

Application Form and Standard Conditions for Opening Highways

- Important:** 1. A minimum of seven working days notice must be allowed from receipt of Application.
2. A location plan clearly showing the dimensions of the opening must be included with Application.

To be completed by the Applicant in BLOCK CAPITALS and in black ink

Applicant name
and office address

Contact Number

Applicant Reference No.

Site Details

Property Name / No.

OS Grid Reference

Street / Road

Area / District

Type of Work

Location of opening

Dimensions of opening

Contractor details if
different from
applicant

Out of Hours
contact details

Opening Date

Approximate Reinstatement Date

To be signed by the Applicant

Notice to the Department of Infrastructure for permission for the road opening specified above.

In submitting this form the applicant certifies that the above particulars are correct and acknowledges that in the event of temporary traffic orders being required (e.g. To close the road to through traffic, suspend parking or amend traffic flow priorities), a separate application must be made using the relevant form and at least 28 days notice must be allowed for the application to be processed. The use of portable traffic signals also requires the submission of a supplementary application and an appropriate traffic management plan. Any Costs incurred by the Department in facilitating a temporary traffic order will be recharged.

Signed

Date

Permit to open Highway — For office use only

LA No.

Permission is subject to the conditions listed overleaf and to the following special conditions.

Signed

Date



Putting the Customer **First**

NOTES AND STANDARD CONDITIONS

1. The applicant must complete one form for each road opening and the completed form(s) must be sent to the Department of Infrastructure, Highways Division (address below).
2. Approval will be given by the Department to an applicant by the return of an approval notice. The approval notice will then constitute the permit for the work to proceed and will remain effective for three months from the date of issue, in which time all works are to be completed.
- 2a. If works are likely to exceed the period of three months, the applicant **MUST** apply for an extension 7 days prior to the lapse of the original application.
3. The Department shall be permitted access to the works at all times for the purpose of inspection. If surface water drains are exposed or disturbed the applicant must notify the Department prior to backfilling.
4. The applicant must notify the Electricity, Water and Sewerage, Manx Telecom, Gas and other statutory undertakers of their proposed work and ensure that all precautions are taken to safeguard existing surface water drains, foul sewers, ducts, pipes and services provided for public use
5. The applicant shall indemnify and save harmless the Department of Infrastructure, its officers and servants, against all proceedings, claims, demands, charges, expenses, damages or penalties arising from the works or from any defects therein or from the acts or defaults of the applicant or any contractor's servants or agents employed by them.
6. The works shall be carried out in a proper manner in accordance with the relevant HAUC Codes of Practice and shall be properly protected in accordance with Chapter 8 of the Traffic Signs Manual and the Isle of Man Traffic Signs and General Directions 1994. No greater width or length of any street than is reasonably appropriate to local conditions will be broken up at any one time and there will be no greater obstruction of traffic on any street or interference with the normal use of the highway than is reasonably necessary.
7. On completion of the reinstatement of the excavation the applicant shall inform the Department in writing.
8. When carrying out the final reinstatement, the Department will hold the applicant directly responsible for the whole area of highway affected by their work either directly or indirectly. Where the applicant defaults in the execution of the reinstatement or in compliance with these conditions, the Department will take possession of the works and restore the surface of the highway and charge the applicant with the full cost of carrying out this work, implementing such legal action as may be necessary. Otherwise the applicant shall pay the Department the cost of final reinstatement at the rates currently in force.
9. Where there is an immediate need for an applicant to deal with an unforeseen emergency situation the department shall be informed within 24 hours of the emergency arising, followed by the submission of a completed application form without further delay.
10. When the applicants open or break up any highway, bridge, sewer, drain or tunnel, they shall keep it in good repair for 3 months after replacing or making good, and for such further time not being more than 24 months as the soil broken up continues to subside. Note, in the event of failure to maintain good repair, the Department may serve further default notices and in each case the period is extended by a further 24 months from the service of each such notice.
11. A notice board, displaying the applicant/contractors name, address and contact telephone number **MUST** be displayed at all times during the works
12. Documentation published by this Department detailing the specification and quality of workmanship required is available upon request and must be complied with at all times.
13. Any Trench that is available for public traffic must have a bitmac surface applied within 5 working days of being available
14. No openings in any highway closed by an order made under the Road Races act 1982 will be permitted within a period of 28 days before the closure. (In emergencies contact the Department immediately)

NOTE: Reinstatement works are to include the planing off and resurfacing of the carriageway to the following extent and reinstatement of relevant features and lining where applicable;

- (i) in a case where the undertakers' works are confined to a single lane, the full width of that lane;
 - (ii) in a case where such works encompass more than one lane but do not extend beyond the centre line of the carriageway, the width of that side of the carriageway to the centre line;
 - (iii) in a case where such works extend beyond the centre line, the entire width of the carriageway; and
 - (iv) in a case where such works are carried out on a highway habitually forming part of a race circuit, or on a carriageway subject to heavy braking, the entire width of the carriageway;
- (b) the use of materials that are of the same type as were used in the surfacing of adjacent stretches of the carriageway not affected by the works;
- (c) the application of surface dressing, antiskid surfacing or special finishes in accordance with specifications approved by the Department;
- (d) the replacement of line markings and catseyes; and
- (e) the making good of any object or equipment installed on the highway or bridge.

Send completed form to: Highway Services
Ellerslie Depot, Old Church Road,
Crosby, IM4 2HA
Email: enquiries@highways.gov.im
Tel: +44 1624 850000