

Grit Bin Guidance and Application Procedure

1. Suffolk Highways, on behalf of Suffolk County Council, will only accept requests for new grit bins from a parish, town, borough or district council (the 'Applicant').
2. Any member of the public, individual or organisation requesting a grit bin shall be directed to the relevant council that would be regarded as a legitimate Applicant.
3. The Applicant shall submit a completed 'Grit Bin Request Application Form' (as set out in **Appendix 1**) using Suffolk County Councils online highways report it tool at <https://highwaysreporting.suffolk.gov.uk/>. No other form of request will be considered.
4. A grit bin will only be permitted in a location(s) and supported for filling if **all** the following criteria are met:
 - (a) The proposed location(s):
 - I. is NOT on a Priority 1 or Priority 2 precautionary carriageway treatment route;
 - II. does not compromise safety or unreasonably hinder the passage of highway users to ensure there is clear safe passage for all pedestrians.
 - III. shall not obstruct junction sight lines;
 - IV. is not within a reasonable distance of another grit bin location(s), depending on location(s)
 - V. is on highway land (for insurance and liability reasons) and for the avoidance of doubt that the grit bin use is solely on the highway;
 - VI. can be directly accessed and easily filled from a maintenance vehicle (normally a lorry);
 - VII. is at a junction with known history of accidents or on a sharp/severe bend or has a road gradient greater than 1 in 15.
 - (b) The Applicant commits to the purchase and installation of the grit bin to an agreed specification.
 - (c) The Applicant commits to the replacement of the grit bin in the event of vandalism, damage or general misuse.
 - (d) The Applicant confirms that it has consulted with the owners of all neighbouring properties within the vicinity of the proposed location(s) (outside and opposite) and obtained their agreement to a grit bin being placed there so that there are no objections to the proposed location(s).
5. Multiple locations can be applied for per application. The Applicant must submit a detailed location plan of each site with details of each specific location. *E.g. at the back of the verge adjacent to the entrance to 21 Spreading Road.*

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6. Suffolk Highways will assess the proposed grit bin location(s) to ensure that:
 - (a) the criteria have been met;
 - (b) the proposed location(s) does not compromise access to any public utility apparatus above or below ground;
 - (c) benefit will be gained by highway users from any such grit bin provision.
7. If the location(s) is approved by Suffolk Highways the Applicant will be notified, and approval documentation will be issued for the Applicant to proceed with installation.
8. The Applicant must inform Suffolk Highways when a bin has been installed so it can be included within Suffolk Highways' asset management system for future filling.
9. The newly installed bin must be made accessible to enable Suffolk Highways to fix the identification and usage signage to it.
10. Grit bins will remain on the highway all year round.
11. The grit bin will be replenished by Suffolk Highways at the start of winter and at such intervals that it considers appropriate, based on resource levels and priorities. The Applicant will be at liberty to re-stock the grit bin at its own cost in the event that Suffolk Highways is unable to do so.
12. If the Applicant is aware that the grit bin is empty or nearing empty, the Applicant will need to advise the Customer Service Centre on [0345 606 6171](tel:03456066171) or via the Suffolk Highway online 'report it tool' so that the grit bin can be refilled when resources are available to do so.
13. Suffolk Highways will notify the Applicant if the grit bin requires replacement because it has become damaged or unserviceable.
14. If the Applicant does not wish to replace the grit bin following damage, Suffolk Highways is at liberty to remove and dispose of the damaged or unserviceable bin and delete the record of its location(s) from the asset register.
15. If the Applicant wishes to replace a damaged bin, it is at liberty to do so. The Applicant must inform Suffolk Highways when this replacement work is completed by contacting the Customer Service Centre on [0345 606 6171](tel:03456066171)
16. Any grit bin may, at the sole discretion of Suffolk Highways, be removed. The Applicant or (in the absence of any known Applicant for a pre-existing grit bin) the relevant parish, town, borough or district council shall be advised of this in advance of such intended removal and the reason(s) behind such action. However, if immediate removal is necessary on the grounds of public safety, Suffolk Highways will provide retrospective notification and proof of requirement.

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17. Grit bins are provided to support self-help in the clearance of snow and ice. The repeated use of the grit bin contents for the clearance of private drives and car parks and other non-highway areas would constitute a legitimate reason for withdrawing support for restocking by the County Council. Retention of the grit bin would only be considered if the Applicant agreed to fill it at its own cost thereafter and, once in need of replacement, the substitute grit bin is not yellow in colour.
18. A parish, town, borough or district must record a 'list of volunteers' of those persons who will be utilising the bin to carry out gritting of the highway. This list must be maintained and updated for inspection by Suffolk Highways on request.
19. Suffolk Highways is at liberty to review all existing grit bin installations and will inform a parish, town, borough or district council that a grit bin may no longer be supported if the location(s) fails to meet the criteria, save for the proviso in paragraph 16 above.
20. All new grit bins must be yellow in colour. In conservation areas this requirement can be relaxed so the bin can be in keeping with the immediate environment. This requirement should be included as part of the application.
21. Suffolk Highways shall determine the appropriate material to be placed within grit bins. This, in the main, will be a salt/grit mix.
22. The guidance and application procedure for grit bins will be annually reviewed and published on Suffolk County Council's website. Such reviews will include associated costs and charges with this service.
23. If the proposed grit bin location(s) is not approved, Suffolk Highways will advise the Applicant the reason(s) why. Should an Applicant disagree with decision it can be reviewed. A request to review the refusal decision needs to be raised with both the respective County Councillor and to the Head of Environmental Management of Suffolk Highways. Clear reasons why the Applicant believes the refusal decision was incorrect must be provided including why the proposed location(s) meets the 'approval criteria' (section 4). Once a full review of the refusal decision has been completed the Applicant will be advised of the outcome.

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24. If the proposed grit bin location(s) is not approved as a Suffolk Highways supported grit bin but the Applicant nonetheless wishes for a grit bin to be provided for use on public highway, this outcome can be achieved but only if the following criteria are met:
- (a) Suffolk Highways agrees that the location(s) endorsed by local property owners is appropriate
 - (b) the Applicant purchases and installs its own grit bin;
 - (c) the grit bin is not yellow in colour;
 - (d) the grit bin is labelled and clearly identifiable as belonging to the Applicant
 - (e) the Applicant accepts full responsibility for:
 - I. the upkeep of the grit bin;
 - II. refilling the grit bin with grit whenever the Applicant considers it necessary to do so;
 - III. meeting all costs of for maintaining the grit bin's grit stock levels;
 - IV. replacement of the grit bin in the event of vandalism, damage or general misuse;
 - V. removal of the grit bin if the Applicant no longer wishes to continue to use the grit bin.
25. To enable a non-highway grit bin to be placed on the highway, the Applicant must submit a '**Non-Highway Grit Bin Permission Application Form**' (as set out in Appendix 2) to Suffolk County Council's Customer Service Centre. The Applicant may only place the grit bin on the highway once permission has been granted.
26. Due to the leaching of grit into highway verges (and the underlying groundwater) and watercourses and the ineffectiveness of material being stored open to the elements, Suffolk County Council does not support the provision of grit heaps in the highway verge.

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APPENDIX 1

HIGHWAY GRIT BIN REQUEST APPLICATION FORM

Suffolk Highways will only consider requests for new grit bins on the public highway from the relevant parish, town or district councils and where all the criteria below are met.

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NOTE TO APPLICANT (i.e. the relevant parish, town, borough or district council).

Please complete a copy of this form clearly indicating the location(s) of where grit bins are proposed. The form and location(s) plans of each proposed location(s) should then be attached to an online request on the County Councils online highways report it tool at <https://highwaysreporting.suffolk.gov.uk/> - please select Problem type "Snow, Ice and Gritting", Problem sub type "Grit bin – request new". Forms must be submitted by 31 August. When applying for multiple locations the first proposed bin location needs to be recorded at the correct location on the highways reporting tool map

All requests received will be assessed and, where all the criteria are met approval will be granted with in a 4-week period.

If Suffolk Highways does not approve the request for any additional grit bins to be added to the existing stock, it may still be possible for a grit bin to be placed on the highway. To progress this option, a **Non-Highway Grit Bin Permission Application Form (Appendix 2)** must be completed and submitted online, as described above. (see section 24 of the guidance)

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Applicant details		
1	Name of Applicant	
2	Address of Applicant	
3	Council the Applicant is acting on behalf of	
4	Contact telephone number (if not a mobile, please give area code)	
5	Contact email address	

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Proposed location(s) for grit bin	
6	<p>Road name(s)/number(s)</p> <p>1.</p> <p>2.</p>
7	<p>Village or town</p> <p>1.</p> <p>2.</p> <p>(please reference location(s) to those roads identified in section 6 and on a location plan)</p>
8	<p>Location (e.g. o/s 21 back of verge next to bus stop, etc.)</p> <p>1.</p> <p>2.</p> <p>(please reference location(s) to those roads identified in section 6 and on a location plan)</p>

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Applicant's checklist	
Please complete the following checklist	Please state YES or NO
The proposed location(s) is not on a Priority 1 or Priority 2 precautionary carriageway gritting route. (This may be checked by looking at the winter maintenance section of Suffolk Highways website)	
The proposed location(s) will not compromise safety or unreasonably hinder the passage of highway users. Where there is a footpath a minimum clear walking width of 1.2m is maintained when the grit bin(s) is in position.	
The proposed location(s) does not obstruct junction sight lines	
The proposed location(s) is reasonable distance from of another grit bin location(s)	
The proposed location(s) is on highway land	
The proposed location(s) can be directly accessed, and a grit bin(s) placed here can easily be filled from a lorry	
The proposed location(s) is [a] at a junction with known history of accidents* or [b] on a sharp/severe bend* or [c] has a road gradient greater than 1 in 15*	1. 2.
	*state which
The council (on whose behalf this application is made) commits to purchasing and installing the bin(s) in the agreed location(s)	
The council (on whose behalf this application is made) commits to replacement in the event of vandalism, damage or general misuse.	
The council (on whose behalf this application is made) commits to paying all reasonable cost associated with the clear up, removal and disposal of a bin(s) if dangerous and an immediate hazard by Suffolk Highways.	
The owners of all neighbouring properties within the vicinity of the proposed location(s) (outside and opposite) agree to a grit bin(s) being at the proposed location(s) and there are no objections.	

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Agreement by Applicant	
On behalf ofParish Council, I agree that the above criteria have been met and neighbours affected by the proposed location(s) have been consulted	
Name:	
Signed:	

Office Use Only

Date Received

Customer Reference Number

- Proposed site meets criteria
- Proposed location(s) acceptable
- Grit bin added to inventory
- Applicant has informed of installation(s)
- Filling has been arranged.

Approval Granted(name)

Date

NON-HIGHWAY GRIT BIN PERMISSION APPLICATION FORM

Suffolk Highways will only consider requests for new grit bins on the public highway from the relevant parish, town or district councils and where all the criteria below are met.

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NOTE TO APPLICANT (i.e. the relevant parish, town, borough or district council).

Please complete a copy of this form for each grit bin requested. The form should then be attached to an online request on the County Councils online highways report it tool at <https://highwaysreporting.suffolk.gov.uk/> - please select Problem type Snow, Ice and Gritting, Problem sub type Grit bin – request new. Forms must be submitted by 31 August. When applying for multiple locations the first proposed bin location needs to be recorded at the correct location on the highways reporting tool map.

All requests received will be assessed and, where all the criteria are met approval will be granted with in a 4-week period.

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Applicant details	
Name of Applicant	
Address of Applicant	
Council the Applicant is acting on behalf of	
Contact telephone number (if not a mobile, please give area code)	
Contact email address	

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Proposed location(s) for grit bin		
6	Road name(s)/number(s)	1. 2.
7	Village or town	1. 2.
8	Location (e.g. bottom of hill, back of verge, etc.)	1. 2. (please reference location(s) to those roads identified in section 6 and location plan)

Applicant's checklist	
Please complete the following checklist	Please state YES or NO
The proposed location(s) will not compromise safety or unreasonably hinder the passage of highway users. Where there is a footpath a minimum clear walking width of 1.2m is maintained when the grit bin(s) is in position.	
The proposed location(s) does not obstruct junction sight lines.	
The proposed location(s) is on highway land.	
The council (on whose behalf this application is made) commits to purchasing, installing and maintaining (including the replacement and removal) the grit bin(s).	
The owners of all neighbouring properties within the vicinity of the proposed location(s) (outside and opposite) agree to a grit bin(s) being at the proposed location(s) and there are no objections.	

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Agreement by Applicant	
On behalf ofParish Council, I agree that the above criteria have been met and neighbours affected by the proposed location(s) have been consulted	
Name:	
Signed:	

Office Use Only

Date Received

Customer Reference Number

- Proposed site meets criteria
- Proposed location(s) acceptable
- Grit bin added to inventory as non-SCC grit bin

Approval Granted(name)

Date