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roadclosures@surreycc.gov.uk

Surrey County Council  
Street Works Dept  
Unit 4 Mole Business Park  
Station Road  
Leatherhead  
KT22 7BA

**Application for Temporary: Road Closure/Road Restriction/  
Footway Closure/Townpath Closure**

Contact name	Jodie McKeown
Contact number	01252 353586
Contact email	Jodie.mckeown@sgn.co.uk
Company name	SGN
Company address	North Lane, Aldershot GU12 4HA
Invoicing address (if different)	SGN, Accounts Payable, MacColl House, Woodrow, Eurocentral, Holytown, North Lanarkshire. ML1 4YQ
Purchase order / Job number	2619050259

An official purchase order number from your company **MUST** be included for the process to proceed.

\*\*Please note that you will be invoiced at the end of the process.\*\*

\*\*Please do not send any monies prior to this.\*\*

Road name & number	Scotland lane			
Village / Town	Haslemere			
Borough / District	Surrey			
Prohibition/Restriction required (select one)	Road Closure	<input checked="" type="checkbox"/>	Bus Lane Closure	<input type="checkbox"/>
	Banned Left Turn	<input type="checkbox"/>	Waiting Restriction	<input type="checkbox"/>
	Banned Right Turn	<input type="checkbox"/>	Width Restriction	<input type="checkbox"/>
	One Way	<input type="checkbox"/>	Weight Restriction	<input type="checkbox"/>
	Speed Limit Restriction	<input type="checkbox"/>	Footway/Townpath Closure	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>		
Nature of works	Gas Mains Replacement Works open cut – rolling road closure			
Reason why restriction must take place	Unable to maintain minimum safety width whilst completing gas mains replacement works			

<b>Start point coordinates</b>	490934, 132149	<b>Finish point coordinates</b>	490801, 132143
<b>Start point location/junction</b>	Junc of Tennysons lane		
<b>Finish point location/junction</b>	Junction of Haste Hill		
<b>Length of prohibition or restriction (in metres)</b>	133m		

<b>Planned start date</b>	27.01.20	<b>Planned end date</b>	14.02.20
<b>Time it will be invoked</b>	07:00	<b>Time it will be removed</b>	17:00
<b>Working hours</b>	07:00 – 17:00		

<b>Will the prohibition/restriction be removed outside of <u>your working hours</u>? (yes or no)</b>	NO
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If no you will be expected to employ extended working hours, most commonly 07:00 to 19:00 Monday to Friday 09:00 to 17:00 Saturday and 09:00 to 13:00 Sunday and Public Holidays.

<b>Will the site be supervised outside of <u>your working hours</u>? (yes or no)</b>	NO
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If no please detail how the site will be secured during periods of non occupation.

All open Excavations barriered / Site will be lit as required

Will Emergency Services have access <u>through the site</u> during working hours? (yes or no)	YES
Will Emergency Services have access <u>through the site</u> outside working hours? (yes or no)	YES

If yes to either of the above please detail how this will be managed.

If no to either the above please detail the reasons why and the alternative arrangements.

Access to the residents will be maintained through road plates if needed. Otherwise diversion route to be followed

Will vehicular access to properties <u>within the restriction</u> be maintained during working hours? (yes or no)	Yes
Will vehicular access to properties <u>within the restriction</u> be maintained outside working hours? (yes or no)	Yes

If yes to either the above please detail how this will be managed.

If no to either the above please detail the reasons why and the alternative arrangements.

\*\*Please note vehicle access can only be restricted for residents for a maximum of 8 hours within a 24 hour period.\*\*

Road plates will be used if required



<b>Will pedestrian access be maintained during working hours? (yes or no)</b>	N/A
<b>Will pedestrian access be maintained outside working hours? (yes or no)</b>	N/A

If yes to either the above please detail how this will be managed.  
If no to either the above please detail the reasons why and the alternative arrangements.  
\*\*Please note only in exceptional circumstances should pedestrian access be denied. \*\*

No footpaths along these roads

<b>Will equestrian and cyclist access be maintained during working hours? (yes or no)</b>	YES
<b>Will equestrian and cyclist access be maintained outside of working hours? (yes or no)</b>	YES

If yes to either the above please detail how this will be managed.  
If no to either the above please detail the reasons why and the alternative arrangements.  
\*\*Please note only in exceptional circumstances should equestrians and cyclists access be denied. \*\*

Access only, road plates can be used



Is there a cycle lane within the area of the site? (yes or no)	NO
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Is there a bus lane within the area of the site? (yes or no)	NO
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Will buses/bus stops be affected (yes or no)	NO
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If yes you must contact [passenger.transport@surreycc.gov.uk](mailto:passenger.transport@surreycc.gov.uk) for all necessary arrangements.  
You must cc: [roadclosures@surreycc.gov.uk](mailto:roadclosures@surreycc.gov.uk) into all correspondence.

Will traffic signals require switching out? (yes or no)	NO
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If yes, you must contact [streetworks@surreycc.gov.uk](mailto:streetworks@surreycc.gov.uk) for all necessary arrangements.  
You must cc: [roadclosures@surreycc.gov.uk](mailto:roadclosures@surreycc.gov.uk) into all correspondence.

Will refuse collections be affected? (yes or no)	Yes
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If yes you must contact the relevant borough council for all necessary arrangements.  
You must cc: [roadclosures@surreycc.gov.uk](mailto:roadclosures@surreycc.gov.uk) into all correspondence.

**Please attach a site plan and diversion route map to show the following.**

- **The extent of the prohibition/restriction (width and length)**
- **Signage and barriers to be used on site**
- **Diversion route with all signage including text**
- **Advanced warning signs (where they will be located and when they will be on site)**

\*\*Please note advanced warning signs must be in place a minimum of 2/3 weeks before the prohibition/restriction start date.\*\*



**Diversion route – written description including road names and numbers**

**\*\*Please note the diversion route must be suitable for all vehicle types who use the section of highway being prohibited/restricted.\*\***

Eastbound – Midhurst Road, Shepherds Hill, Lower Street, High Street (around Town Hall), Petworth Road, Haste Hill.

<b>Does the proposed diversion route apply for both directions? (yes or no)</b>	<b>YES</b>
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If no please state an alternative route.

Westbound – Haste Hill, Petworth Road, Lower Street, Shepherds Hill, Midhurst Road.

<b>Does the proposed diversion have any of the following existing restrictions? (yes or no)</b>	<b>NO</b>
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Weight		One Way	
Height		Banned Right Turn	
Width		Banned Left Turn	

**If Yes, please state where and what appropriate action is to be taken**

Eg. suspend one way/alternative diversion for HGVs

Does the diversion route extend outside of Surrey into other Counties? (yes or no)	NO
If Yes, which authority(s)?	

If yes you must contact the relevant authority for approval to use their roads.  
You must cc: [roadclosures@surreycc.gov.uk](mailto:roadclosures@surreycc.gov.uk) into all correspondence.

Is the diversion route within 1 mile of Highways England roads? (yes or no)	
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(These are M25, M3, M23, A23, A30, A3113, A3)  
If yes you must contact the Highways England for approval to use their roads.  
You must cc: [roadclosures@surreycc.gov.uk](mailto:roadclosures@surreycc.gov.uk) into all correspondence.

Site contact name/s	Mark Power - 07368337472
24HR Emergency contact Name	SGN
24HR Emergency mobile Number	0800 912 1700

We confirm we hold £10,000,000 Public Liability Insurance?	yes
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\*\*Please enclose a copy of your insurance.\*\*

Signature	j.mckeown
Name and date	JODIE MCKEOWN 01252 353586

**\*\*Completed forms should be returned to [roadclosures@surreycc.gov.uk](mailto:roadclosures@surreycc.gov.uk)\*\***

**\*\*Please note incomplete forms will not be processed\*\***

## Conditions

1. This application cannot be processed without the full completion of all the above information.
2. Incomplete applications will be sent back to be amended. This will restart the eight week process.
3. It should be noted that there is a maximum period of 18 months during which a road can be closed. A public right of way/ public footpath/Cycle track may be closed up to a maximum of 6 months. (This may be extended on application to the secretary of state but would require exceptional reasons).
4. There must be a gap of 3 months between consecutive closures on the same length of road.
5. The county council requires a **minimum period of 8 weeks** to check and process an application.
6. There is a standard charge of £866 plus the cost of the necessary two adverts which could take the total cost of the road closure to £2,500. This must be met by the applicant.
7. There will be additional charges for relocation of services e.g. the relocation and suspension of Bus Stops/ SCC attendance to switch on/off traffic signals.
8. For all closures, it will be the applicant's responsibility to provide appropriate signs that comply with Department for Transport regulations with which to adequately sign the closure and alternative route. You must use a Department for Transport approved (NRSWA, chapter 8) company. Whoever you opt for will, however, need a schedule of the signs required, the exact wording if site specific and when and where they should be placed. You or the supplier must produce this diversion signing schedule and this will be subject to our approval before commencement of the above processing periods.
9. Applicants or their contractors are required to hold a public liability insurance policy, which indemnifies the county council for a minimum of £10,000,000 in respect of any one accident or claim.
10. Any damage caused to highway assets, as a result of your operations are to be replaced before leaving site.
11. You are required to inform us when closed roads, paths are re-opened.
12. Closure and diversion signage must be checked at least on a daily basis to ensure signs remain in place and are legible
13. **It is the applicant's responsibility to inform all stakeholders likely to be affected by the road closure.** This will include residents, parish councils, schools, businesses and churches. Every application is different so all stakeholders in the area affected by the road closure will have to be carefully considered, then informed and or consulted with. This allows stakeholders to make alternative travel arrangements during the closure period.
14. Environmental Health approvals for works out of hours must be supplied.

15. The applicant shall be responsible for erecting advance warning signs in the location agreed two weeks before the works commence. They shall have the legend 'Advance Notice" - "Name of Road Closed from XX/XX/XXXX to XX/XX/XXXX" - "Reason for Closure" - Contact telephone number"
16. An '**Information Board**' must be placed by the applicant advising of the purpose of the closure and a 24 hours contact number (sign 7) during the road closure. Additionally where applicable the permit number must be displayed.
17. The applicant is responsible for erecting and maintaining signs indicating that any business etc which are affected by the closure are still open for business as usual, and from which direction access is possible. The signs shall have the following (or similar) legend 'For (name of business) follow diversion' and 'Access to (name of business)' and shall be erected at either end of the closure.
18. All frame mounted signs shall be adequately weighted using sand bags, and shall be accompanied by cones and lamps.
19. No works within the road closure shall be permitted until all diversionary and advisory signs are positioned correctly.
20. It is the applicants responsibility to cover or lay flat diversion signage when not in use. It is not acceptable to leave 'road closed', or diversion signs on site when the road is not restricted.
21. All signs used for the restrictions, road closure and diversion route will be removed as soon as the road is fit to return to the travelling public.
22. Any TM plans provided may be distributed to statutory consultees and the applicant has a duty to make these legible, clearly identifying the restriction length and any diversion routes to be in place.
23. Upon cancellation of a closure application, administration fees may still be charged.
24. Upon cancellation of a closure application, advertisement fees will still be charged.

### DECLARATION

**I HAVE READ AND AGREE TO THE CONDITIONS LAID OUT ABOVE**

<b>SIGNATURE</b>	<b>J. Mckeown</b>
<b>NAME AND DATE</b>	<b>JODIE MCKEOWN 07.10.19</b>