

Highways Service Partnership

City Depot
First Avenue,
SOUTHAMPTON
SO15 0LJ

Email: SouthamptonTMA@balfourbeatty.com



Balfour Beatty

Working in partnership

SOUTHAMPTON CITY COUNCIL

Application for precinct access permit

Town and Country Planning Act 1971

The Conversion of Highways into footpaths or Bridleways (City and County Borough of Southampton) (No.2) Order 1972 (Variation) Order 1973, dated 5th November 1973

APPLICANT DETAILS	
Company name:	
Address / Registered office:	
Contact name:	
Office number:	
Mobile number:	
E-mail address	
Emergency / Out of hours contact name	
Emergency / Out of hours telephone number	
NATURE AND PERIOD OF OCCUPATION	
What is your reason for requesting access to the precinct?	
What is the address you wish to access?	
Vehicle registration	
Gross weight	
Start date	
End date	
Time access required to enter precinct	
Time access required to exit precinct	



NOTES FOR THE APPLICANT:

1. Please complete all sections on page 1.
2. Please return the completed application form to SouthamptonTMA@balfourbeatty.com.
3. All fees must be pre-paid. A licence will not be issued until we have received confirmation of your payment for the correct amount. **Please contact us at SouthamptonTMA@balfourbeatty.com for a payment reference number and details of how to pay by card.**
4. The processing time from applying to receiving a granted licence is no less than five working days.
5. Once we have reviewed your application, we will contact you to confirm whether or not your preferred working dates are available and how to access the Precinct.

CHARGES

A fee will be charged to process this application and a refundable deposit taken. All fees must be pre-paid.

Above Bar Street and Bitterne Road Precincts

- **£262** in payment of the **£68** application fee and **£194** refundable deposit
- An additional **£62** non-refundable payment is payable by the applicant should the vehicle accessing the precinct exceed 3.5 tonnes gross. This is in payment of pre and post inspections owing to the risk of heavy vehicles causing damage to the paving slabs.

Carlton Place Pedestrianised Area

- **£226.50** in payment of the **£32.50** application fee and **£194** refundable deposit.
- An additional **£62** non-refundable payment is payable by the applicant should the vehicle accessing the precinct exceed 3.5 tonnes gross. This is in payment of pre and post inspections owing to the risk of heavy vehicles causing damage to the paving slabs.

HOW TO PAY

Please contact us at SouthamptonTMA@balfourbeatty.com for a payment reference number and details of how to pay by card.

No VAT is charged as this is a non-business service and the VAT is classed as 'out-of-scope'. However, should it be required for your records, Southampton City Council's VAT Registration number is GB 189 5949 82.



PRECINCT LICENCES FOR ABOVE BAR STREET AND BITTERNE ROAD PRECINCTS AND THE CARLTON PLACE PEDESTRIANISED AREA

CONDITIONS OF APPROVAL

1. The applicant agrees to pay all fees and deposit in relation to the application prior to any licence being issued.
2. The applicant may be given a code to allow access to the precinct area, if so, the applicant must not share this code with any other party other than those associated with the application.
3. A licence is valid for the date(s) and times as approved. times the applicant must seek permission in advance. If there is any reason to deviate from these date(s) and times the applicant must seek permission in advance.
4. Any licence is granted to the applicant on the understanding that no liability whatever shall attach to Southampton City Council, its servants or its partners for any loss, damage or injury from whatsoever cause arising to or by any person or to or by any property belonging to such person.
5. Any damage caused to the highway, or any other asset owned or maintained on behalf of Southampton City Council by any vehicle or operation related to the application, will be rectified on behalf of Southampton City Council and the cost will be invoiced to the applicant.
6. Any application that requests access for any vehicle or apparatus which has a gross weight in excess of 3.5 tonne will be subject to additional inspection fees.
7. When the applicant has confirmed that they have completed their activity, an inspector will survey the location. If there are no concerns, then the applicant's full deposit will be returned.