



APPLICATION FORM A

For Outline Approval of Road Access

Please allow 30 days processing for this application once all submittals are acceptable.



TCPD APPLICATION NO: _____

Approval No.: A / /
number/year
For Official Use Only

Large empty rectangular box for application details.

OWNER (must be completed)

Mr./Mrs./Ms. First Name: _____ Surname: _____

Signature: _____ Stamp/Seal: _____

Company/ Organization: _____

Mailing Address:

Work/Office No.: _____ Mobile No.: _____

E mail: _____ Fax No.: _____




1 C.: Please confirm the following by placing your name and signature below:

1. All information on this form is true and accurate.
2. Approval of Access is based on information provided in this application, any changes made after application is approved must undergo further review as such changes may be considered in violation of access approval previously granted.
3. The Applicant understands that any approval for Access issued by the MOWT may be revoked or altered at any time by the Director of Highways.
4. The Highways Division/ Traffic Management Branch reserve the right to change traffic Features and Devices within it's Right of Way at any time.
5. The Applicant shall bear the cost of construction/ demolition / utility relocation works necessary if approval for access is granted/ denied.
6. The MOWT is indemnified against any claim from accident, mishap, injury, or loss resulting from the Applicant's works.
7. The Applicant is responsible for the retention of Qualified Professionals to prepare all calculations, designs drawings and traffic studies in relation to this application. All relevant documents must be signed and stamped as indicated.
8. The Applicant shall repair any MOWT infrastructure damaged as a result of the applicant's works. Repairs shall be in accordance with MOWT's specifications and at the Applicant's own cost.
9. The cost of any possible future relocation of your infrastructure placed within MOWT roads and/or road reserves (including but not limited to: Culverts, slabs, abutments, ducts, poles, overhead lines, water pipelines etc.), shall be borne by the Applicant, at no cost to the MOWT.
10. The Applicant shall not attach any infrastructure to any MOWT Infrastructure without MOWT approval. If approved, the cost of future relocation/removal of such infrastructure shall be borne by the Applicant.
11. The Applicant agrees that any permit granted to you by the MOWT allowing your infrastructure to be placed in, upon, under, above, or along our road reserve, does not give you the right to claim any part of the road reserve as your own, or as a wayleave or easement.
12. The Applicant shall bare all cost associated Ministry's inspection, public notification and traffic management where construction works require such.
13. The Applicant shall at all times conduct all works in such a manner as to minimize hazards to vehicular and pedestrian traffic. All signs, barricades, cones, etc., required for traffic control shall be furnished by the Applicant.
14. The Applicant represents all parties in interest and shall furnish material, conduct all works, pay all costs, and shall, in a reasonable length of time, restore any damaged portions of the roadway and/or road reserve to a condition similar or better to that existing before the commencement of the described work, including any landscape restoration necessary.
15. All completed road works will be subject to a Defects Liability period of 1 year.

OWNER:

First Name: _____ Surname: _____
(BLOCK LETTERS) (BLOCK LETTERS)

Signature: _____ Date: _____

For Official Use Only	
Highways File No. _____	Date Opened: _____
File Name: _____	
Page 2 of 5	
	



Authorized Representative: (PRINT IN BLOCK LETTERS)

Note: A notarized letter of authorization must be provided with the Application

Name: _____

Company: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

Check box if attached to Application

Statutory Approval: Note: Copies of Town and Country Outline Planning Permission and Change of Use (if required) must be provided .

Town and Country Outline Planning Permission Change of Use Approval

Town and Country Final Planning Permission CEC Approval (if required)

Check boxes if attached to Application

Application Details: (PRINT IN BLOCK LETTERS)

Name of Development: _____

Type of Development:

Residential

Number Units (Residential):

Single Family Detached: _____ Townhouse: _____ Apartment: _____

Agricultural Describe: _____

Commercial _____

Industrial _____

Mixed _____

Phased Development: No Yes If yes, describe: _____ Check boxes where applicable

Append description if necessary



Traffic Impact Analysis Required: (not required for a single family home, a duplex or a quadruplex)

For the Category of Development as defined in the TCPD Guideline to Developers the corresponding Traffic Analysis is required:

- Very Low Density Residential..... **Traffic Impact Statement**
- Low Density Residential.....**Traffic Impact Assessment**
- Density Residential.....**Traffic Impact Study**
- Agricultural/Commercial/Industrial/Institutional/Mixed.....**Traffic Impact Study**

***The report must be signed and stamped by the Transport Professional that prepared it.**

Check box if attached to Application

Plans Required for Approval:

Refer to MOWT Highways Division Guideline to Developers for Approval of Road Access.

Plans include but are not limited to:

- Location Plan
- Map indicating, all existing internal and external bordering roads, their reserves and paved widths, and all existing access/ egress to parcel
- Site layout plan (lotification plan) showing proposed internal road layout
- Signage and striping plan
- Road profiles (existing, proposed, roads, drain and grades)
- Typical cross sections (material layers, thicknesses, CBR, widths of reserve, lane, shoulder, sidewalk, drains, verge, median and utility corridor)
- Details (curb & slipper, drains, sidewalks, median etc.)
- Access management plan (detailed dimensioned plans for all proposed access/ egress being requested, including roads names, acceleration and deceleration lane, Traffic control Plan and curve data)
- Drainage layout plans (indicate flow, outfall/s etc.)
- Utility Location Plan
- Electronic copy of drawings listed above with:
 - UTM co-ordinates- Nap55 co-ordinate system
 - AutoCAD format 2018 or earlier

Special Requirements:

- Traffic management plan, if work affect existing roadway
- Plans showing phases of implementation for phased development
- Plan of adjacent properties where land owner is the same
- Other _____
- _____
- _____

***All drawings must be signed and stamped by the Registered Engineer that checked it.**

***All drawings must be submitted in hard and soft copy.**

Check boxes if attached to Application

1. Download '**Guidelines to Developers**' and '**APPLICATION FORM A For Outline Approval of Road Access**' from the MOWT website at www.mowt.gov.tt
2. Complete form and attach all necessary documents and submit to Director of Highways Office:
*The Director of Highways
Level 2, Highways Division
Ministry of Works and Infrastructure
Corner Richmond and London Streets, P.O.S.*
3. Processing of this Application can be completed in 30 Days once all requisite documents are submitted.
4. The Application will be reviewed against internal policy and engineering standards, If conflict exists a **Letter of Refusal** indicating the reason for refusal will be issued.
5. Once no conflict exists the Application will be reviewed against checklist and '**Letter of Omission**' will be issued if further information is required.
6. The Application will be reviewed against future development plans and a '**Letter of Refusal**' will be issued if conflict exists.
7. A site investigation will be conducted.
8. All documents will be reviewed in detail and shortcomings noted.
9. Applicant will be informed and invited to meet and discuss all changes if required.
10. The Developer will resubmit updated submission incorporating all requested changes.
11. Application will be reviewed for compliance, and recommend **Outline Approval ONLY** when all requirements are satisfied.
12. DOH will issue '**Outline Approval**'.
13. At least one month prior to construction the developer must apply for **Final Approval**.

N.B.:

*Application will be processed when all relevant documents are submitted. The following must be completed prior to the submission of application to Director of Highways.

* Highways Division '**Guidelines to Developers**' is available on the MOWT website at www.mowt.gov.tt

*The '**Traffic Impact Study Guidelines for Developers**' can be obtained from the MOWT website at www.mowt.gov.tt

*The List of Ministry of Works and Transport Roads is available on the MOWT website at www.mowt.gov.tt

* For further information or clarification call the Roads Planning Branch 625-3723