



APPLICATION FOR PERMISSION TO OCCUPY A PORTION OF A ROAD
TEMPORARILY IN CONNECTION WITH BUILDING OPERATIONS
ROADS (SCOTLAND) ACT 1984, SECTION 58

Applicant Details	
Name:	
Company:	
Address:	
Post Code:	
Application Details:	
Road Name: (& town/village)	
Site Location: (house no, etc)	
Start Date:	For a Period of:
For the purpose of:	
	Depositing Building Material
	Siting Containers
	Siting a Crane/Cherry Picker
	Erecting Scaffolding** or Hoardings
	Scaffold Mobile Tower
**Scaffolding size metres long metres wide metres high.	
**Please also complete the form "Design Certificate for the Erection of Scaffolding"	
I attach fee of £	Cheque (post only)
Credit/Debit Card (Please call 0300 1234565 during office hours for Card Payment)	
to the conditions overleaf and to the General Conditions of Permission.	
Signature of Applicant or Agent:	Date:
Contact Telephone No:	(Day) (Night)
Email address:	
For Office Use Only	
Approved By:	Date:
Fee Paid:	BACS/Cheque/Card Payment No:
Symology Ref: LA	

NOTES FOR GUIDANCE OF APPLICANT

Fees:	Up to 7 days	£80.00
Scaffolding and Hoardings:	Up to 14 days	£150.00
	Up to 21 days	£220.00
	Up to 28 days	£290.00
	Up to 35 days	£370.00
	Up to 42 days	£440.00
	Extensions to existing permit:	Up to 7 days
	Up to 14 days	£150.00
	Up to 21 days	£220.00
	Up to 28 days	£290.00
	Up to 35 days	£370.00
	Up to 42 days	£440.00
Scaffold Mobile Towers:	Per week or part thereof	£60.00
Building materials:	Per week or part thereof	£60.00
Siting containers:	Per week or part thereof	£60.00
Cranes/Cherry Pickers:	Per week or part thereof	£135.00

1. Charges must be paid on application.
2. The completed form should be submitted:
 - **By Post to:** Moray Council
P.O. Box 6760
Elgin IV30 9BX
 - **By E Mail to:** roadspermits@moray.gov.uk
3. A Fixed Penalty Notice (FPN) will be issued against the scaffolding/building company for any of the following offences:
 - failure to apply for a permit,
 - allowing scaffolding or staging to remain on or over a road after expiry of the permit,
 - failure to comply with the conditions specified in the permit.
4. **AT LEAST 5 WORKING DAYS NOTICE IS REQUIRED FOR ROAD OCCUPATIONS PRIOR TO PERMISSION BEING GIVEN.**
5. Late applications will not be considered.
6. For the purposes of the Act, the definition of "road" includes footway and verge.
7. If the footway is to be occupied and a suitable pedestrian walkway cannot be provided on the same side of the road, round the occupied section of road/footway, then a footway closure application will be required.
8. The General Conditions of Permission are available on the council's website for inspection.
9. This permission does not warrant the Scaffold/Portion of the road occupied as safe. The responsibility of the safety of the site lies with the scaffolder and user.

10. Indemnity The applicant shall indemnify Moray Council as Roads Authority for 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 or incurred by them in respect of the negligence, omission or default of the holder of this permission or those for whom the holder of this permission is responsible arising in respect of any operations authorised by this permission 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.