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| Application for a Footway Closure |

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| **Road:**  |  |
| **District of Sandwell:**  |  |
| **Location in road:**  |  |
| **Length of closure:** |  |
| **Works description:** |  |
| **Permit Number *(required)*:** |  |

A legible plan/CAD Drawing **MUST** be submitted with this application)

**Proposed date & duration:** (Minimum 4 weeks prior notice, more extensive schemes will require a longer notification period. *See attached notes*).

From: DD/MM/YYYY To: DD/MM/YYYY

24 hours [ ]  Daytime (8am-6pm) [ ]  Off-Peak (9.30am-3.30pm) [ ]  Out of Hours (7pm-6am) [ ]

Other (Give Details in box) [ ]

**Applicant details:**  **Contractor details:**

Address:

Full details of signing proposals are to be sent to Sandwell MBC no less than 4 weeks prior to work commencement date.

# All works within the highway must comply with Chapter 8 of the Traffic Signs Manual (1991), as a minimum standard and maintained accordingly and are to be carried out by Street Works Accredited personnel.

It is the duty of the applicant to carry out consultation with all frontages affected by the works.

A **road opening permit** must be obtained when works involve the opening up of the highway – telephone: 0121 569 4025.

All contractors working on the highway must hold Street Works Accreditation.

Has a Risk Assessment been undertaken? Yes [ ]  No [ ]

Sandwell MBC reserves the right to re-open any carriageway and charge the applicant any costs incurred if said works are not carried out within a reasonable period, (for the duration of the closure).

Signature of applicant: Date:

Representative:

Utility/Organisation:

Address:

Tel. No.:

Email Address:

Emergency contact name & 24 hour No.:

Representative:

Organisation:

Address:

Tel. No.:

Email Address:

Please fill in this section if there is an existing traffic signal junction/pedestrian crossing within the vicinity of your proposed works.

**Location:**

Further to your recent application for temporary traffic management at the above location, there are permanent traffic signals/pedestrian crossing signals within the vicinity of your proposed works. To facilitate safe working these will need to be switched off by Highway Network Services. There is a charge of £250.00 on weekdays and £750.00 out of hours and weekends for this service.

Please complete the following details in order that your application can be processed:

|  |  |
| --- | --- |
| Date & time of SWITCH **OFF:** | DD/MM/YYYY HH:MM |
| Date & time of SWITCH **ON:** | DD/MM/YYYY HH:MM |
| Additional Details (If applicable): |  |
| Contact name ***(person available on site)***: |  |
| Contact number ***(on site)***: |  |
| Billing address: |  |
| Contact name: |  |
| Tel No.: |  |
| Purchase Order No.: ***(required for invoicing purposes)*** |  |

**Please note that it is the applicant’s responsibility to ensure that signal heads are bagged off and that all pedestrian push button units are covered with ‘out of order’ bags. Information boards and barriers should also be erected on site advising pedestrians that the signals are not in use.**

**If a set of permanent traffic signals requires switching off, a Purchase Order Number is required for invoicing purposes. A TM application with switch off details will not be processed or approved if a Purchase Order Number has not been provided.**

**Should there be any change to your requirements please telephone 0121 569 4019 during normal office hours or 07867 506556 out of hours.**