



## **Road Works Permits – Standard Terms and Conditions**

Application for road works are approved under the terms of section 2 of the Public Highways (Co-Ordination of Temporary Road Closures etc) (Guernsey) Law, 2003.

All road works permits issued under the above legislation by Traffic and Highway Services are subject to the following terms and conditions:

### **Period of works / Permit Management**

- 1) Permission to undertake the works is only valid for the period stated on the permit issued by Traffic and Highway Services.
- 2) You must notify Traffic and Highway Services if the works are completed ahead of schedule.
- 3) If the works need to be extended:
  - a. a variation request must be made to Traffic and Highway Services.
  - b. Subject to the variation request being approved, letters must be sent out for road closure and one-ways extensions exceeding 2 days in order to apologise for the delay and to explain the reason for the over run.

### **Permit Conditions**

- 4) Where Traffic and Highway Services has granted an application, it has the power at its discretion to suspend or revoke such permission or to attach to that permission such further conditions, or to vary or rescind any conditions previously imposed.
- 5) Where Traffic and Highway Services has granted an application subject to conditions and the applicant fails to comply with one or more of the above conditions then it may, at its discretion, suspend or revoke the permission and take whatever steps are necessary to re-open the public highway and remove any traffic management measures forthwith, the costs of so doing to be recoverable from the applicant as a civil debt.

### **Signing, Lighting and Guarding**

- 6) Works must be safely and clearly signed, guarded and lit in accordance with the '*Safety at Street Works and Road Works*' Code of Practice, which is available for download at [www.gov.gg/roadworks](http://www.gov.gg/roadworks).
- 7) Failure to comply with the Code of Practice after being advised that the problem needs to be rectified urgently may result in the work being signed by Traffic and Highway Services own contractors and an account will be sent to the applicant for the work undertaken.

- 8) Signs must not be placed on pavements, unless when the sign is in position there is still a clearance of 1 metre wide.

### **Removal of Permanent Line Markings and/or Signs**

- 9) Contractors must notify Traffic and Highway Services of any road markings that will be removed (in full or part) and of signs that will need to be removed before the works commence so that temporary signs can be placed out to advise drivers.
- 10) Failure to do so may have significant implications for traffic management and road safety. Traffic and Highway Services will then be responsible for reinstating the permanent signs and lines.

### **Lead Contractor**

- 11) If there are more than one set of works in the road, Traffic and Highway Services may indicate a 'lead contractor' for the works.

### **Notifications to Businesses and Residents**

- 12) All businesses within a closed road must be sent a letter of notification a minimum of 1 week in advance of the works;
- 13) If the closure is scheduled for between **4 and 7 days** (inclusive) **all** properties within a closed road must be sent a letter of notification a minimum of 1 week in advance of the works;
- 14) If the closure is scheduled for in excess of **7 days**, **all properties** within a closed road must be sent a letter of notification a minimum of 2 week in advance of the works.
- 15) Copies of all letters to businesses and residents must also be sent to Traffic and Highway Services before the closure commences.

### **Emergency Works – Information Boards**

- 16) For emergency works, an information board specifying that they are emergency works and giving a contact telephone number must be placed out at each end of the road.

### **Out of Hours Working - Environmental Health**

- 17) If the application involves working during the hours 1800 to 0800 on weekdays, or at any time between 1800 on Friday and 0800 on Monday, or on any public or declared holiday, Office of Environmental Health and Pollution Regulation (OEHPR) must be consulted and any mitigating measures to avoid the creation of noise nuisance advised by the OEHPR must be adhered to for the duration of the works.

If the works are of an emergency nature and will result in work taking place during the above hours, the Committee must be consulted as soon as practicable after the commencement of said works.

## **Re-opening the road**

- 18) Signs should only be removed/turned in to the wall with the prior approval of Traffic and Highway Services. Otherwise, the signs will be collected at the agreed time by States Works signs and lines team.

## **Skips and Mobile Cranes**

- 19) If the application involves a skip being placed on the public highway (road or pavement), the skip must be signed and a wooden board placed under the skip, to avoid damage being caused to the road surface.
- 20) A lamp and an amber reflector must be placed in each of the skip's upper corners. It becomes the responsibility of the hirer of the skip to maintain the signing and lighting, when the skip under the hiring agreement has been in place a period of one month or more. The name and telephone number of the skip company must be clearly visible on each skip.
- 21) If the application involves the use of a mobile crane or other lifting platform, protective boards or mats must be used under the supporting legs to avoid damage being caused to the public highway (road or pavement).

## **Scaffolding**

- 22) If the application involves scaffolding being placed on the public highway (road or footpath), then in addition to permission from Traffic and Highway Services, a permit must also be obtained from the Health and Safety Executive.
- 23) The Traffic and Highway Services' permit will only be valid on condition that the scaffolder fully complies with the permit from the Health and Safety Executive.
- 24) Whilst the scaffolding is in course of erection, the safety of employees and the public rests with the scaffolding company. Once the scaffold is erected and "handed over", the contractor must maintain the appropriate signing, lighting and guarding.

## **Temporary Traffic Signals and Stop/Go Boards**

- 25) Temporary traffic lights should be set up in accordance with the 'Safety at Street Works and Road Works' Code of Practice, which is available for download at [www.gov.gg/roadworks](http://www.gov.gg/roadworks).
- 26) If the application involves the use of STOP/GO boards the applicant must accept full responsibility for any accident occurring on the stretch of road in which the STOP/GO boards are being operated that is found to have been caused directly as a result of the use of STOP/GO boards. Further information is available within the 'Safety at Street Works and Road Works' Code of Practice, which is available for download at [www.gov.gg/roadworks](http://www.gov.gg/roadworks).

## **Excavations in the Public Highway**

- 27) If the application involves an excavation in the Public Highway (Carriageway or Pavement) the works should comply with the Traffic and Highway Services Document entitled 'Requirements and Specification for the Opening and Reinstatement of Works in the Public Highway', which is available for download at [www.gov.gg/roads](http://www.gov.gg/roads).
- 28) If the application involves a drainage connection, then permission from Traffic and Highway Services is conditional on prior approval being obtained for the relevant body to undertake these works.
- 29) All reinstatements must be recorded on the roadworks system ('Trafficworx') within 5 working days of the completion of the works.

Should you have any enquiries or require further advice regarding any of these conditions, please contact Traffic and Highway Services: Tel: 01481 243400, Email: [traffic@gov.gg](mailto:traffic@gov.gg).