

COMMUNITY ENGAGEMENT WILDFLOWER VERGE APPLICATION FORM

Warwickshire County Council (WCC) will only accept applications from a Parish, Town, Borough or District Council ('the Applicant'). Local interest groups, individuals or organisations requesting a wildflower verge will be referred to the relevant authority to complete the application on their behalf.

One application must be completed for each location request.

Activity on the highway must not occur until written consent has been received.

Applicant: (Parish, Town, District or Borough Council)	
Officer Name	
Relevant Authority Name:	
Applicant Address	
Email Address	
Contact Number	

Details of the Individual/Group the Applicant is Acting on Behalf of: (if applicable)	
Name	
Address	
Contact Number	
Email Address	

Details of Proposed Verge Location:	
Road Name	
Village/Town	
Location (brief description with dimensions)	
Please provide a sketch or plan, with dimensions and photographs showing the location of proposed wildflower verge/change of grass cutting regime edged in red (please include the location of any service/utility boxes/inspection covers, street lights, illuminated bollards, signs or fire hydrants)	

Applicant Checklist:		
	YES/NO	Office Use Only
Do you believe the area to be on WCC highway land?.		
Is the speed limit 40mph or less?		
Does the proposed location compromise the safety or hinder the safe passage of highway users?		
Has a consultation been undertaken with the relevant Parish or Town Council (if applicable) in relation to the proposals (unless the Parish or Town Council are the applicant)?		
Have owners of all neighbouring properties within the vicinity of the proposed verge been consulted regarding the proposed wildflower sowing/change of grass cutting regime.?		
<p>Have any service/utility boxes/inspection covers,street lights, illuminated bollards, signs or fire hydrants in the verge been identified and included on the attached plan/sketch?</p> <p>If a fire hydrant is identified please contact Warwickshire Fire and Rescue Service (WFRS), using the email address below, for any specific maintenance requirements and provide a copy of their response with this application.</p> <p>DL-FR-Waterdepartment@warwickshire.gov.uk</p>		
Is the area directly accessible? Consider whether the proposed site has sufficient safe and reasonable pedestrian/vehicular access in order to allow for installation/inspection/maintenance.		
Has a Site Specific Risk Assessment has been carried out? Please ensure a copy is included with this application.		
Has the wildflower species mix been checked by the WCC Ecology Department wbrc@warwickshire.gov.uk and deemed appropriate for the location?		
Have you contacted WCC Ecology Department wbrc@warwickshire.gov.uk to confirm the site is not an existing SSSI or potential Local Wildlife Site?		

Accompanying Documentation: (click on box to tick)
<input type="checkbox"/> Copy of Public and Employers Liability Insurance showing a minimum £10 million cover <input type="checkbox"/> Sketch or plan, with dimensions and photographs, showing the location of proposed wildflower verge/change of grass cutting regime <input type="checkbox"/> Copy of WFRS response, regarding maintenance around fire hydrants if applicable. <input type="checkbox"/> Copy of Site Specific Risk Assessment.

Declaration:

I have read Warwickshire County Councils terms and conditions (below) and I agree to comply with any conditions of any permission(s) granted; to indemnify Warwickshire County Council against any and all actions arising from the management of a highway verge; and to pay any expenses the Council may incur in respect of repairs to the highway and any apparatus in or on the highway arising from our activity.

Name:
Signed:
Date:
Please complete and return your application to:

Warwickshire County Highways
Contract and Policy Department
Warwickshire County Council
Shire Hall
Warwick
CV34 4RL

Email: chpolicy@warwickshire.gov.uk

Tel: 01926 412515

Terms and Conditions
The applicant must agree to the following:

- To be responsible for the cost of purchasing the wildflower seed
- To undertake regular maintenance of the wildflower verge, including the provision of a minimum 1 metre (unless otherwise stated) framing cut.
- To ensure that the area around any apparatus (as detailed in the applicant checklist) is regularly maintained to ensure both visibility and access to that apparatus is unaffected. The applicant must ensure that no proposed wildflowers will cause root ingress into any chambers. For fire hydrants the applicant must adhere to any additional requirements as specified by Warwickshire Fire and Rescue Service. The applicant must accept possible damage to wildflower verges resulting from the maintenance or use of any apparatus.
- To be entirely responsible for any health and safety requirements being fulfilled. This includes the purchasing of the correct personal protective equipment for volunteers to wear whilst working on the verge (**minimum high visibility jacket and safety shoes/boots**) and the provision of a site specific risk assessment which must be cascaded to and read by all volunteers working on the verge.
- To ensure that the area of verge and the planting and maintenance activities thereon are covered by the public liability insurance of the applicant.
- To ensure that no bulbs are planted in the verge and that the verge is not excavated or dug. This opportunity is a wildflower process, meaning that it grants permission for wildflower seeding or grass cutting only.
- Not all grass verges are suitable to be converted into wildflower verges or for reduced cutting frequency. The suitability will be determined by an officer from WCC during a site visit. The officer may also decide that the site is unsafe for volunteers to work on. The decision of the County Council officer is final. The County Council accepts no responsibility for any additional costs.

Terms and Conditions (continued)

The applicant must agree to the following:

- To return the verge to its original state, when the Community Engagement Scheme concludes, including any self-set trees or hedging removed.
- Not to use any herbicides as part of the site preparation or as a control measure for weeds. If a specific issue arises, the applicant must contact the County Highways Policy department at chpolicy@warwickshire.gov.uk for advice

Once all criteria detailed in this application form has been met and a site inspection with a WCC officer has been undertaken, the following 'additional conditions' section will be completed. This form will be then be returned to you ('the applicant'), along with a copy of a consent form which you must complete and return to the inspecting officer in order for approval to be granted.

Additional Conditions if Applicable (to be completed by Officer from WCC):

Approval (for office use only)

Name:

Signed:

Date: