

**3. Excavation Permit (Form and Conditions)**

This application must be submitted at least 15 working days prior to the planned commencement of works.



**ROADS (SCOTLAND) ACT 1984 SECTION 56  
NEW ROADS AND STREET WORKS ACT SECTION 109  
APPLICATION TO MAKE AN EXCAVATION IN THE ROAD**

To the Roads Authority for Aberdeenshire Council

<b>I/we* (contractor)</b>	
<b>on behalf of (developer/owner)</b>	
hereby make application for consent to make an excavation in a road at the location detailed here under	
<b>Road **</b>	
<b>Location*** (include sketch)</b>	
<b>Postcode or Grid Ref</b>	

- \* Insert here full name(s) and address(es) of applicants
- \*\* 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) indicating works and/or with services detailed where applicable**

<b>Description of Works</b>			
<b>Start date</b>		<b>End date</b>	
<b>PIR Ref.</b> (Contact Symology 'Dial Before you Dig' 08000-231-251)		<b>NRSWA Certificate No:</b>	
<b>SRWR no.</b> Scottish Road Works Register			
<b>Traffic Management</b>		<b>Temp Signals Permit No.</b> (if applicable)	
<b>Consent No.</b> (drop kerbs, planning, construction)		<b>Date of Consent</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>Invoice Address – if different to applicants address</b>			

**\*\* ALL SECTIONS MUST BE COMPLETED \*\***

1.1	Excavation not involving installation of private apparatus	<b>£115.00</b>
1.2	Excavation for installation of a private apparatus, classed as Minor Works (1 inspection included)	<b>£212.00</b>
1.3	Excavation for installation of a private apparatus, classed as Major Works up to one inspection unit (3 inspections included)	<b>£304.00</b>
1.4	Cost of additional inspection to 1.2 or 1.3	<b>£36.00</b>
1.5	Additional charge to 1.3 above per additional inspection unit	<b>£108.00</b>

**An invoice will be issued for the amount due above.**

**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. Consents have a validity of seven days, during which time the work must be either completed or substantially begun.
2. Submission of this application gives no authority for the work to commence. Applicants must wait until permission has been granted and must also be in possession of any other necessary consents, for example planning permission for works that constitute development.
3. Attention is drawn to the New Roads and Street Works Act 1991 Section 109.
4. Following amendments to the “Road Works (Reinstatement) (Scotland) Regulations 1992” which took effect from 1 October 2023, the applicant is to be responsible for the maintenance of permanent reinstatements for 6 years and will incur additional fee(s) to cover administration costs and inspections carried out by Aberdeenshire Council.
5. Aberdeenshire Council should be contacted at the appropriate local office above prior to commencing the works on site and the “*Notification of Permanent Reinstatement*” should be returned within a week of completion.
6. The contractor for the work must possess the appropriate certificate of competence in the excavation of work in accordance with the New Roads and Street Works Act 1991 - “Specification for the Reinstatement of Openings in Highways”.
7. Evidence of Plant Information is required for a permit to be issued. Either prints of utility sketches to be presented or a PIR ref no from Symology ‘Dial Before You Dig’ 08000-231-251.

Please note:

***Completion of all sections in the application are a prerequisite for application***

## **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