of the proposed works and locations, must be submitted together with the necessary application form by email to: roads@falkirk.gov.uk or by post to: Director of Development Services, Roads Services, Earls Road, Grangemouth, FK3 8XD. Telephone enquiries 01324 504600. The drawing showing the proposed works will also detail the methods of construction. This may be indicated by quoting the relevant clause number of the Falkirk Council, "Development Roads, Guidelines and Specification", or any subsequent amendment, a copy of which is available on request, but it will not be sufficient to state that construction is to the agreed specification. The layout plan should be to a minimum scale of 1:500, and any cross sections 1:100. This application must be made at least **seven days in advance of the proposed works.**

Prior to an application being submitted to the Director of Development Services, the applicant **must** establish if there is any apparatus owned by public bodies which may be affected by the works. This should be done by phoning 'Symology' on Freephone 08000 231 251, who will take details and issue notices to the statutory undertakers. No work may commence until 'Symology' have replied to you.

It should be noted that a Minor Roadworks Consent from this Service only signifies the Roads Authority's approval and does not exempt the applicant from obtaining any other permissions, which may be required; e.g. under the Town and Country Planning (Scotland) Acts; or from the Scottish Water concerning connections to main drainage.

It should be noted that it is an offence to carry out works within a public road without permission, and that the Roads Authority is empowered where no permission exists to remove or fill in any works executed or excavations made, and recover such expenses as are reasonably incurred in so doing, from the person responsible.

The standard minimum conditions attached to any minor roadworks consent granted are printed overleaf for the applicants' information.

Check List

1. Complete and send Page 2 to the Director of Development Services, Roads Services with a location plan.
2. Retain all other pages
3. Telephone 'Symology'. (Freephone 08000 231 251)
4. If portable traffic lights are required you should complete & return **Form PLS-A**
5. Any enquiries or to request Form PLS-A, please phone Falkirk (01324) 504600
6. Have you included the relevant Fee

Fees & Charges for Roads Permits 2021/22

Roads (Scotland) Act 1984	TYPE	Fees	Additional Charge for Traffic Sensitivity (per application)	Late Application Fee	Retrospective Charging * This may be substituted by a larger fine.
Section 56 & Section 61	Footway Crossing	£35.10	All supplementary charges set at £31.90 each		
	All Others	£159.20			



Development Services
Road and Grounds Services
**ROADS (SCOTLAND) ACT
1984 SECTION 56**

Application for a **Minor Roadworks Consent** to construct an access, vehicular crossing or excavation in an existing road.

Applicant Details			
Name			
Address			
Town		Post Code	
Telephone Number			
Email			
Contractor Details			
Name			
Address			
Town		Post Code	
Telephone Number			
Email			
Apply under Section 56 of the Roads (Scotland) Act 1984 for a Minor Roadworks Consent for;			
Description of Works			
Location of Works			
Date of Works	From		To
This work is / is not in connection with a planning permission.			
If planning permission has been granted give Reference No. and date of approval.			
Planning Ref. No:		Date:	
I /We certify that I/we have notified 'Symology'			
Symology Ref:		Date:	
Portable Traffic Signals: are / are not required			
If Portable Traffic Signals are required, complete and attach Form PLS-A			
Form PLS-A attached Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signature of Applicant		Date	
This form must be submitted 7 days (35 days – Traffic Sensitive locations) in advance of the required date. Submission of this application gives no authority for any work on the road. Applicant must be in possession of the necessary written permission.			

Email: roads@falkirk.gov.uk or post your completed application form to Falkirk Council, Roads and Grounds Services, Earls Road, Grangemouth FK3 8XD

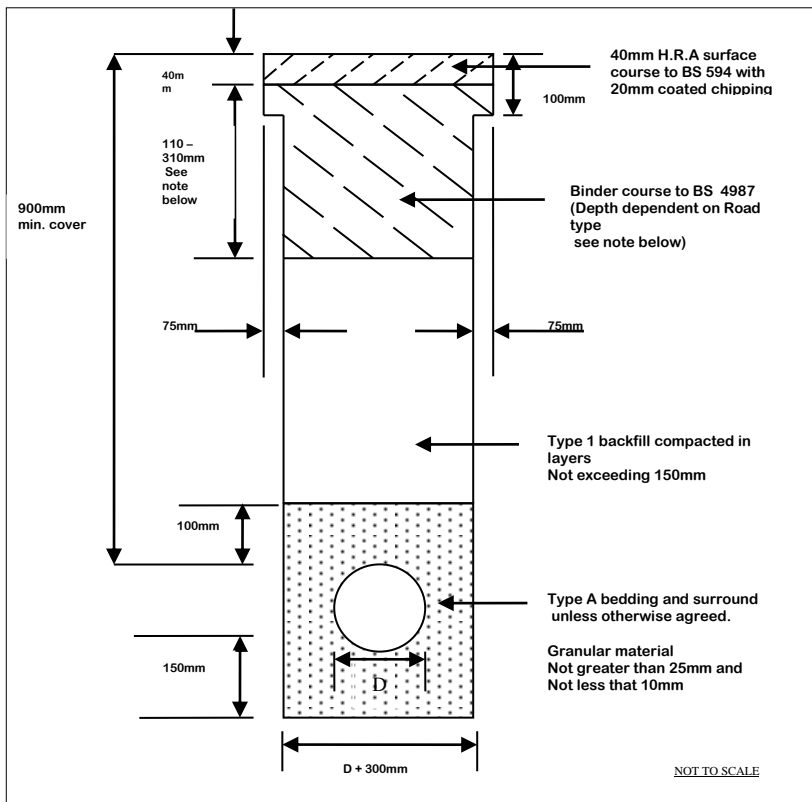
Standard Conditions attached to this Minor Roadworks Consent

General:

1. All work shall be carried out in accordance with the Falkirk Council Development Roads, Guidelines and Specification, or any subsequent amendment.
2. All works shall, where appropriate, be signed in accordance with Chapter 8 of the Traffic Signs Manual. **(If portable traffic lights are required you are required to complete Form PLS-A)**
3. The consent-holder shall assume responsibility for claims against the Falkirk Council as a consequence of the works, both during the time that work is in progress and for a period of twelve months after the date of completion of the works.
4. The consent is valid for a period of three months from the commencement date of operations but may be extended at the discretion of the Director of Development Services.
5. **The consent-holder must notify this Service at least 7 days in advance of works commencing on site by telephone on 01324 504600**

Trenches:

6. No opening in the carriageway or footway shall be of greater length than 30 metres. During the progress of the work all excavations must be protected, and if not filled in during the day, must be properly lit and supervised. See Condition 2 above.
7. All excavated material is to be removed from site and the trench reinstated as shown below and the opening maintained by the consent-holder for a period of twelve months. The final reinstatement will not be less than 150mm outwith the limits of the opening and will extend beyond this to include the total area disturbed where required.



Note:

Appropriate depth of Bindercourse Material

- Road Type 1: 310mm
- Road Type 2: 245 mm
- Road Type 3: 150 mm
- Road Type 4: 110 mm

8. No pipe, cable or duct shall have less cover than 900mm on the carriageway and 450mm on the footways

Vehicular Footway Crossings:

The Regulations

In accordance with the Road (Scotland) Act 1984, Section 63, when vehicles are habitually driven over a footway or verge to gain access to premises adjacent to the public road, a satisfactory vehicular crossing must be formed. Under Section 56 of the Act, Falkirk Council, as Roads Authority, may grant permission to persons wishing to carry out works within the road boundary to form an approved vehicular footway crossing.

Other Requirements

1. If you are a tenant you will require your Landlord's permission to form a driveway (Local Authority, Housing Association, or private). Council tenants should contact their local One Stop Shop and request a form for "Change of Use".
2. If you are the owner of a former Council property you must determine if Burden's Consent is required (from Falkirk Council, Chief Executive Office, Governance Division, Municipal Buildings, Falkirk, FK1 5RS).
3. If the vehicular footway crossing is to be formed onto an A, B or C Class Road, then planning permission must be obtained from Falkirk Council, Development Services, Planning Section, Abbotsford House, David's Loan, Falkirk, FK2 7YZ.
4. Any structures, walls or fences may also require planning permission

Roads Conditions for Vehicular Crossings

1. There shall be no obstruction over 1m in height above carriageway level within 2.5m of the carriageway edge along the frontage of your garden ground to the public road.
2. The gradient of the access shall not exceed 1 in 10.
3. The access shall be constructed at right angles to the public road.
4. Any garage shall be erected at least 5.5m back from the heel of the footway.
5. Any access gate shall be 3m wide and erected in the line of the existing fence and shall open inwards.
6. The hardstanding shall be of a sufficient length to ensure that the gates may open inwards when a vehicle is parked on the hardstanding.
7. The driveway shall be constructed so that no surface water from it will discharge onto the public road.
8. Additional conditions applicable to standard vehicular crossings from classified roads. (A, B and C Class).
 - I. Planning permission must be obtained
 - II. A vehicle turning space must be provided and maintained within the site.

As each site is unique you may wish to consult a Roads Officer regarding feasibility and any relevant conditions which may apply. Any special conditions applied to the consent must be included in the final construction.

The applicant will be responsible for any defects, which arise within 1 year of completion, or any resultant public liability from the date works commence.

Specification

An extract from Falkirk Council's Development Guidelines has been provided. This shows the normal geometric layout and construction specification. (See over)

Construction

It is recommended that you have the work done by a Contractor known to Falkirk Council, although this is not essential because there will be small businesses who can achieve quality work who are not known to the Council. You should ensure that your chosen Contractor is tendering in full knowledge of the specifications and conditions.

For your own protection, you should advise your Contractor that you will not pay him until the work is approved by the Council. The actual number of Contractors you ask to tender for the work is a matter of your own discretion. Upon request, Falkirk Council can provide you with details of contractors interested in carrying out this type of work.

Application and Consent

You are able to apply for a Minor Roadworks Consent either before or after you have selected a Contractor. Any consent issued is valid for three months. Please ensure that any conditions attached to the consent are applied on site and that your Contractor's tender price includes for any condition which forms or affects any part of this work.

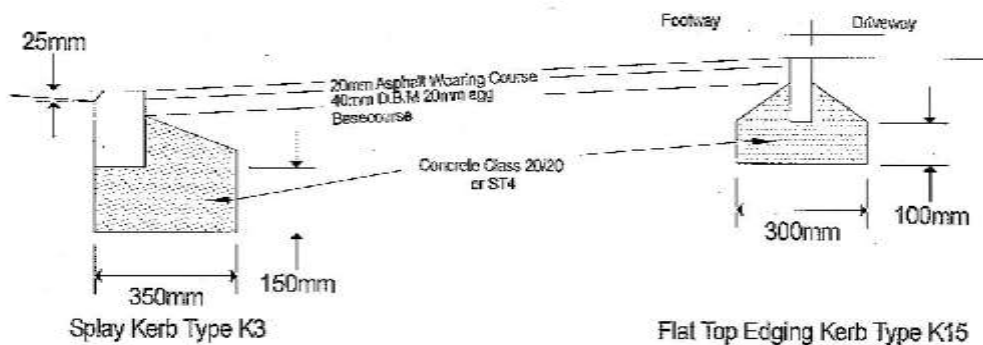
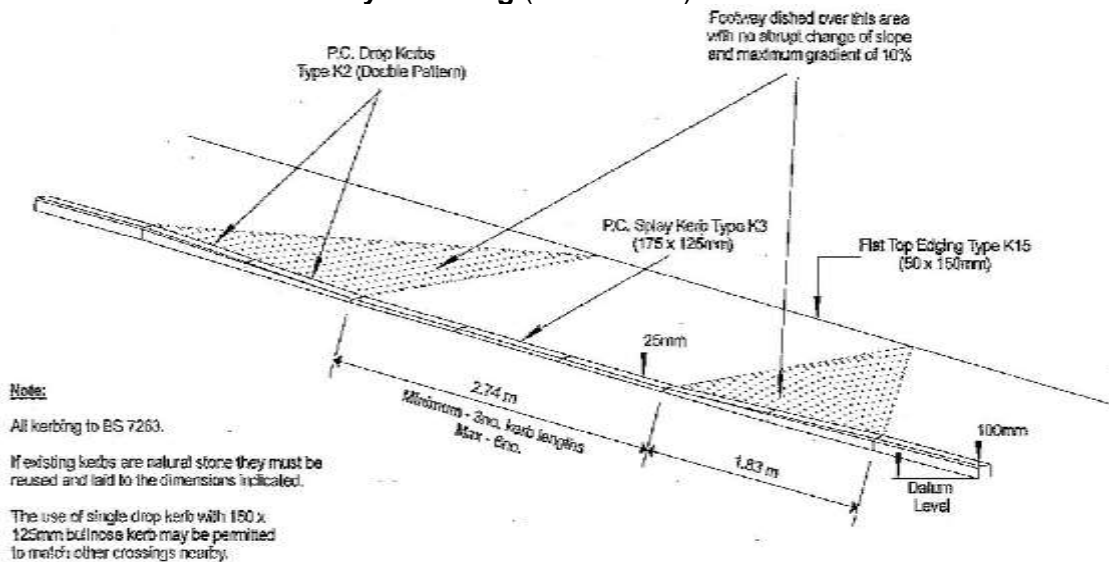
Supervision and Inspection

Roads Officers must inspect the works while in progress and carry out a final inspection of the completed works. Subject to a satisfactory completion in compliance with the Specification a Certificate of Completion will be issued, on request, and the 1 year period of maintenance (guarantee) will commence.

It is a requirement, and also in the best interest of the Minor Roadworks Consent holder, to inform the Roads Officer 24 hours before the work is due to commence and provide updated information during each phase.

Should you have any further questions please contact 01324 504610 and speak to the Network Officer.

Standard Vehicular Footway Crossing (not to scale)



Footway Construction (normally to match existing footway)

Flexible Construction

- 20mm thick 15/10 rolled asphalt footway surfacing course (BSEN 13108-4, Table 6, Column 6/2) with 4/10 white chippings spread at a rate of 0.5kg/sq.m. rolled into the surface. The use and quantity of white chippings may be varied to match existing footway.
- 40mm thick asphaltic concrete 20mm deep binder course (BSEN 13108-1) (dense bitumen macadam).
- 150mm thick Type 1 sub-base.
- 240mm thick non frost susceptible capping layer of Type 1 sub-base

Slabbed Construction (this is not suitable for vehicles over 1.5 tonnes)

- Existing precast concrete slabs reused with any broken slabs replaced with similar slabs minimum thickness 50mm
- 25mm thick bedding layer of 6:1 whin or sharp sand/cement
- 150mm thick Type 1 sub-base.
- 240mm thick non frost susceptible capping layer of Type 1 sub-base

Safety at Roadworks

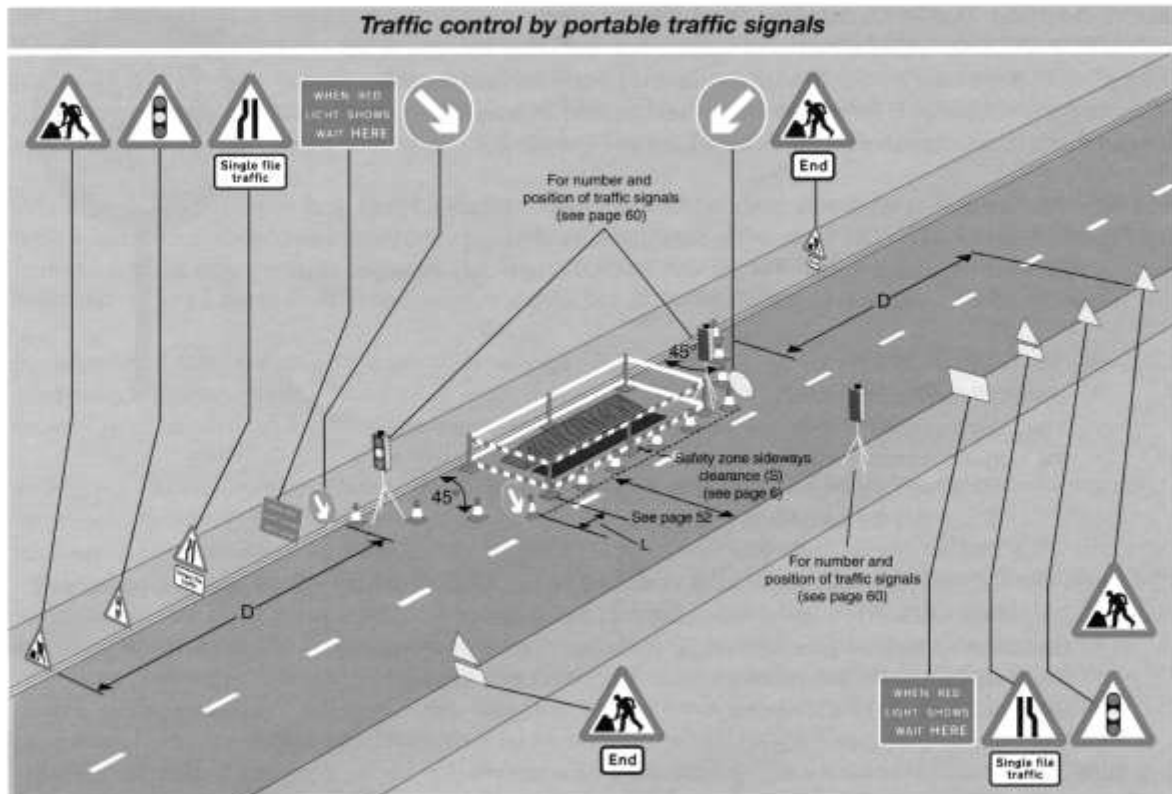
When roadworks are being carried out the law requires precautions to be taken by those carrying them out in order to protect persons using the road from danger or inconvenience. New Roads and Street Works Act 1991, The Traffic Signs and General Directions 2002, The Roads (Scotland) Act 1984, Section 57, and Health and Safety at Work Act 1974.

The undermentioned rules are not a legal interpretation but simply ten basic rules which should be adhered to so that vehicular and pedestrian traffic and those engaged in roadworks are adequately protected:-

1. Use only signs that meet the requirements of the prevailing conditions and that are prescribed in the Traffic Signs and General Directions 2002 and the Traffic Sign Manual, any amendments and extensions thereof current at the time.
2. Position the signs so that they are (a) clearly visible and (b) securely fixed so that they do not blow away.
3. Use only reflectorised signs, site them where they can, during the hours of darkness, receive the maximum benefit from street lighting and inspect regularly for damage and cleanliness. Remove or cover up signs when no longer required. Display of unnecessary signs causes confusion and frustration.
4. During one-way traffic operations use either approved **portable traffic lights***, phased to suit traffic requirements, or manually operated Stop/Go signs. Police may control traffic, for a short duration, in a sudden emergency. (The advice of the Director of Development Services and the Police should be sought especially for heavily trafficked roads). Unless in an emergency, at least 2 months' written notice must be given to the Director of Development Services for any proposed road closure.
5. Backfill all openings as the work progresses so that the minimum inconvenience and danger is caused to traffic.
6. Do not obstruct the carriageway/footway or footpath unnecessarily with excavated material or equipment.
7. Use continuously operating amber lamps and cones around the perimeter of the work. Inspect frequently for cleanliness and efficiency.
8. Obstructions and excavations must be adequately lit and fenced. When a footpath/footway is obstructed a diversion with a handrail must be provided. Barriers must be at least 1 metre in height and special precautions should be taken so see that a blind person, using his stick, can, with safety, negotiate the obstruction.
9. All personnel engaged on works on or near the carriageway must wear a high visibility jacket or coat.
10. Ensure so far as is reasonably practicable the Health and Safety of employees and members of the public.

*** Where portable traffic lights are to be used the applicant must complete form PSL-A. If you require a copy of this form please request one at 01324 504600. You are advised to return Form PLS-A along with the Minor Roadworks Consent application, otherwise your consent may be delayed.**

Director of Development Services
Roads Services
Earls Road
GRANGEMOUTH
FK3 8XD



For numbers and size of cones, length of lead in taper (T) and dimensions 'D', 'L' and 'S', see table below. Information boards should also be displayed (although omitted here for clarity)

SIZE AND SITING DISTANCE: DETAILS OF SIGNS AND CONES AND SAFETY ZONE DIMENSIONS

Type of road	Minimum and normal maximum siting distance (D) of first sign in advance of lead-in taper (metres)	Minimum clear visibility to first sign (metres)	Minimum size of signs (mm)	Minimum height of cones (mm)	Sideways Safety Zone (S)	Details of lead-in cone tapers: (but see Notes below) Recommended lengths:	Width of hazard (metres) including Safety Zone (S)						
							1	2	3	4	5	6	7
Single carriageway road, restricted to 30mph or less	20	60	600	450	0.5m	Length of taper (T) in metres	13	26	39	52	65	78	91
	45					Minimum No. of cones	4	4	6	7	9	10	12
						Minimum No. of lamps at night	3	3	5	6	8	9	11
Single carriageway road, restricted to speeds of 31 to 40mph inclusive	45	60	750	450	0.5m	Length of taper (T) in metres	20	40	60	80	100	120	140
	110					Minimum No. of cones	4	6	8	10	13	15	17
						Minimum No. of lamps at night	3	5	7	9	12	14	16
All-purpose dual carriageway road, restricted to 40mph or less	110	60	750	450	0.5m	Length of taper (T) in metres	25	50	75	100	125	150	175
	275					Minimum No. of cones	4	7	10	13	15	18	21
						Minimum No. of lamps at night	3	6	9	12	14	17	20
Single carriageway road, with speed limit of 50mph or more	275	75	750	450	1.2m	Length of taper (T) in metres	25	50	75	100	125	150	175
	450					Minimum No. of cones	4	7	10	13	15	18	21
						Minimum No. of lamps at night	3	6	9	12	14	17	20
All-purpose dual carriageway road, with speed limit of 50mph or more	725	105	1200	750	1.2m	Length of taper (T) in metres	32	64	96	128	160	192	224
	1600					Minimum No. of cones	5	9	12	16	19	23	26
						Minimum No. of lamps at night	4	8	11	15	18	22	25

Speed limit (mph)	30 or less	40	50	60	70
Minimum longways clearance (L) metres	1/2	15	30	60	100

NOTES:

1. Lead-in tapers used with traffic control, and all exit tapers, shall be at about 45° to the kerb-line with cones spaced 1.2 metres apart.
2. The maximum spacing distance of cones in longitudinal lengths of coming shall be 9 metres, but no fewer than 2 cones shall be used in any length between tapers.
3. In certain circumstances on congested roads with speed limits of 30mph or under, the taper may also be reduced to 45° (see page 7).