

**LCC GRIT BIN**

1. Leicestershire County Council will only accept requests for new salt bins from a parish, town, borough or district council (the 'Applicant').
2. Any member of the public, individual or organisation requesting a salt bin shall be directed to the relevant local organisation that would be regarded as a legitimate applicant.
3. The Applicant shall submit a completed 'Salt Bin Request Application Form' (as set out in Appendix 1) to Leicestershire County Council's Customer Service Centre. No other form of request will be considered.
4. A salt bin will only be provided if **all** of the following criteria are met:
  - (a) The proposed location:
    - i) is not on a Priority 1 or Priority 2 precautionary carriageway salting 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 salt bin location;
    - v) is on highway land (for insurance and liability reasons) and for the avoidance of doubt that the salt bin use is solely on the highway;
    - vi) can be directly accessed and easily filled from a lorry;
    - vii) is at a junction with known history of accidents or on a sharp/severe bend and has a road gradient greater than 1 in 10.
  - (b) The Applicant commits to meeting the cost of purchasing, installing and initial filling of the salt bin (the 'provision cost');
  - (c) The Applicant commits to meeting the cost of any subsequent replacement in the event of vandalism, damage or general misuse. This 'replacement cost' comprises the cost of removing and disposing of the existing bin, followed by the purchasing, installing and initial filling of the salt bin;
  - (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 obtains their agreement to a salt bin being placed there so that there are no objections to the proposed location.
  - (e) The Applicant is able to evidence that it has obtained **all** such property owners' agreement (as a salt bin will not be provided if

those property owners cannot agree a position, irrespective of whether all other criteria are met or not).

5. The County Team in the Highway Management Group will assess the proposed salt bin location to ensure that :
  - (a) the aforementioned 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 user from any such salt bin provision.
6. If the location is approved by the County Team, the Applicant will be notified and required to submit full payment to Leicestershire County Council for the provision cost, in advance of the installation. (See paragraph 20 below for the circumstances when the location is not approved).
7. Upon receipt of the provision cost payment, the County Team will arrange for the provision of the salt bin and record its location in an electronic register, linked to the County Council's geographic information system.
8. Salt bins will remain on site all year round.
9. The salt bin will be replenished by the County Council at the start of winter and at such intervals that it considers appropriate, based on resource levels and priorities
10. If the Applicant is aware that the salt bin is empty or nearing empty, the Applicant shall advise the Customer Service Centre on 016 305 0001 so that the salt bin can be refilled when resources are available to do so.
11. The County Council will notify the Applicant if the salt bin requires replacement because it has become damaged or unserviceable.
12. If the Applicant does not wish to meet the replacement cost, the County Council shall be at liberty to remove and dispose of the damaged or unserviceable bin and delete the record of its location from the electronic register/geographic information system.
13. If the Applicant wishes to meet the replacement cost, it shall submit full payment to Leicestershire County Council, in advance of the replacement. Upon receipt of the replacement cost payment, the County Team will arrange for the replacement of the salt bin.
14. Any salt bin may, at the sole discretion of the County Council, be removed. The County Council shall notify either the original known Applicant or (in the absence of any known Applicant for a pre-existing salt bin) the relevant parish, town, borough or district council 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, the County Council will provide subsequent notification.

15. Salt bins are provided to support self-help in the clearance of snow and ice. The repeated use of the salt bin contents for the clearance of private drives and car parks would constitute a legitimate reason for the removal of the salt bin.
16. The County Council shall be at liberty to bring onto the highway any existing bins not so placed, as and when the opportunity arises (although bins for snow wardens can be an exception to this).
17. All County Council salt bins will be yellow in colour, irrespective if they are in a conservation area.
18. The County Council shall determine the appropriate material to be placed within salt bins (i.e. salt or a salt/grit mix). No treated salt (such as Safecote) will be put into the bins.
19. The provision cost and the replacement cost of salt bins will be annually reviewed and published in the County Council's 'Schedule of Charges'.
20. If the proposed salt bin location is not approved (i.e. as a County Council salt bin), the County Team will advise the Applicant the reason(s) why. There will be no cost to the Applicant for the consideration of its application.

# SALT BIN REQUEST APPLICATION FORM

Leicestershire County Council will only consider requests for new salt bins on the public highway from the relevant parish, town or district councils and where all of 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 salt bin requested. The form should then be emailed to [highwayscustomerservices@leics.gov.uk](mailto:highwayscustomerservices@leics.gov.uk) prior to 31<sup>st</sup> July each year. Multiple request forms can be sent under one email.

All requests received prior to 31<sup>st</sup> July will be assessed and, where all the criteria are met and full up-front payment is received, will be installed prior to November each year. Requests received after 31<sup>st</sup> July will not be assessed until the following year.

If the County Council does not approve the request for an additional salt bin to be added to the County Council's existing stock of salt bins, it may still be possible for a salt bin to be placed on the highway. To progress this option, a Salt Bin Permission Application Form must be completed and submitted.

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**1. Name of Applicant:**

**2. Address of Applicant:**

**3. Council the Applicant is acting on behalf of:**

**4. Contact details:** (a) Telephone No.

(b) Email address:

**5. Proposed Location**

a) Road name:

b) Town:

c) Location:

**d) Applicant's checklist**

Please complete the following checklist:

**Please state  
YES or NO**

The proposed location is not on a Priority 1 or Priority 2 precautionary carriageway salting route. (This may be checked by looking at the winter maintenance section of the County Council's 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 salt bin is in position.

The proposed location does not obstruct junction sight lines

The proposed location is not within 200 metres of another salt bin location

The proposed location is on highway land

The proposed location can be directly accessed and a salt 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 and has a road gradient greater than 1 in 10

The Council on whose behalf this application is made commits to meeting the cost of purchasing, installing and initial filling of the salt bin (the 'provision cost')

The Council on whose behalf this application is made commits to meeting the cost of any subsequent replacement in the event of vandalism, damage or general misuse.

The 'replacement cost' is agreed to comprise the cost of removing and disposing of the existing bin, followed by the purchasing, installing and initial filling of the replacement salt bin

The owners of all neighbouring properties within the vicinity of the proposed location (outside and opposite) agree to a salt bin being at the proposed location and there are no objections.

**6. Neighbourhood Notification**

The following property owners have been consulted and agree to a salt bin being placed at the above-stated location

Name	Address	Date	Signed

**7. Agreement**

On behalf of ....., I agree that the above criteria have been met, neighbours have been consulted and that the full up-front payment will be made to Leicestershire County Council in the event that this salt bin location request is approved by the County Council.

Name:

Signed:

Dated:

.....

**Office Use Only**

Date Received  
HMS Number

- Proposed site meets criteria
- Proposed location acceptable
- Contact made with parish/town/borough/district council to request payment
- Payment received
- Works ordered
- Salt bin added to inventory

## **NON LCC GRIT BIN**

1. If the proposed salt bin location is not approved as a County Council salt bin but the Applicant nonetheless wishes for a salt bin to be provided for use on public highway, this outcome can be achieved but only if the following criteria are met:
  - (a) The County Council agrees that the location endorsed by local property owners is appropriate
  - (b) That the Applicant purchases and installs its own salt bin;
  - (c) The salt bin is not yellow in colour;
  - (d) The salt bin is labelled and clearly identifiable as belonging to the Applicant
  - (e) The Applicant accepts full responsibility for:
    - i) the upkeep of the salt bin;
    - ii) refilling the salt bin with salt whenever the Applicant considers it necessary to do so;
    - iii) meeting all costs of for maintaining the salt bin's salt stock levels;
    - iv) replacement of the salt bin in the event of vandalism, damage or general misuse;
    - v) removal of the salt bin if the Applicant no longer wishes to continue to use the salt bin.
  
2. To enable a non-County Council salt bin to be placed on the highway, the Applicant must submit a 'Salt Bin Permission Application Form' (as set out in Appendix 2) to Leicestershire County Council's Customer Service Centre. The Applicant may only place the salt bin on the highway once permission has been granted.

# SALT BIN PERMISSION APPLICATION FORM

Leicestershire County Council will only consider requests for self-funded salt bins on the public highway from the relevant parish, town or district councils and where all of 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 salt bin requested. The form should then be emailed to [highwayscustomerservices@leics.gov.uk](mailto:highwayscustomerservices@leics.gov.uk). Multiple request forms can be sent under one email.

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**1. Name of Applicant:**

**2. Address of Applicant:**

**3. Council the Applicant is acting on behalf of:**

**4. Contact details:** (a) Telephone No.

(b) Email address:

**5. Proposed Location**

a) Road name:

b) Town:

c) Location:



**d) Applicant's checklist**

**Please state  
YES or NO**

Please complete the following checklist:

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 salt 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 meeting the cost of purchasing, installing and maintaining (including the replacement and removal) the salt bin.

The Council on whose behalf this application is made commits to meeting the cost of any subsequent replacement in the event of vandalism, damage or general misuse.

The owners of all neighbouring properties within the vicinity of the proposed location (outside and opposite) agree to a salt bin being at the proposed location and there are no objections.

**6. Neighbourhood Notification**

The following property owners have been consulted and agree to a salt bin being placed at the above-stated location

<b>Name</b>	<b>Address</b>	<b>Date</b>	<b>Signed</b>

**7. Agreement**

On behalf of ....., I agree that the above criteria have been met, neighbours have been consulted and the full set-up costs and all future maintenance costs (including the replacement and removal) will be funded by..... in the event of this location being approved for a self funded salt bin location by the County Council

Name:

Signed:

Dated:

.....

**Office Use Only**

Date Received  
HMS Number

- Proposed site meets criteria
- Proposed location acceptable
- Salt bin added to inventory as non-LCC salt bin

## FAQ's

- (1) Can applicants apply for both the same time?

Yes

- (2) Are both applications subject to the same time scale rule?

No, a request for a LCC salt bin must be made by 31<sup>st</sup> July. A request for a non LCC bin can be made at any time.

- (3) If we receive calls for refill/replacements, how do we know it's an LCC bin?

The owner of the bin should be clearly stated on the bin. Also LCC bins are yellow. (though we do have a small number of green bins in conservation areas).

- (4) Can applicant apply directly for a non LCC bin or does he have to apply for a LCC bin first?

He can apply directly for a non LCC bin.

- (5) What if the applicant asks us where they can buy a grit bin?

They need to look on the web. We are unable to recommend any particular company.

- (6) Does the non LCC grit bin have to be a specific size?

No, it is entirely up to applicant.

- (7) Where would applicant purchase the grit from?

They need to look for a source on the web. We are unable to recommend any particular company.

- (8) Will LCC sell its grit to the applicant?

NO