



Application to Excavate in or Alter the Public Highway

This application form is issued by the Committee *for the* Environment & Infrastructure. Written permission is required by the Public Thoroughfares (Guernsey) Law 1958 before opening or breaking the surface, tunnelling under or boring into the any part of public highway.

Written permission is required regardless of whether or not an approved highway contractor undertakes the works.

Traffic and Highway Service’s intention is that the legal requirement to obtain written permission is observed, that any works are undertaken in a safe manner, that the works are undertaken to Traffic and Highway Service’s satisfaction (in terms of design, workmanship and materials) and that any works to alter the public highway do not adversely impact on the use of the public highway.

The information provided below may be disclosed to relevant Services of the States of Guernsey, made accessible to the public, published in the local media and on States of Guernsey managed websites.

1. Location details

Property Name			
Road Name		Parish	

2. Description of works

Please provide a brief description of the works. E.G. Removing a wall may damage the back of the footpath and require its reinstatement	
List of drawing(s) attached	

3. Excavation Details

Please note that if the application involves a drainage connection, you must first obtain the approval of Guernsey Water on Tel: 202250.			
Size of excavations (m ²):			
Type of Reinstatement:	Interim followed by Final	<input type="checkbox"/>	3 year guarantee period
	All-in-One	<input type="checkbox"/>	5 year guarantee period
Details to be recorded:	<input type="checkbox"/> GJUG / Digimap Website	<input type="checkbox"/> Utility Records	<input type="checkbox"/> None

4. Sketch Plan/Map

A large, empty rectangular area with a thin black border, intended for sketching a plan or map. The area is currently blank.

5. Conditions

All work shall be undertaken in accordance with the “The Opening & Reinstatement of Guernsey Roads (2016)”

This can either be downloaded from <http://www.gov.gg/excavationsinthepublichighway> or a hard copy can be obtained from Traffic and Highway Services for a fee of £5.00.

Only highway contractors approved by Traffic and Highway Services can undertake works in the Public Highway, inclusive of both excavation and reinstatement works.

The reinstatement of the Public Highway must be guaranteed for 5 years following completion of the works or 3 years following the final resurfacing of any interim works.

A reinstatement consists of all the works required to make good the Public Highway, including the backfilling of any excavation, provision of any foundation layers and the relaying of the highway surface to match the existing.

Where equipment is to be placed in the public highway, records must be kept of its location by either submission of the details for inclusion on the Guernsey Joint Utilities Group (GJUG) web site (a £42.50 fee will be charged) or submission to an individual utility for inclusion within their records.

The owner must undertake to maintain the equipment and undertake any repairs to public highway that are due to the failure of that equipment at the owner’s expense. The owner must ensure following any transfer of the property that the new owners accept the same undertaking.

Where any works to alter the public highway are designed to accommodate other works within private property, including changes to the thresholds between the public highway and private property, it should be noted that such changes to the Public Highway will not be permitted if they are believed to have an adverse impact on the use of the Public Highway. It is expected that, within the design of any private works, the threshold of the Public Highway will be taken into account.

Further Information:

Please contact Traffic and Highway Services for further information – highways@gov.gg

6. Owners / Applicants Declaration (Please use BLOCK CAPITALS)

Where equipment (such as pipes, ducts, cables or chambers) is to be placed in the highway then this section must be completed and signed by the owner otherwise this will be completed by the primary contractor.			
Applicant Name:			
Company Name:			
Address:			
Contact details	Tel No:		Mobile No:
E-mail:			
Agreement to conditions	The undersigned agrees to comply with Traffic and Highway Services conditions inclusive of the use of approved contractors, maintain records and to maintain equipment.		
Signature			Date

7. Approved Contractor (Please use BLOCK CAPITALS)

The body or person taking responsibility for the guarantee must complete and sign this section; normally this would be the primary contractor.			
Company Name:			
Address:			
Contact details	Tel No:		Mobile No:
E-mail:			
Agreement to conditions	The undersigned agrees to comply with Traffic and Highway Services conditions inclusive of the guarantee period.		
Name			Position
Signature			Date

If Section 6 is signed by the primary contractor Section 7 must still be completed and signed.

Data Protection Statement – Your personal information will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017. It is processed primarily to register your details in relation to your application. It will be disclosed to third parties where there is need to do so, this is usually in the interests of road safety, the prevention and detection of crime and the apprehension and prosecution of offenders. For further information on disclosures please visit www.dataci.gg