

## Grit Bin Guidance and Application Procedure

1. Suffolk Highways, on behalf of Suffolk County Council, will only accept requests for new grit bins from a parish, town, borough or district council (the 'Applicant').
2. Any member of the public, individual or organisation requesting a grit bin shall be directed to the relevant council that would be regarded as a legitimate applicant.
3. The Applicant shall submit a completed 'Grit Bin Request Application Form' (as set out in **Appendix 1**) using Suffolk County Councils online highways report it tool at <https://highwaysreporting.suffolk.gov.uk/>. No other form of request will be considered.
4. A grit bin will only be permitted in a location if **all** the following criteria are met:
  - (a) The proposed location:
    - I.is NOT on a Priority 1 or Priority 2 precautionary carriageway treatment route;
    - II.does not compromise safety or unreasonably hinder the passage of highway users – a minimum of 1.5 metres wide clearance on the footway is required;
    - III.shall not obstruct junction sight lines;
    - IV.is not within 200 metres of another grit bin location;
    - V.is on highway land (for insurance and liability reasons) and for the avoidance of doubt that the grit bin use is solely on the highway;
    - VI.can be directly accessed and easily filled from a maintenance vehicle (normally a lorry);
    - VII.is at a junction with known history of accidents or on a sharp/severe bend or has a road gradient greater than 1 in 15.
  - (b) The Applicant commits to the purchase and installation of the grit bin to an agreed specification.
  - (c) The Applicant commits to the replacement of the grit bin in the event of vandalism, damage or general misuse.
  - (d) The Applicant confirms that it has consulted with the owners of all neighbouring properties within the vicinity of the proposed location (outside and opposite) and obtained their agreement to a grit bin being placed there so that there are no objections to the proposed location.
  - (e) The Applicant can evidence that it has obtained all such property owners' agreement (as a grit bin will not be provided if those property owners cannot agree a position, irrespective of whether all other criteria are met or not).

## Grit Bin Guidance and Application Procedure

5. Suffolk Highways will assess the proposed grit bin location to ensure that:
  - (a) the criteria have been met in full;
  - (b) the proposed location does not compromise access to any public utility apparatus above or below ground;
  - (c) benefit will be gained by highway users from any such grit bin provision.
6. If the location is approved by Suffolk Highways the Applicant will be notified, and approval documentation will be issued for the applicant to proceed with installation.
7. The Applicant must inform Suffolk Highways when a bin has been installed so it can be included within Suffolk Highways' asset management system for future filling.
8. The newly installed bin must be made accessible to enable Suffolk Highways to fix the identification and usage signage to it.
9. Grit bins will remain on the highway all year round.
10. The grit bin will be replenished by Suffolk Highways at the start of winter and at such intervals that it considers appropriate, based on resource levels and priorities. The Applicant will be at liberty to re-stock the grit bin at its own cost in the event that Suffolk Highways is unable to do so.
11. If the Applicant is aware that the grit bin is empty or nearing empty, the Applicant will need to advise the Customer Service Centre on [0345 606 6171](tel:03456066171) so that the grit bin can be refilled when resources are available to do so.
12. Suffolk Highways will notify the Applicant if the grit bin requires replacement because it has become damaged or unserviceable.
13. If the Applicant does not wish to replace the grit bin following damage, Suffolk Highways is at liberty to remove and dispose of the damaged or unserviceable bin and delete the record of its location from the asset register.
14. If the Applicant wishes to replace a damaged bin, it is at liberty to do so. The Applicant must inform Suffolk Highways when this replacement work is completed by contacting the Customer Service Centre on [0345 606 6171](tel:03456066171)
15. Any grit bin may, at the sole discretion of Suffolk Highways, be removed. The Applicant or (in the absence of any known Applicant for a pre-existing grit bin) the relevant parish, town, borough or district council shall be advised of this in advance of such intended removal and the reason(s) behind such action. However, if immediate removal is necessary on the grounds of public safety, Suffolk Highways will provide retrospective notification and proof of requirement.

## Grit Bin Guidance and Application Procedure

16. Grit bins are provided to support self-help in the clearance of snow and ice. The repeated use of the grit bin contents for the clearance of private drives and car parks and other non-highway areas would constitute a legitimate reason for withdrawing support for restocking by the County Council. Retention of the grit bin would only be considered if the Applicant agreed to fill it at its own cost thereafter and, once in need of replacement, the substitute grit bin is not yellow in colour.
17. A parish, town, borough or district must record a 'list of volunteers' of those persons who will be utilising the bin to carry out gritting of the highway. This list must be maintained and updated for inspection by Suffolk Highways on request.
18. Suffolk Highways is at liberty to review all existing grit bin installations and will inform a parish, town, borough or district council that a grit bin may no longer be supported if the location fails to meet the criteria, save for the proviso in paragraph 16 above.
19. All new grit bins must be yellow in colour. In conservation areas this requirement can be relaxed so the bin can be in keeping with the immediate environment. This requirement should be included as part of the application.
20. Suffolk Highways shall determine the appropriate material to be placed within grit bins. This, in the main, will be a salt/grit mix.
21. The guidance and application procedure for grit bins will be annually reviewed and published on Suffolk County Council's website. Such reviews will include associated costs and charges with this service.
22. If the proposed grit bin location is not approved, Suffolk Highways will advise the Applicant the reason(s) why.
23. If the proposed grit bin location is not approved as a Suffolk Highways grit bin but the Applicant nonetheless wishes for a grit bin to be provided for use on public highway, this outcome can be achieved but only if the following criteria are met:
  - (a) Suffolk Highways agrees that the location endorsed by local property owners is appropriate
  - (b) the Applicant purchases and installs its own grit bin;
  - (c) the grit bin is not yellow in colour;
  - (d) the grit bin is labelled and clearly identifiable as belonging to the Applicant
  - (e) the Applicant accepts full responsibility for:
    - I. the upkeep of the grit bin;
    - II. refilling the grit bin with grit whenever the Applicant considers it necessary to do so;
    - III. meeting all costs of for maintaining the grit bin's grit stock levels;
    - IV. replacement of the grit bin in the event of vandalism, damage or general misuse;

## Grit Bin Guidance and Application Procedure

V. removal of the grit bin if the Applicant no longer wishes to continue to use the grit bin.

24. To enable a non-highway grit bin to be placed on the highway, the Applicant must submit a 'Grit Bin Permission Application Form' (as set out in **Appendix 2**) to Suffolk County Council's Customer Service Centre. The Applicant may only place the grit bin on the highway once permission has been granted.
25. Due to the leaching of grit into highway verges (and the underlying groundwater) and watercourses and the ineffectiveness of material being stored open to the elements, Suffolk County Council does not support the provision of grit heaps in the highway verge.

## Grit Bin Guidance and Application Procedure

APPENDIX 1

# HIGHWAY GRIT BIN REQUEST APPLICATION FORM

Suffolk Highways will only consider requests for new grit bins on the public highway from the relevant parish, town or district councils and where all the criteria below are met.

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### NOTE TO APPLICANT (i.e. the relevant parish, town, borough or district council).

Please complete a copy of this form for each grit bin requested. The form should then be attached to an online request on the County Councils online highways report it tool at <https://highwaysreporting.suffolk.gov.uk/> - please select Problem type "Snow, Ice and Gritting", Problem sub type "Grit bin – request new". Forms must be submitted by 31 August and renewed each year. Each bin request will need to be recorded at the correct location on the highways reporting tool map and applied for separately on-line.

All requests received will be assessed and, where all the criteria are met approval will be granted with in a 4-week period.

If Suffolk Highways does not approve the request for an additional grit bin to be added to the existing stock of grit bins, it may still be possible for a grit bin to be placed on the highway. To progress this option, a **Grit Bin Permission Application Form** must be completed and submitted online, as described above.

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Applicant details		
1	Name of Applicant	
2	Address of Applicant	
3	Council the Applicant is acting on behalf of	
4	Contact telephone number (if not a mobile, please give area code)	
5	Contact email address	
Proposed location for grit bin		
6	Road name/number	
7	Village or town	
8	Location (eg bottom of hill, back of verge, etc.)	

## Grit Bin Guidance and Application Procedure

<b>Applicant's checklist</b>	
<b>Please complete the following checklist</b>	<b>Please state YES or NO</b>
The proposed location is not on a Priority 1 or Priority 2 precautionary carriageway gritting route. (This may be checked by looking at the winter maintenance section of Suffolk Highways website)	
The proposed location will not compromise safety or unreasonably hinder the passage of highway users as there will be a minimum of 1.5 metres wide clearance on the footway once the grit bin is in position.	
The proposed location does not obstruct junction sight lines	
The proposed location is not within 200 metres of another grit bin location	
The proposed location is on highway land	
The proposed location can be directly accessed, and a grit bin placed here can easily be filled from a lorry	
The proposed location is at a junction with known history of accidents or on a sharp/severe bend or has a road gradient greater than 1 in 15	
The council (on whose behalf this application is made) commits to purchasing and installing the bin in the agreed location	
The council (on whose behalf this application is made) commits to replacement in the event of vandalism, damage or general misuse.	
The council (on whose behalf this application is made) commits to paying all reasonable cost associated with the clear up, removal and disposal of a bin if dangerous and an immediate hazard by Suffolk Highways.	
The owners of all neighbouring properties within the vicinity of the proposed location (outside and opposite) agree to a grit bin being at the proposed location and there are no objections.	

## Grit Bin Guidance and Application Procedure

### Neighbourhood notification

The following property owners (outside and opposite the proposed location of the grit bin) have been consulted and agree to a grit bin being placed at the above-stated location. Please obtain signature of each property owner consulted. – please print additional sheets if required

Name	Address	Date	Signed

### Agreement by applicant

On behalf of ....., I agree that the above criteria have been met and neighbours have been consulted

Name:	
Signed:	

### Office Use Only

Date Received

Customer Reference Number

- Proposed site meets criteria
- Proposed location acceptable
- Grit bin added to inventory

## Grit Bin Guidance and Application Procedure

**APPENDIX 2**

# NON-HIGHWAY GRIT BIN PERMISSION APPLICATION FORM

Suffolk Highways will only consider requests for new grit bins on the public highway from the relevant parish, town or district councils and where all the criteria below are met.

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**NOTE TO APPLICANT (i.e. the relevant parish, town, borough or district council).**

Please complete a copy of this form for each grit bin requested. The form should then be attached to an online request on the County Councils online highways report it tool at <https://highwaysreporting.suffolk.gov.uk/> - please select Problem type Snow, Ice and Gritting, Problem sub type Grit bin – request new. Forms must be submitted by 31 August, and renewed each year. Each bin request will need to be recorded at the correct location on the highways reporting tool map and applied for separately on-line.

All requests received will be assessed and, where all the criteria are met approval will be granted within a 4-week period.

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<b>Applicant details</b>	
1	Name of Applicant
2	Address of Applicant
3	Council the Applicant is acting on behalf of
4	Contact telephone number (if not a mobile, please give area code)
5	Contact email address
<b>Proposed location for grit bin</b>	
6	Road name/number
7	Village or town
8	Location (eg bottom of hill, back of verge, etc.)



## Grit Bin Guidance and Application Procedure

<b>Applicant's checklist</b>	
<b>Please complete the following checklist</b>	<b>Please state YES or NO</b>
The proposed location will not compromise safety or unreasonably hinder the passage of highway users as there will be a minimum of 1.5 metres wide clearance on the footway once the grit bin is in position.	
The proposed location will not compromise safety or unreasonably hinder the passage of highway users as there will be a minimum of 1.5 metres wide clearance on the footway once the grit bin is in position.	
The proposed location does not obstruct junction sight lines.	
The proposed location is on highway land.	
The Council (on whose behalf this application is made) commits to purchasing, installing and maintaining (including the replacement and removal) the grit bin.	
The owners of all neighbouring properties within the vicinity of the proposed location (outside and opposite) agree to a grit bin being at the proposed location and there are no objections.	

## Grit Bin Guidance and Application Procedure

### **Neighbourhood notification**

The following property owners have been consulted and agree to a grit bin being placed at the above-stated location – please obtain signature of each property owner consulted – please print additional sheets if required

Name	Address	Date	Signed

### **Agreement by applicant**

On behalf of ....., I agree that the above criteria have been met and neighbours have been consulted

Name:	
Signed:	
Date:	

### **Office Use Only**

Date Received

Customer Reference Number

- Proposed site meets criteria
- Proposed location acceptable
- Grit bin added to inventory as non-SCC grit bin