

## 6. Deposition of Material (Form and Conditions)

This form should be lodged with Environment & Infrastructure Services not less than 7 days prior to the proposed commencement date for planned works and as soon as possible for emergency/urgent works.

**Aberdeenshire**  
COUNCIL



Environment & Infrastructure Services

### ROADS (SCOTLAND) ACT 1984

### APPLICATION FOR PERMISSION TO DEPOSIT MATERIALS OR OTHERWISE

To the Roads Authority for Aberdeenshire Council

<b>I/we*</b>	
<b>on behalf of</b>	

apply for permission under Section 58 of the Roads (Scotland) Act 1984, to occupy temporarily for the purpose of depositing materials or otherwise in connection with operations for the:

<b>construction/repair/maintenance**</b>	or	<b>demolition of a building**</b>
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On a portion of the road:

<b>Road ***</b>	
<b>Location****</b>	
<b>Include Address Postcode or Grid Ref</b>	

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

\*\* Delete as appropriate

\*\*\* 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)**

<b>Description of Works</b>				
<b>Starting date</b>		<b>Finishing date</b>		<b>No. of Weeks</b>
<b>Contractor's Name</b>				
<b>Address</b>				
<b>Purchase Order No. (if applicable)</b>				
<b>Tel During Working Hours</b>				
<b>Tel Outwith Working Hours</b>				
<b>Email Address</b>				
<b>Signature of Applicant</b>			<b>Date</b>	
<b>Permit Fee: Deposit Builders Materials up to 7 days</b>			<b>£38.52</b>	
<b>An invoice will be issued for the amount due.</b>				
<b>Invoice Address – if different to applicants address:</b>				

Return completed forms to Aberdeenshire Council, Environment & Infrastructure Services at the appropriate Roads Area e-mail address – ref list/map.

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

Banff & Buchan: [banffandbuchan.roads@aberdeenshire.gov.uk](mailto:banffandbuchan.roads@aberdeenshire.gov.uk)

Buchan: [buchan.roads@aberdeenshire.gov.uk](mailto:buchan.roads@aberdeenshire.gov.uk)

Formartine [formartine.roads@aberdeenshire.gov.uk](mailto:formartine.roads@aberdeenshire.gov.uk)

Garioch [garioch.roads@aberdeenshire.gov.uk](mailto:garioch.roads@aberdeenshire.gov.uk)

Kincardine & Mearns [kincardineandmearns.roads@aberdeenshire.gov.uk](mailto:kincardineandmearns.roads@aberdeenshire.gov.uk)

Marr [marr.roads@aberdeenshire.gov.uk](mailto:marr.roads@aberdeenshire.gov.uk)



**Subject to the following conditions:**

1. The permission hereby granted shall, unless extended by the Roads Authority, expire at the termination of a period.
2. Arrangements for the deposit of materials or otherwise shall be in accordance with the requirements of the Head of Service – Roads & Infrastructure.
3. This consent may be removed at any time at the request of the Head of Service – Roads & Infrastructure or a Constable in uniform.
4. The material or otherwise shall be placed in the position specified in the permission, with their longer sides parallel to and about 300mm from the kerb and so sited as not to impede the drainage of the road or obstruct access to any manhole or apparatus of the local authority or of any statutory undertaker, with special emphasis on any fire hydrants and marker plates.
5. The site shall be properly barricaded off using red and white pedestrian barriers or approved equivalent at either end and alongside footway.
6. The Roads Authority shall be indemnified against any liability, loss, claim or proceeding whatsoever arising in respect of the placing of materials or otherwise on the road.
7. On removal of the material or otherwise, the site shall be left in a clean and tidy condition to the satisfaction of the Head of Service – Roads & Infrastructure.

**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.

**CONSENT**

I confirm that I have read and understood the Fair Processing Notice

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**Name**

**Date**

**Signature**