

**ROAD OCCUPATION APPLICATION FORM (Building Works)**

**TOR1**

Contractors Name .....  
 Address .....  
 .....  
 Tel. No. ( daytime ) .....  
 Tel. No. ( outwith working hours ) .....  
 Contact Name ..... Fax No.....

I/We apply for consent to occupy :

Location	Nature of Hazard	Date of Occupation
.....	Vehicle	From:
.....	Building Materials	To:
.....		

- I/We undertake to :
- (1) Comply with the Conditions set out in Part A and Part C of form TOR9 and any additional conditions applied to the permission
  - (2) Relieve East Ayrshire Council of all liability for the duration of the occupation in connection with the hazard. ( see additional conditions 3 )
  - (3) Pay the standard fee by cheque or electronically at time of application. Information can be obtained from the office detailed below or from Ayrshire Roads Alliance's website.

Signature ..... Designation ..... Date .....

( on behalf of the above named contractor )

**ADDITIONAL CONDITIONS**

- 1 All associated traffic management with the works must be to Chapter 8, (2009) of the Traffic Signals Manual and approved by roads. Application must be in accordance with legislative notice required under Transport (Scotland) Act 2005. Details of which can be obtained from Roads Authority.
- 2 This permit does not include the right to interfere with any Roads Authority or Statutory Undertaker apparatus in, or above the road, footway, footpath or verge. It is the responsibility of the applicant to determine ownership and position of any such apparatus through the Dial Before you Dig service on 08000 231 251
- 3 Proof of a current annual Public Liability Indemnity to a value of £5,000,000 will be required before a permit can be issued (Statutory Undertakers exempted) Permits are issued in blocks of four weeks and must be accompanied by an application form and relevant fee.
- 4 Ayrshire Roads Alliance is to be notified of the actual start date and the date of completion of the work by telephoning 01563 503160, emailing ARA.Roadspermits@ayrshireroadsalliance.org, or faxing 01563 503167 and quoting the Permit number and relevant date
- 5 Plans to be Provided
  - (i) A basic layout plan / sketch to be provided for all road occupations.
  - (ii) A detailed plan must be provided for major / long term occupations of the carriageway and/or footways.
  - (iii) Plans of the Traffic Management proposals must be provided for approval.
  - (iv) A site meeting may be required before permission can be approved

**NOTES**

- 1 Road Occupation (Building Works) are governed by the following legislation and code of practice.  
 ROADS ( SCOTLAND ) ACT 1984, SECTION 58  
 Roads Traffic Regulation 1984, Section 65

For Office Use only	
SRWR	
Tech	

- 2 Separate applications are required for permission to deposit skips, traffic lights, cranes and scaffolding on the road
- 3 Any extension to the approved dates must be requested prior to the expiry of the original permit. A new application will be required if the original permit has already expired.

for office use only permit no. \_\_\_\_\_/\_\_\_\_\_