



Temporary structure permit

If you need to put a temporary structure on a footpath, road or verge interacting with a public highway you will need a permit.


It allows us to:

- ensure that the temporary structure is erected in accordance with health and safety legislation
- be aware of the temporary structure so members of the public can be notified
- ensure that the safety of the public and operatives working in and around the area on the public highway are protected at all times

Conditions

A permit only covers one temporary structure. If you intend to erect multiple temporary structures you will need separate permits. If you need two or more temporary structures at the same location, two permits will be required.

You may need a traffic management plan, if this is likely to cause an obstruction to a public highway/road, road closure or obstruct parking spaces. You also need to determine whether listed building consent is required.

Anyone wishing to undertake any works or obstruct the Public Highway requires a permit. To obtain a permit, please complete the  [Road Works - Application Form \[370kb\]](#).

Initial requests can also be made to Traffic and Highway Services via Email to traffic@gov.gg or Tel: 223400.

What you need to know before you apply?

- We reserve the right to refuse an application based on temporary structure content
- You are responsible for placing the temporary structure safely and securely. You must secure a temporary structure using suitable fixings. Temporary structures that are not secured safely will be removed.

Once the relevant permissions, plans, orders and insurances are in place you can apply for your permit.

You will need the following before you can submit your application:

- a completed a risk assessment including a design plan and tie methods (where applicable)
- a traffic management plan (where applicable)
- evidence of listed building consent (where applicable)
- Public Liability Insurance details

APPLICATION TO ERECT A TEMPORARY STRUCTURE ON OR OVER THE PUBLIC HIGHWAY

I/We (Name of Applicant) _____ hereby apply to erect a temporary structure as described overleaf on/over the footpath and roadway _____

at _____

for the purpose of _____

Name of Owner (if private residence) _____

Or Name of Business _____

Name of Erectors _____

Name of Hirer or Builder _____

Address of Hirer or Builder _____

Estimated Period for which temporary structure will be required

FROM:

TO:

I certify that the information provided in this application is true, that the design, construction and maintenance are capable of withstanding all of the loads to which it will be subjected.

I acknowledge and accept the terms of the permit and have read and understood the standard conditions for highway consents and the conditions listed.

Signature of Applicant _____

Business Address _____

Tel: _____ Fax / E-Mail: _____

Date: _____

Please delete words not applicable

IMPORTANT NOTES OVERLEAF

OFFICIAL USE ONLY:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
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Details of temporary structure					
Height		Length		Width (depth)	
Details of temporary structure					
Method of fixing temporary structure					
Details of public liability insurance					

Site Specific Information

ITEM	QUESTION (check mark appropriate column)	YES	NO	N/A
I.	Will adequate space be maintained for pedestrians with no reduction of width for intensely used footways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II.	Will any part of the temporary structure obstruct traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III.	Will the temporary structure obstruct or obscure any of the following: traffic signal, traffic signal controller, bus stop, pedestrian crossing, junction sight line, road lighting column, traffic sign, parking bay, or any 'ironwork' in the highway or other street furniture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV.	Will any part of the highway require closure during erection or dismantling operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For all temporary structure permit applications, a site meeting may be required in order to record and agree the condition of the site prior to works being undertaken.				

How much does it cost and what happens next?

A permit costs £35

Each permit should be applied for at least 7 days in advance of planned start date of erection.

Once your application has been submitted and we have all the information required to process your application, your permit will be issued to you in around five working days. If anything is missing we will contact you.

Invoices will be issued monthly, queries should be directed to housing.invoices@gov.gg

SITE PLAN TO BE DRAWN ON THE REVERSE / PERRY'S MAP REFERENCE



Data Protection - How we collect and use information

The States of Guernsey Health and Safety Executive processes personal data for the purpose of enforcing Health & Safety at work and associated legislation. The personal data collected will vary depending on your business with us, but will be no more than is required for that legitimate and lawful purpose. We may obtain information about you from third parties for any lawful purpose in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017 ("DPL"). We may also share your personal data with certain other organisations if the DPL allows us to. All the personal data held by The States of Guernsey Health and Safety Executive will be processed in accordance with the DPL. If you wish to know more about the information we have about you, or about the way we use it, you can check our website page www.gov.gg

SITE PLAN / PERRY'S MAP REFERENCE