

**3. Excavation Permit (Form and Conditions)**

**This application must be submitted at least 15 working days prior to the planned commencement of works.**



Infrastructure Services

Roads Use Only	Permit No Date of Receipt
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**ROADS (SCOTLAND) ACT 1984 SECTION 56  
NEW ROADS AND STREET WORKS ACT SECTION 109  
APPLICATION TO MAKE AN EXCAVATION IN THE ROAD**

To the Roads Authority for Aberdeenshire Council

**I/we\***

(contractor) .....

**on behalf of**

(developer/owner) .....

hereby make application for consent to make an excavation in a road at the location detailed here under

**Road \*\***

.....

**Location\*\*\***

(include sketch) .....

Postcode or Grid

Ref .....

\* Insert here full name(s) and address(es) of applicants

\*\* Insert name of road here and the nearest street address with postcode

\*\*\* Indicated by.....symbol on the attached plan(s) marked with the number(s)

**Please include plan(s) indicating works and/or with services detailed where applicable**

**Description of Works**

.....

.....

**Start date**

.....

**End date**

.....

**PIR Ref.**

(Contact Symology 'Dial Before you Dig' 08000-231-251)

.....

**NRSWA**

**Certificate No:**

.....

**SRWR no.**

scottish road works register

.....

**Traffic Management**

.....

**Temp Signals**

**Permit No.**

(if applicable)

.....

**Consent No.**

(drop kerbs, planning, construction)

.....

**Date of Consent**

.....

**Contractor's Name**

.....

**Address**

.....

Working Hours

Outwith Working Hours

Fax. No.

**Contact numbers:**

.....

.....

.....

**Email Address**

.....

**Signature of Applicant**

.....

**Date**

.....

**\*\* ALL SECTIONS MUST BE COMPLETED \*\***

1.1	Excavation not involving installation of private apparatus	<b>£105.00</b>
1.2	Excavation for installation of a private apparatus, classed as Minor Works (1 inspection included)	<b>£197.00</b>
1.3	Excavation for installation of a private apparatus, classed as Major Works up to one inspection unit (3 inspections included)	<b>£287.00</b>
1.4	Cost of additional inspection to 1.2 or 1.3	<b>£36.00</b>
1.5	Additional charge to 1.3 above per additional inspection unit	<b>£108.00</b>

## **FAIR PROCESSING NOTICE**

### **WHO MAY PROCESS YOUR PERSONAL DATA?**

The information which you provide on the attached form will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

### **WHAT PERSONAL DATA WILL BE COLLECTED?**

The information which you provide on the attached form. This includes:

- Personal contact details

### **FOR WHAT PURPOSES WILL YOUR PERSONAL DATA BE USED?**

The information which you provide on the attached form will be used by Aberdeenshire Council for the following purposes:

- Administration and issue of permit
- Maintenance of Scottish Road Works Register

### **WILL ABERDEENSHIRE COUNCIL DISCLOSE YOUR PERSONAL DATA TO ANYONE ELSE?**

Yes. The Council has a statutory duty to place a copy of any permissions granted on the Scottish Road Works Register, which can be accessed by other parties undertaking works on the road.

### **IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:**

Aberdeenshire Council, Infrastructure Services: Tel: (see contact list)

## **CONSENT**

I confirm that I have read and understood the fair processing notice

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Return completed forms with the appropriate fee to Aberdeenshire Council, Infrastructure Services at the appropriate under noted address:

**Banff and Buchan and Buchan**  
St.Leonards,  
Sandyhill Road, Banff,  
Aberdeenshire, AB45 1SD

**Formartine and Garioch**  
Gordon House,  
Blackhall Road, Inverurie,  
Aberdeenshire AB51 3WA

**Kincardine and Mearns and Marr**  
Viewmount,  
Arduthie Road, Stonehaven,  
Aberdeenshire, AB39 2DQ

### **Subject to the following conditions:**

- 1 Cheques or Postal Orders should be made payable to Aberdeenshire Council.
- 2 Consents have a validity of seven days, during which time the work must be either completed or substantially begun.
- 3 Submission of this application gives no authority for the work to commence. Applicants must wait until permission has been granted and must also be in possession of any other necessary consents, for example planning permission for works that constitute development.
- 4 Attention is drawn to the New Roads and Street Works Act 1991 Section 109.
- 5 In accordance with the same Act the applicant will be liable for maintenance of the permanent reinstatement for 24 months (36 months if excavation is deeper than 1.5 metres) and will incur additional fee(s) to cover administration costs and inspections carried out by Aberdeenshire Council where defects come to light.
- 6 Aberdeenshire Council should be contacted by phoning the appropriate local office above prior to commencing the works on site and the "*Notification of Permanent Reinstatement*" should be returned within a week of completion.
- 7 The contractor for the work must possess the appropriate certificate of competence in the excavation of work in accordance with the New Roads and Street Works Act 1991 - "Specification for the Reinstatement of Openings in Highways".
- 8 Evidence of Plant Information is required for a permit to be issued. Either prints of utility sketches to be presented or a PIR ref no from Symology 'Dial Before You Dig' 08000-231-251.

Please note:

***Completion of all sections in the application are a prerequisite for application***