



Please ensure you have read the supporting  
Guidance Notes before completing this form

**For Office Use Only**

Application Received:	
Ref No:	Fee:
Approved: Yes / No	Date:
Inspector's Signature:	

**APPLICATION FOR PERMISSION TO FORM A TEMPORARY CONSTRUCTION ACCESS  
FROM THE PUBLIC HIGHWAY**

Application is made for permission to construct a temporary access across the public highway.

**FEE: £1010**

Applicant's (Developer) Name and Address:	Contractor's Name and Address:
Email:	Email:
Telephone:	Telephone:

Name of road the access will lead onto:	
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1. Planning permission is required for a Construction access. Planning Consent Number:	
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2. Is your application to provide temporary access at a location where a permanent access will be constructed (Section 278)	Yes	No
Or is the access in a separate location?	Yes	No
Please provide details of planning consent number if different from 1.		

3. Estimated duration the Temporary Construction Access will be in use:	
Please Note: The standard Agreement is valid for 12months, if the Applicant requires an extension it must apply with 3 months' notice before the agreement expired. If approved a new agreement will be required	

4. Specify any restrictions to working hours/ hours of use for the construction access:	
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Date:	Signed:	
	On behalf of:	[Developer]

**NOTES:**

1. You must submit a drawing specific to the temporary access you want to construct.
2. Planning permission will be required for a construction access, contact details are as follows:  
  
Cherwell District Council: 01295 227 006 - [planning@cherwell-dc.gov.uk](mailto:planning@cherwell-dc.gov.uk)  
Oxford City Council: 01865 249 811 - [planning@oxford.gov.uk](mailto:planning@oxford.gov.uk)  
South Oxfordshire District Council: 01235 422 600 - [planning@southoxon.gov.uk](mailto:planning@southoxon.gov.uk)  
Vale of White Horse District Council: 01235 422 600 - [planning@whitehorsedc.gov.uk](mailto:planning@whitehorsedc.gov.uk)  
West Oxfordshire District Council: 01993 861 420 - [enquiries@westoxon.gov.uk](mailto:enquiries@westoxon.gov.uk)
3. Oxfordshire County Council as a Highway Authority may grant authorisation from a highway point of view for construction of an access on land which forms part of the public highway. However, you are strongly advised to check the position of the highway boundary to ensure there is no intervening land.
4. We aim to process your application within one calendar month and will then contact you to confirm our decision.
5. Your attention is drawn to the requirement of any person carrying out works on the public highway to hold public liability insurance with cover to the value of **£10,000,000** and to hold the Street Works Qualification under the New Roads and Street Works Act 1991.
6. Please note that some of the information contained on this form might have to be disclosed if it is requested as part of a Freedom of Information request.
7. Please note that we will require completed N1 & N2 Notices prior to commencement of works, along with temporary traffic light application (if applicable).

**PAYMENT:** Fees are to be paid with the application and can be paid by Bank transfer to Oxfordshire County Council team account (you can either request a reference when you submit application, or alternatively use first line of application address) -

A/C NAME	OCC - Licensing & Streetworks DCI
SORT CODE	308012
A/C NUMBER	15190568

**PLEASE RETURN TO:** [licensing.streetwork@oxfordshire.gov.uk](mailto:licensing.streetwork@oxfordshire.gov.uk)

Licensing & Streetworks Team, Oxfordshire County Council, Highways & Transport, Ron Groves House, 23 Oxford Road, Kidlington OX5 2BP

Tel: 0345 310 11 11 – Fax: 0345 600 7384

