



# Application for Minor Roadworks Consent

## Notes of Guidance for Applicant

Under Section 56 of the Roads (Scotland) Act 1984, any person, other than a Roads Authority or body covered by the New Roads & Street Works Act 1991, must, before commencing works on a Public Road, obtain the consent of the road's 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 set of paper copies of the relevant drawings of the proposed works and locations, must be submitted together with the necessary application form to the Roads and Transportation Manager, Kilncraigs, Greenside Street, Alloa. FK10 1EB. Telephone enquiries – Alloa (01259) 450 000. The drawings showing the proposed works will also detail the methods of construction. This may be indicated by quoting the relevant clause number of the Clackmannanshire Council, Development Roads, Guidelines and Specifications 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.

**Please note that the application must be submitted at least 14 days in advance of the proposed start date and that at least 1 months notice is required in traffic sensitive situations (under the Transport (Scotland) Act 2005).**

**You must obtain a Plant Information Request (Public Utility Drawings) by using the Dial before you Dig service by calling **08000 231 251**.**

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 Director of Scottish Water concerning connections to main drainage.

It should be noted that it is an offence to carry out any 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 applicant's information.

## Standard Conditions Attached to this Minor Roadworks Consent

1. All work shall be carried out in accordance with the Clackmannanshire 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.
3. All Road Construction work approved as part of a Minor Roadworks Consent will be subject to a twelve months defect liability period, from the agreed date of substantial completion.
4. The applicant shall agree to indemnify Clackmannanshire Council , as Roads Authority, from and against all actions, claims, demands, costs, charges, damages, losses and expenses, of whatsoever kind or nature , which may be brought or made against them in respect of the negligence, omission or default of the holder of this permission or those to whom the holder is responsible arising in respect of any operation authorised by this consent unless due to the negligence or other breach of legal duty on the part of the Council or of any person for whom the Council are responsible. Therefore we suggest that the applicant should be the contractor appointed to carry out the works..
5. The contractor **must** provide proof of their Public Liability insurance Cover (the minimum level of cover required is £5 million).
6. The consent is valid for an agreed works period (this will be specified on the permit) but may be extended at the discretion of the Roads and Transportation Manager (subject to additional inspection fee(s) where appropriate).
7. The consent holder must notify this Service at least 24 hours in advance of works commencing on site.

To: Clackmannanshire Council  
Roads and Transportation  
Kilncraigs  
Greenside Street  
ALLOA FK10 1EB

Tel: 01259 450 000

Email: roads@clacks.gov.uk

8. Trench openings and Reinstatement should be in accordance with the New Roads & Street Works Act 1991 Specification for the Reinstatement of Openings in Highways. (see page 4).
9. No opening in the carriageway of footways 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 Conditions 2 above.
10. All pipes, cables or ducts shall have a minimum cover of 900 mm on the carriageway and 450 mm on the footways.

## 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 & Street Works Act 1991) Traffic Signs and General Directions 1994, 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, 1994 and the Traffic Sign Manual and 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 use of Green or Red flags to control vehicular traffic is illegal). (The advice of the Roads and Transportation Manager 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 Roads and Transportation Manager for any proposed road closure.
5. Back-fill 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. Obstruction 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 to see that a blind person, using his/her 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.

## Extract from the Safety at Streetworks and Road Works Code of Practice

Type of Road	Minimum clear visibility to first sign (metres)	Distance from first sign to start of lead-in taper (metres)	Details of lead-in cone tapers (but see Notes below) Recommended lengths	Width of Hazard including Sideways Safety Zone (metres)							S Minimum width of Sideways Safety Zone (metres)	E Distance from last cone to End of works sign (metres)	Minimum size of signs (mm)
				1	2	3	4	5	6	7			
Single Carriageway road, restricted to 30 mph or less	60	20 to 45	<b>T</b> Length of taper (metres)	13	26	39	52	65	78	91	0.5m	10 to 30	600
			Minimum number of cones	4	4	6	7	9	10	12			
			Minimum number of lamps at night	—	—	—	—	—	—	—			
Single Carriageway road, restricted to speeds of 31 mph to 40 mph inclusive	60	45 to 110	<b>T</b> Length of taper (metres)	20	40	60	80	100	120	140	0.5m	30 to 45	750
			Minimum number of cones	4	6	8	10	13	15	17			
			Minimum number of lamps at night	3	5	7	9	12	14	16			
Single Carriageway road, with speed limit of 50 mph or more	75	275 to 450	<b>T</b> Length of taper (metres)	25	50	75	100	125	150	175	1.2m	30 to 45	750
			Minimum number of cones	4	7	10	13	15	18	21			
			Minimum number of lamps at night	3	6	9	12	14	17	20			
All-purpose dual carriageway road, restricted to 40 mph or less	60	110 to 275	<b>T</b> Length of taper (metres)	25	50	75	100	125	150	175	0.5m	30 - 45	750
			Minimum number of cones	4	7	10	13	15	18	21			
			Minimum number of lamps at night	3	6	9	12	14	17	20			

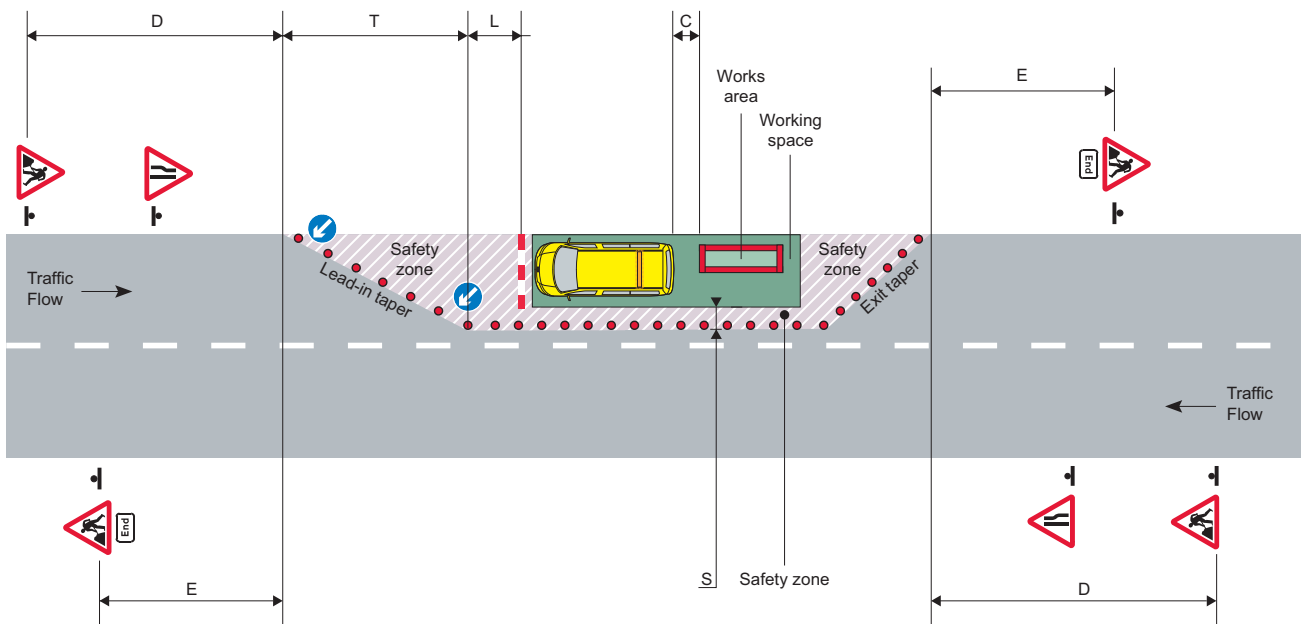
Speed Limit (mph)	20	30	40	50	60	70
<b>L</b> longways clearance metres	0.5	0.5	1.5	3.0	6.0	10.0

Speed Limit (mph)	30 or less	40 or more
<b>C</b> clearance to works vehicle metres	2	5

1. For roads covered by this Code, the minimum height of cones is 450 mm where the speed limit is 40 mph or less, and 750 mm where the speed limit is 50 mph or more.
2. The maximum spacing between cones in longitudinal lengths shall be 9 metres, but no fewer than two cones shall be used in any length between tapers.
3. Lead-in tapers where two-way traffic control is used, and all exit tapers shall be at about 45° to the kerb line with cones spaced 1.2 metres apart maximum.
4. In certain circumstances on congested roads with speed limits of 30 mph or less, the lead-in taper may be reduced to 45° (see page 19).
5. The longways clearance (L) is the distance between the end of the lead-in taper and the first traffic barrier placed across the lane.

# Extracts from the Safety at Streetworks and Road Works Code of Practice

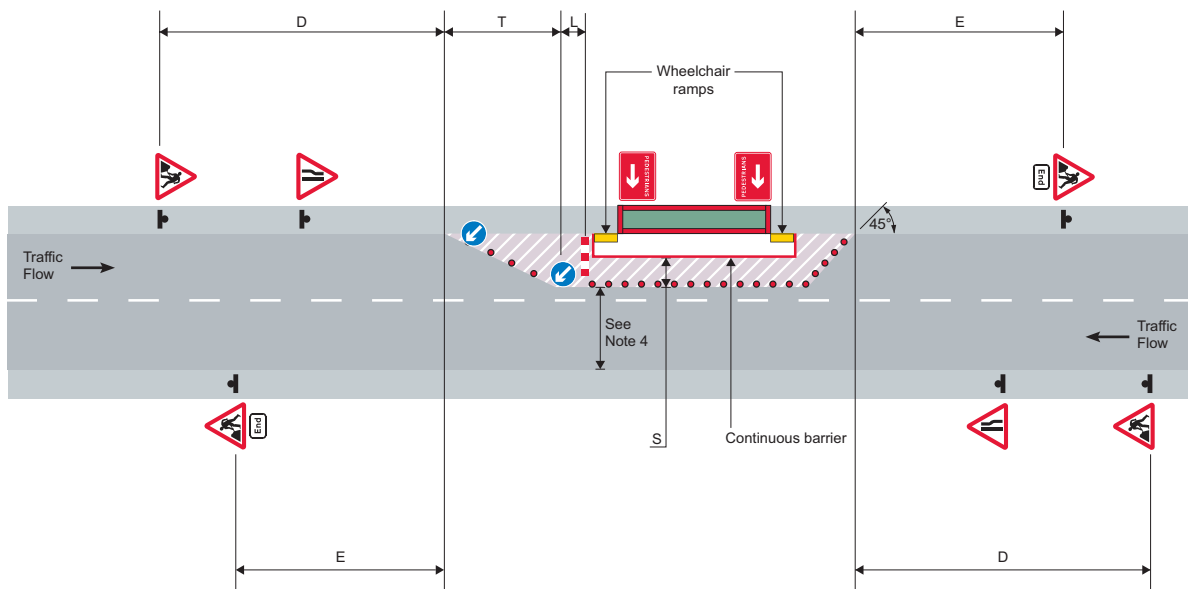
## Basic layout with a works vehicle



### Notes

- 1 For numbers and minimum size of cones, and dimensions D, T, C, L, S and E, see table inside back cover.
- 2 An information board (omitted here for clarity) must be displayed.

## Works on footway with a temporary diversion into carriageway

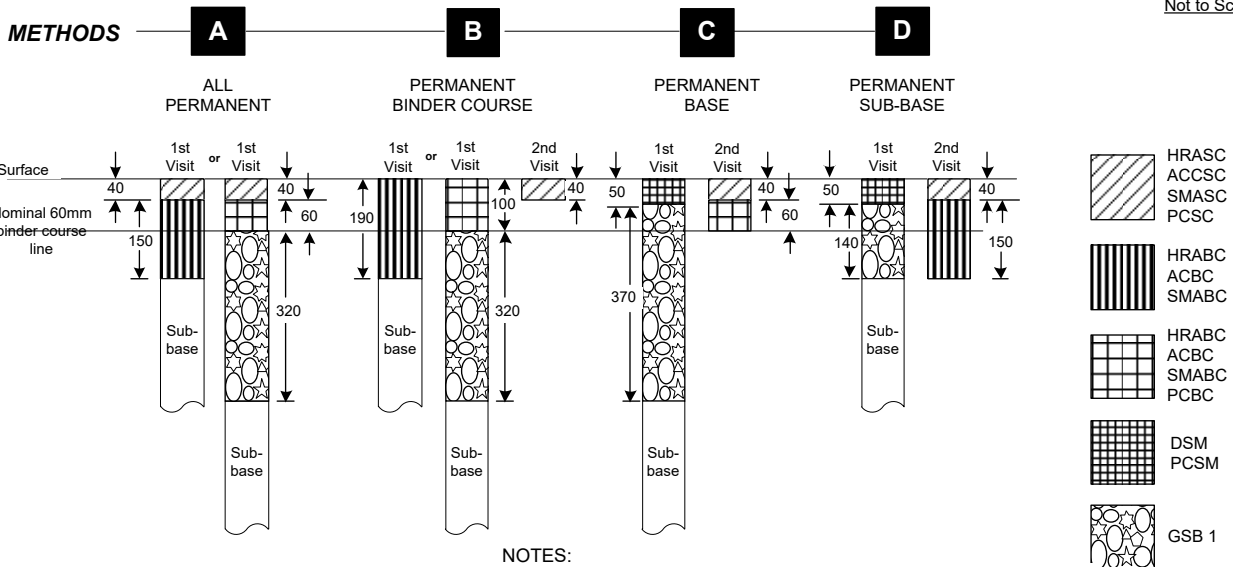


### Notes

- 1 For numbers and minimum size of cones, and dimensions D, T, L, S and E, see table inside back cover.
- 2 An information board (omitted here for clarity) must be displayed.
- 3 Wheelchair ramps must be provided at the transition from footway to carriageway.
- 4 See page 52 for guidance on unobstructed width past the works.
- 5 Additional pedestrian barriers may be provided parallel or at right angles to the kerb, as site conditions require, to guide pedestrians past the works.

# Extracts from the Specification for the Reinstatement of Openings in Roads

Not to Scale



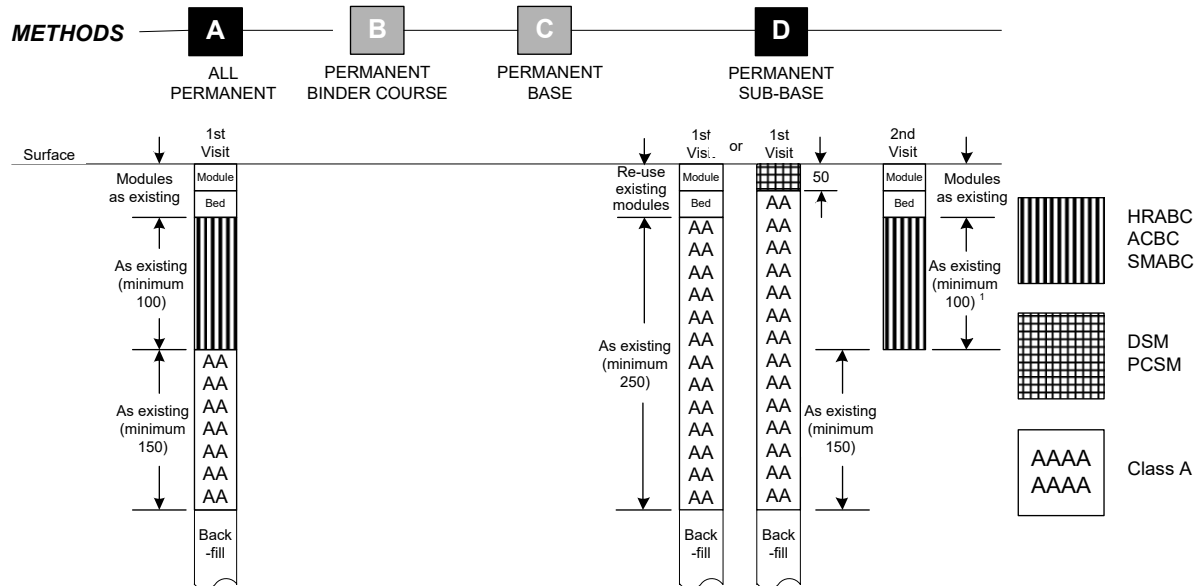
**NOTES:**

- 1). Sub-base in accordance with Appendix A3.5
- 2). For alternative reinstatement materials refer to Appendix A9
- 3). Where 10mm SMASC is used the thickness is reduced to 30mm and the binder course adjusted accordingly
- 4). PLEASE NOTE: Permitted Base/Binder Material depths may vary accordingly with certain PEN Grades. Please use this diagram in conjunction with Table A11.1 for minimum layer depth value for that material.

## Appendix A3.3

### Flexible Roads Type - '3'

Not to Scale



## Appendix A6.1

### Modular Roads (Bituminous Base) Types - '3' & '4'

**NOTES:**

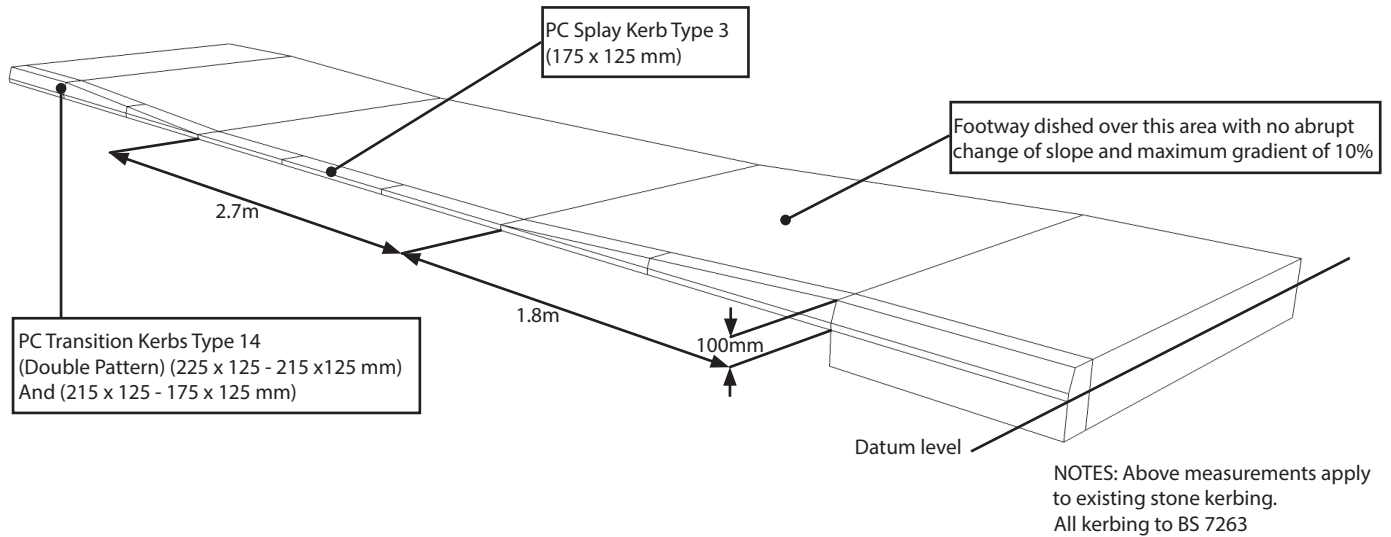
- 1). May be permanently reinstated on the first visit
- 2). For alternative reinstatement materials refer to Appendix A9

Appendices A3.3 and A6.1 © Crown copyright 2014. Re-used under the terms of the Open Government Licence.

ACBC	Asphalt Concrete Binder Course
ACCSC	Asphalt Concrete Close Surface Course
Class A	Class A Graded Granular Backfill Material
DSM	Deferred Set Mixtures
GSB 1	Type 1 Granular Sub Base Material
HRABC	Hot Rolled Asphalt Binder Course
HRASC	Hot Rolled Asphalt Surface Course
PCBC	Permanent Cold-lay Binder Course
PCSC	Permanent Cold-lay Surface Course
PCSM	Permanent Cold-lay Surface Material
SMASC	Stone Mastic Asphalt Surface Course

The Appendix figures above are taken from: Specification for the Reinstatement of Openings in Roads, Third Edition (Scotland) January 2015 ISBN: 978-1-909948-16-7  
The full Code is available at: <https://roadworks.scot/legislation-guidance/codes-practice/specification-reinstatement-openings-roads>

# Vehicular Footway Crossing



Flexible Construction	Slabbed Paving	Concrete Block Paving
30mm R.A. Wearing Course 15% Asphalt BS 594 with 9 mm white chippings spread at a rate of 0.5 kg/m <sup>2</sup>	65mm hydraulically pressed precast flags to BS 368, 300 x 300 mm or 400 x 400 mm with 3-4 mm joints sand filled	200 x 100 x 65 mm rectangular precast concrete paving blocks
50 mm of dense bitumen macadam basecourse to 20 mm nominal size	25 mm bedding layer of crushed rocks or sharp sand	35 mm bedding layer of sharp sand laid to C&CA publication 46.026
150 mm sub-base to C1.803 (Type 1)	150 mm sub-base to C1.803 (Type 1)	150 mm sub-base to C1.803 (Type 1)

# APPENDIX A

## Financial Notes for Guidance of Applicant

The fees charged for a Minor Roadworks Consent are published on the Council website at:

<http://www.clack.gov.uk/transport/roadsfeescale/>

Payment (by cash or cheque) **must** accompany your application.

The Transport (Scotland) Act 2005 requires that the works be notified (by this Service) onto the Scottish Road Works Register. Therefore the permit is valid only for the agreed period (these dates will be specified on the permit) unless withdrawn by the Roads Authority where deemed appropriate. Further application must be made if the road works are not completed within the agreed period.

The basic fee covers all inspections within the agreed works period. The fee, or any part thereof, is non-refundable once works have commenced where permission has been granted. Should the works not commence for any good reason where permission has been granted or if permission is refused, then the inspection fee will be refunded in full.

### Additional Costs

Works not completed within the dates specified on the permit (maximum of 3 months) may be subject to additional charges.

In the event of the failure of the applicant to provide 24 hour emergency contact details (notification required by Roads & Transportation and to be signed on site) during the period of the works, all reasonable costs incurred by Roads & Transportation in responding to any emergency calls for dangers associated with the works may be recovered from the applicant. Examples may include responding to vandalised signing/guarding or defective temporary traffic signals. This can be done without giving notice of intent to the applicant, agent or contractor and in exceptional circumstances could extend to instructing the contractor to leave the site.

Similarly Roads & Transportation may recover their reasonable costs (from the applicant) incurred in making safe any failure of a reinstatement during the guarantee period (the period that the applicant is responsible for maintenance after the works have been agreed as completed). In normal circumstances the applicant will be offered the opportunity to carry out any such remedial works in the first instance.

---

Roads & Transportation	roads@clacks.gov.uk
Clackmannanshire Council	
Kilncraigs	www.clacks.gov.uk
Greenside Street	
Alloa	Tel.: (01259) 450 000
FK10 1EB	