 **MINOR WORKS LICENCE**

**Under s278 of the HIGHWAYS ACT 1980**

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| 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 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, complete this form electronically, and return by email to [Highways.DevelopmentControl@suffolk.gov.uk](mailto:Highways.DevelopmentControl@suffolk.gov.uk).

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

**Development Details**

|  |  |
| --- | --- |
| Planning Permission No. |  |
| Parish |  |
| Location |  |
| District Council |  |
| Date Planning permission granted |  |

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

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

**Construction Details**

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

**List of drawings with this application**

|  |  |
| --- | --- |
| Title | Drawing number |
|  |  |
|  |  |
|  |  |

**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: |  | | | Dated | Select a date |
| Planning Permission No: | | |  | | |
| Development Name: | |  | | | |

|  |
| --- |
| **How to pay:**  **Method of payment is via BACS**. Companies or organisations who process payments via BACs should use the sort code **30-00-00** and account number **00293148**.  Ensure the **planning application number** as a reference on the transfer and supply evidence of payment (a screen shot of the payment transfer will suffice).  This should be e-mailed to: [Highways.DevelopmentControl@suffolk.gov.uk](mailto:Highways.DevelopmentControl@suffolk.gov.uk)  Payment can be made at any bank, but there may be a charge if you are not a customer of theirs. Please note it will be necessary for you to complete a counter bank credit form.  Please quote the following details:  Payment to: Lloyds Bank  Sort Code: 30-00-00  Account No: 00293148  Account Name: Suffolk County Council Head Office Collection A/C  **Please ensure the planning application number is shown on the bank credit form.** |

**Checklist**

This checklist has been provided to help guide the applicant regarding what documents and drawings are required to be submitted with the s278 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’.

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| --- | --- | --- | --- | --- | --- |
| **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 |  |
| Initial Payment | Evidence of payment |  | Drainage design drawings | showing gullies and connections |  |
| Construction details | Detailed cross-sections included |  |  |  |  |