

## Application for Privately Funded Planting & Maintenance of Roundabouts, Road Verges and Dfl Car Parks

Please read Dfl Policy and Procedure Guide for Privately Funded Planting of Roundabouts, Road Verges and Dfl Car Parks [RSPPG E004](#) and the accompanying guidance notes before completing and submitting your application. The postal or email address of the Dfl Roads office to submit your application to is listed in the notes.

Dfl Office Use Only	
Roads Ref .....	
Date Rec'd.....	
Decision Notified.....	

<p><b>Applicant's details</b></p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Phone number:</p> <p>E-mail:</p>	<p><b>Organisation / Company details (if applicable)</b></p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Phone number:</p> <p>E-mail:</p>
<p><b>Location of land to which this application refers:</b></p>	
<p><b>Proposal:</b></p>	
<p><b>Reason for Proposal:</b></p>	
<p><b>Is this a First-Time or a Renewal Application?</b></p>	
<p><b>Proposed Duration of Planting and Maintenance Scheme:</b></p> <p>3 years <input type="checkbox"/>    4 years <input type="checkbox"/>    5 years <input type="checkbox"/>    Other (please specify term) ..... years <input type="checkbox"/></p>	
<p><b>Provide confirmation from Local Council Planning Team as to whether planning approval has been obtained, or is not required:</b></p>	

**List of drawings / plans submitted with this application:**

**Plan / Sketch of the Proposal:**

Please provide location plan, and plan / sketch of the layout and species of proposed planting, including any proposed features and acknowledgement signage. Alternatively, provide a dimensioned engineering drawing and species schedule for proposed planting.

**Public Liability Insurance:**

Please note that if your application is considered suitable an agreement will be issued for your signature and a copy of your £10,000,000 (10 million pounds) insurance cover will be requested.

**I hereby apply for approval to carry out the above works and confirm the proposals to be in overall compliance with RSPPG E004. If approval is granted, I agree to abide by the terms and conditions as set out in Annex B of RSPPG E004 - Privately Funded Planting of Roundabouts, Road Verges and DfI Car Parks:**

Signature of Applicant / Agent:

Date:

Authority if acting for an Organisation or Company:

## Using your personal information

The personal information supplied on this application form will be used to process and manage your application and any subsequent approval or refusal.

The Department will not disclose or share your information to any company or body outside of the Department and its legal representatives, except where required to do so by law (the prevention and detection of crime).

Dfi will only retain your data for as long as necessary to process your application and in line with its Retention and Disposal Schedule.

If you have any questions in respect to this privacy notice, or how your personal information is being processed, you can find the privacy notice at:

<https://www.infrastructure-ni.gov.uk/publications/gdpr-privacy-notice-dfi-business-areas>

If you have any other privacy concerns you can contact the Dfi's Data Protection Officer at:

Dfi Data Protection Officer, Room 506, Clarence Court, 10-18 Adelaide Street, Belfast BT2 8GB

Telephone: 028 9054 0806

Email: [DFIGDPR@infrastructure-ni.gov.uk](mailto:DFIGDPR@infrastructure-ni.gov.uk)

## Guidance Notes for Applicants

1. The applicant must provide the information required on the application form when applying to the Department to undertake privately funded planting operations on a public road.

If the application is approved:

2. The applicant is required, before commencement of the work, to make such monetary deposit as the Department shall assess against the proper undertaking and satisfactory completion of the works.
3. The applicant shall indemnify the Department against any claims in respect of injury, loss or damage arising from the carrying out of the works.
4. The applicant is required to provide adequate Insurance cover
5. Where appropriate, a Road Opening Consent and a receipt for the deposit will be issued by the local DfI Roads Maintenance Office, together with a Permanent Restoration Notice. Where necessary a specification showing the standard required for the work will be included.
6. During the works, all obstructions and excavations shall be marked, signed and guarded, and from sunset to sunrise shall be lighted and guarded throughout the duration of the works in accordance with the current Traffic Signs Manual Chapter 8 "Traffic Safety Measures for Road Works" and [Safety at street works and road works - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
7. The deposit is returnable to the applicant when any damage to the road is made good and maintained for 6 months to the satisfaction of the Department and in accordance with the current specification for reinstatement.
8. Applicants are advised that service cables, water mains, pipes, etc. may be present in footways, verges and carriageways and care must be taken at all times to avoid damage. Applicants must contact all relevant service authorities and establish the position and depth of their plant. Applicants must accept liability for any damages resulting from interference with such plant either by the applicant or the applicant's agent.

### **9. WARNING**

When excavating within public road boundaries there is the risk of **death or serious injury** from striking underground services. To fulfil obligations under the Health and Safety legislation, the licensee and its contractors / agents **must** comply with the statutory guidance given in "HSG47 – Avoiding Danger from Underground Services" available from The Stationary Office. This warning is designed to complement the construction safety management obligations of the licensee and its contractors / agents.

When the work permitted under this arrangement is likely to be within the curtilage of the Department's construction site you must agree the co-ordination and cooperation arrangements with the Department's contractor.

Council Area	DfI Roads Office
<p>Antrim and Newtownabbey Borough Council</p> <p>Mid and East Antrim Borough Council</p>	<p>DfI Roads, Network Maintenance Section, Northern Division, County Hall, 182 Galgorm Road, Ballymena BT42 1QG</p> <p>phone: 0300 200 7891 email: <a href="mailto:DfIRoads.Northern@infrastructure-ni.gov.uk">DfIRoads.Northern@infrastructure-ni.gov.uk</a></p>
<p>Causeway Coast and Glens Borough Council</p>	<p>DfI Roads, Network Maintenance Section, Northern Division, County Hall, Castlerock Road, Coleraine BT51 3HS</p> <p>phone: 0300 200 7891 email: <a href="mailto:DfIRoads.Northern@infrastructure-ni.gov.uk">DfIRoads.Northern@infrastructure-ni.gov.uk</a></p>
<p>Ards and North Down Borough Council</p> <p>Armagh City, Banbridge and Craigavon Borough Council</p> <p>Newry, Mourne and Down District Council</p>	<p>DfI Roads, Network Maintenance Section, Southern Division, Marlborough House, Central Way, Craigavon BT64 1AD</p> <p>phone: 0300 200 7899 email: <a href="mailto:SouthernMaintenance@infrastructure-ni.gov.uk">SouthernMaintenance@infrastructure-ni.gov.uk</a></p>
<p>Belfast City Council</p> <p>Lisburn City and Castlereagh Council</p>	<p>DfI Roads, Network Maintenance Section, Eastern Division, Annex 6 Castle Buildings, Stormont, Dundonald BT8 8JL</p> <p>phone: 0300 200 7893 email: <a href="mailto:DfIRoads.Eastern@infrastructure-ni.gov.uk">DfIRoads.Eastern@infrastructure-ni.gov.uk</a></p>
<p>Mid Ulster District Council</p> <p>Fermanagh and Omagh District Council</p>	<p>DfI Roads, Network Maintenance Section, Western Division, County Hall, Drumragh Avenue, Omagh BT79 7AF</p> <p>phone: 0300 200 7894 email: <a href="mailto:DfIRoads.Western@infrastructure-ni.gov.uk">DfIRoads.Western@infrastructure-ni.gov.uk</a></p>
<p>Derry City and Strabane District Council</p>	<p>DfI Roads, Network Maintenance Section, Western Division, 1 Crescent Road Londonderry BT47 2NQ</p> <p>phone: 0300 200 7894 email: <a href="mailto:DfIRoads.Western@infrastructure-ni.gov.uk">DfIRoads.Western@infrastructure-ni.gov.uk</a></p>

**Checklist: for Dfl staff use only:**

**Privately Funded Planting of Roundabouts, Road Verges and Dfl Car Parks – RSPPG E004**

<b>Applicant / Organisation details</b> Name: Address:  Postcode:
<b>Location of land to which this application refers:</b>

**Checklist for Dfl staff:**

RSPPG E004 Paragraph	Requirement	Yes / No
18	Confirmation from Local Council Planning Team as to whether planning approval has been obtained, or is not required.	
21	Public Liability Insurance	
23	Confirmation of overall compliance with RSPPG E004	
24 - 25	Maintenance Agreement acceptable	
26	Duration of Agreement approved	
27	Proposals acceptable: a) Local Planning Authority b) Statutory Undertakers / PSNI / Street Lighting / other c) Required alterations / protection of services	
29	Details of proposed planting acceptable	
30	Scaled map and schedule of species	
35	Maintenance proposals acceptable – per Appendix B	
38 - 39	Acknowledgement signage acceptable – per Appendix A	