**APPLICATION FOR MINOR WORKS LICENCE**

**Under s278 of the HIGHWAYS ACT 1980**

Where access designs are provided by either simple drawings supplied by the Applicant or use of SCC Standard Access Drawings, this license is intended to approve: ·

* Temporary access for developments (less than 50 dwellings and / or 12 months duration).
* permanent accesses for between 3 and 10 dwellings
* Accesses for agricultural field access, small commercial or retail sites (Note that this process is not applicable for schemes that require land to be dedicated as public highway.)

Please read the relevant notes for guidance <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/application-for-works-licence/>.

To enable Suffolk County Council to assess this application for the works, please make payment using the below link and upload your completed application form along with any relevant documentation. <https://residents.suffolk.gov.uk/HighwayAgreementPayment>

**Your application will not be processed without payment.**

**NOTE – The initial fee of £1000 must be supplied with this application.**

**Development Details**

|  |  |
| --- | --- |
| Planning Permission No. |  |
| Parish |  |
| Location / Site Address |  |
| Local Planning Authority |  |
| Development name (as per planning permission) |  |
| Date planning permission granted |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Applicant | | |  | |
| Address: | | | | |
| Postcode: |  | Contact Name: | |  |
| Telephone: |  | Email: | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name Agent/Design Consultant: | | |  | |
| Address: |  | | | |
| Postcode: |  | Contact Name: | |  |
| Telephone: |  | Email: | |  |

**Construction Details**

|  |  |
| --- | --- |
| Estimated cost of works (to calculate bond if applicable) | £ |
| Estimated duration of the works |  |

List of drawings with this application (drawings are to be sent electronically as PDFs with the application). Refer to the Design Check List on following page to ensure all relevant documents and drawings are included with the application.

|  |  |
| --- | --- |
| **Title** | **Drawing No.** |
|  |  |
|  |  |
|  |  |

**Declaration**

I/We hereby apply to enter into a Minor Works Licenne with Suffolk County Council for the works in connection with the above planning approval. I/We accept that the design approval and site inspection fees are payable to the council and accept that the advance payment does not give rise to any obligation on the part of the Council other than to consider the application. I/We understand that no works can commence on the public highway until the agreement is signed and Suffolk Highways Network Assurance team have approved the traffic management arrangements.

**I/We understand that no works can commence on the public highway until the licence is issued by SCC.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Date: |  |
| Planning Permission No. | |  | | |
| Development Name: | |  | | |

**Checklist**

This checklist has been provided to help guide the applicant regarding what documents and drawings are required to be submitted with the MWL application. If elements of the submission are missing, this will prolong the design checking significantly as the details have to be revisited to review how additional information submitted later in the check may impact on other elements of the design. For full descriptions on the listed documents/drawings, see the ‘Guidance for Minor Works Licence’.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Document** | **Description** | **Y/N/NA** | **Drawing** | **Description** | **Y/N/NA** |
| Application Form | Ensure all the boxes are completed |  | General arrangement plan | Elements coloured as shown in guidance |  |
| Visibility Drawing | As conditioned |  | Land Drainage Consent | Works affecting ditches or watercourses |  |
| Construction details | Detailed cross sections include |  | Drainage design drawings | showing gullies and connections |  |