



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

For assistance, please contact:

southamptonTMA@balfourbeatty.com

Telephone 023 8079 8060

Applicant Details

Company name

Address / Registered office

Contact name

Office telephone number

Mobile telephone 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

Date[s] access required

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: -
Southampton Highways Service Partnership, Balfour Beatty Living Places, City Depot and Recycling Park,
First Avenue, Southampton, Hampshire SO15 0LJ or via email 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.
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: -

The fee from 1st April 2023 is **£251.00** in payment of the £65.00 application fee and £186.00 refundable deposit

An additional £62.00 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: -

The fee from 1st April 2023 is **£218.50** in payment of the £32.50 application fee and £186.00 refundable deposit

An additional £62.00 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: -

Payments link for Credit/Debit Card payments: - [Highways | Pay Southampton City Council](#)

1. On the 'Details of the payment' screen, please select 'Highway licence' (not 'Highways search').
2. In the 'Reference number' box, please type the payment reference, provided to you by us. If you do not have a reference number, please e-mail southamptonTMA@balfourbeatty.com or telephone 023 8079 8060 requesting one before proceeding any further.
3. In the 'Amount to be paid (£)' box please enter the full amount due, as quoted above.
4. In the 'E-mail' box, please enter your e-mail address, to receive a receipt for your payment.
5. Please click 'Continue' at the bottom of the page.
6. You will now be directed to the payment screen. Please follow the on-screen instructions to complete the transaction.
7. Please forward a copy of your payment receipt to southamptonTMA@balfourbeatty.com

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. 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.