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**ROAD DIRECTORATE
FEDERATION OF B&H**
Sarajevo



**Public Company
"REPUBLIC OF SRPSKA ROADS"**
Banja Luka

GUIDELINES FOR ROAD DESIGN, CONSTRUCTION, MAINTENANCE AND SUPERVISION

VOLUME III: ROAD MAINTENANCE

SECTION 1: ROAD ADMINISTRATION AND PROTECTION

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1 INTRODUCTION

The management and protection of roads comprises the organization of services as well as the performance of tasks necessary to enable uninterrupted and safe traffic on public roads.

Another equally important goal is to ensure that the funds designated specifically for construction, renovation, and maintenance of roads will be spent in an efficient and, even more importantly, a justified manner.

The entire process may be most appropriately described as management of roads and consists of activities related to planning, design, financing, construction, management, protection, and maintenance of roads.

As the Public Roads Act declares roads to be a public good, this is a form of management based on ownership of a public good. Its distinguishing trait is the specification of the goals of road management, which are defined as "constructing and maintaining the roads so that all their intended users can use them safely, as long as they observe the traffic regulations and any specific traffic-related conditions".

1.1 LEGAL BASIS

The following legislation dealing with the management and protection of roads is currently in effect or under preparation in the area of the Federation of Bosnia and Herzegovina and the Republic of Srpska:

- Zakon o cestama (Službene novine Federacije BiH", broj 6/02, 18/02)
- Zakon o javnim putevima ("Službeni glasnik RS", broj 3/04)
- Zakon o osnovama bezbjednosti saobraćaja na javnim putevima ("Službeni list SFRJ" br. 50/88, 63/88, 80/89, 24/90 i 11/91);
 - sa novim izmjenama ("Službeni list SRBiH br. 2/92, 13/94 i 2/96") i
 - sa novim izmenama (SRJ 34/92, 13/93, 24/94, 41/94)
- Zakon o osnovama sigurnosti prometa na cestama u BiH (Nactr, Sarajevo, junij 2004)
- Zakon o prijevozu u unutarnjem cestovnom prometu ("Službeni list FBiH" br.23/98)
- Zakon o prevozu u drumskom saobraćaju ("Službeni glasnik RS", broj 4/00-85, 26/01-567, 85/03-12)
- Zakon o međunarodnom i međuentiteskom drumskom prevozu ("Službeni glasnik BiH", broj 1/02),
- Zakon o komunalnim delatnostima (Sl. list RS 11/95)
- Odluka o utvrđivanju magistralnih puteva ("Službeni list SFRJ" br.39/94 i 4/87)
- Odluka o utvrđivanju regionalnih puteva ("Službeni list SRBiH" br.8/91 i 29/91)
- Zakon o ratifikaciji Evropskog sporazuma o glavnim međunarodnim saobraćajnim arterijama ("Službeni list SFRJ", Međunarodni ugovor br. 5/80)
- Zakon o upravnom postupku ("Službeni list FBiH" br.1/98 i 48/99)
- Zakona o administrativnoj službi u upravi Republike Srpske ("Službeni glasnik Republike Srpske", broj 16/02 i 62/02)
- Uredba o kancelarijskom poslovanju organa uprave i službi na upravu FBiH ("Službeni list FBiH" br.20/98)
- Uredba o uvjetima i načinu polaganja stručnog upravnog ispita službenika organa uprave i službi u upravi ("Službeni list FBiH" br.24/98, 12/00, 2/02, 59/03)
- Uredba o stručnom ispitu za rad u upravi R Srpske (Sl.I. RS br. 02/1-020-1105/02)
- Zakon o arhivskoj građi FBiH ("Službeni list FBiH" br.45/02)

- Uredba o organiziranju i načinu vršenja arhivskih poslova u organima uprave i službama za upravu ("Službeni list FBiH" br.22/03)
- Pravilnik o održavanju javnih puteva, (Sl. Novine FBiH br. 48/2003)
- Pravilnik o minimalnim tehničkim uslovima za projektovanje i uređivanje autobusnih stanica (Sl. Novine FBiH br. 48/2003)
- Pravilnik o utvrđivanju uslova za projektovanje i izgradnju priključaka i prilaza (Sl. Novine FBiH br. 48/2003)
- Zakon o konstituiranju novih općina u v FBiH ("Službeni list FBiH" br.6/98)
- Zakon o utvrđivanju naseljenih mjesta i o izmjenama u nazivima naseljenih mjesta u određenim općinama ("Službeni list SRBiH 24/86, 33/90, 32/91 i FBiH" br.14/04)
- Pravilnik o evidenciji o javnim putevima i objektima na njima, kao i o tehničkim podacima za te puteve (Sl. I. SFRJ br. 52/83)
- Pravilnik o saobraćajnim znakovima na putevima ("Službeni list SFRJ", br 48/81, 59/81 i 17/85)
- Uputstvo o jedinstvenom načinu obračuna za povrat sredstava što se plaćaju pri registraciji motornih vozila (Sl. Novine FBiH 48/03)
- Uputstvo za povrat sredstava koja se plaćaju pri registraciji motornih i priključnih vozila
- Pravilnik o postavljanju reklama i drugih natpisa pored javnih cesta (Sl. list SRBiH" br.2/76 i 1/77, FMPK broj: 01-050-212-1/77 od 06.02.1997. god.)
- Pravilnik o postavljanju znakova informacija na cestama i naknada za ceste (Sl. Novine FBiH 52/02)
- Pravilnik o vanrednim prevozima (Sl. list SRBiH br.40/75)
- Pravilnik o utvrđivanju uslova za obavljanje vanrednog prijevoza i visinu naknade za vanrednu upotrebu cesta (Sl. novine FBiH 52/02, 20/03 i 49/03)
- Odluka o o visini plaćanja naknade za korištenje zemljišta u putnom pojasu, naknada za postavljanje natpisa na cestovnom pojasu, kao i naknada za vanrednu upotrebu magistralne ceste (vanredni prevoz), ("Službene novine FBiH" br.14/97)
- Odluka o visini i načinu plaćanja naknade za korišćenje zemljišta u cestovnom pojasu i drugog zemljišta koje pripada javnim cestama (Sl. Novine FBiH 52/02 i 4/05)
- Odluka o posebnom ograničenju saobraćaja za motorna vozila (u zimskim uvjetima), ("Službeni list SRBiH" br.40/75)
- Zakona o administrativnoj službi u upravi Republike Srpske ("Službeni glasnik Republike Srpske", broj 16/02 i 62/02)
- Uredba o stručnom ispitu za rad u upravi R Srpske (Sl. I. RS br. 02/1-020-1105/02)
- Pravilnik o kategorizaciji avtobuskih stanica (Sl. glasnik RS", broj 23/00-581)
- Pravilnik o saobraćajnim znakovima na putevima – nacrt
- Uredba o regulisanju visine naknade za korišćenje zemljišta koje pripada putu ("Službeni glasnik RS", broj 19/99-458)
- Uredba o regulisanju visine naknade za vanredne prevoze na putevima RS (S.g. RS br.: 19/99-458 i 33/03-1)
- Uredba o regulisanju visine naknade za lokaciju i izgradnju objekata u zaštitnom pojasu puta, koji se priključuje na magistralne ili regionalne puteve. (S.g. RS br.: 19/99-460)
- Uredba o regulisanju visine naknade za postavljanje natpisa u zaštitnom pojasu puta (S.g. RS br.: 19/99-461)
- Odluka o visini godišnje naknade za puteve, koja se plaća pri registraciji vozila na motorni pogon i raspodeli sredstava od te naknade između direkcije za puteve i nadležnog organa koji upravlja putevima (S.g. RS br.: 26/98-689 i 1/02-8)

- Odluka o vršenju kontrole naplate naknade za puteve koja se plaća pri registraciji motornih i priključnih vozila (S.g. RS br.: 26/98 i 1/2; 37/03-3)
 - Rješenje o godišnjoj naknadi koja se plaća pri registraciji motornih vozila (Sl.novine FBiH 8/96)
 - Mjerila za utvrđivanje prekomjerne upotrebe javne ceste (Sl. Novine FBiH 52/02)
- Prostorni plan Bosne i Hercegovine za period od 1981. do 2000. godine (prečišćeni tekst) 15/89-389

Below we point out a few definitions and other important passages from the current legislation:

Zakon o osnovama sigurnosti prometa na cestama u Bosni i Hercegovini (nacrt) (Draft law on the basics of road traffic safety in Bosnia and Herzegovina)

Chapter II – Roads, articles 10 through 23

Zakon o cestama Federacije BiH (Road Act of the Federation of Bosnia and Herzegovina)

Chapter II. – Road Management

Article 10

The Government of the Federation of Bosnia and Herzegovina (henceforth "Founder") establishes the Road Directorate of the Federation of Bosnia and Herzegovina (henceforth "Road Directorate").

The Road Directorate is the only administrator of the of the trunk road infrastructure in the Federation.

The subject of the Road Directorate's activities is: to ensure the material and other conditions for the maintenance, protection, renovation, construction and management of **public trunk roads**, as well as to ensure the technical and technological unity of the public road system.

Article 35

The competent cantonal organs carry out the maintenance, protection, renovation, construction and management of **regional and local roads**. They also ensure the technical and technological unity of the public road system.

Article 57

From the point of view of this act, the following are the activities related to management of motorways and toll-based road structures:

1. construction of motorways and toll-based structures;
2. routine and emergency maintenance of motorways and toll-based structures;
3. forming the professional basis for the preparation and granting of concessions;
4. leasing of accompanying buildings or locations suitable for servicing motorway users;
5. supervising the use and management of motorways and toll-based structures;
6. professional and technical control of the construction of motorways and toll-based structures.

IV – PROTECTION OF ROADS; CONDITIONS FOR USING ROADS FOR TRAFFIC

Articles 59 through 84

Article 83.

By this act, the Federal Ministry of Traffic and Communications establishes the authority of the Road Directorate.

The Road Directorate or the competent cantonal organ carries out administrative procedures by issuing:

- oversize transport permits, as per article 60 of this act,
- permits for the construction of road accesses, as per article 66 of this act,
- special conditions for the construction of structures and installations mentioned by article 68 of this act,
- approvals for work and other activities on public roads and in their protected area, as per article 64 of this act,
- approvals for the installation of informational signs according to article 81 of this act.

Administrative decrees from the first item of this article may be appealed through the federal minister of traffic and communications or the appropriate cantonal minister.

V – FUNDING OF PUBLIC ROADS

Article 85.

Funds for the maintenance, protection, renovation, reconstruction and construction of public roads are obtained through:

1. annual road use fees, paid when licensing motor vehicles and trailers;
2. road use fees included in the retail price of oil and its derivatives;
3. special fees and tolls for the use of public roads, motorways and specific road structures (bridges, viaducts, tunnels, etc.);
4. road use fees collected from foreign motor vehicles and trailers;
5. special fees for the "Help – Road Information" service
6. road fees paid for extraordinary use of public roads (oversized transports);
7. road fees paid for excessive public road use due to the vehicle weight and frequency;
8. fees for the use of the road area;
9. fees for the use of structures based on a concession;
10. donations;
11. funds of domestic and foreign investors;
12. funds earned through accompanying activities;
13. loans from domestic and foreign creditors;
14. the federal and cantonal budgets;
15. funds of international organizations (SFOR etc.);
16. other sources of funding established by separate regulations.

Details regarding annual road use fees are specified in the subsequent articles, up to art. 93.

Public Road Act of the Republic of Srpska

(only the provisions significantly different from those mentioned above are shown)

Articles 10 in 11

Management, construction, maintenance and protection of the trunk and regional road network is the responsibility of the Public Company "Republic of Srpska Roads".

The management, construction, maintenance and protection of the motorway network is the responsibility of the Public Company "Republic of Srpska Motorways".

Article 16

The tasks and activities of the Public Company "Republic of Srpska Roads" comprise:

1. operational activities to ensure a technical and technological unity of the trunk and regional road network, as defined in the Strategy, by means of spatial, traffic, technical and economic research and analysis;
2. preparation and presentation of yearly and medium-term plans for the maintenance, protection, renovation and construction of trunk and regional roads and the structures thereon;
3. organizing the planning, design, and construction of trunk and regional roads;
4. organizing the funding, construction, reconstruction, maintenance and protection of
5. maintaining a road database and a registry of road structures;
6. informing the public regarding the conditions on trunk and regional roads, any extraordinary events, as well as the meteorological conditions important for traffic safety;
7. organizing and executing projects related to protecting the environment from the influences of road traffic;
8. taking measures and activities to promote road traffic safety;
9. supervision of the quantity and flow of traffic on public roads;
10. other management activities.

Chapter V., articles 37 through 52 refer to the "protection of public roads"

Article 37

For the purposes of this act, the protection of public roads includes:

1. protecting the body of the road from damage
2. protecting the road buildings, structures and road furniture
3. protecting the traffic signs
4. protecting the road equipment and other structures serving the road
5. controlling the weight, axle load and dimensions of vehicles and freight involved in oversized transports
6. preventing unauthorized construction on the road or in the protected area of the public road
7. notifying the users of the public roads regarding the conditions and passability of the road.

Draft regulation on road traffic signs:

As this planned statute on traffic signs does not cover signs related to tourism and other types of guide signs, some instructions regarding the placement of these types of signs as well as concerning advertising along the roads are proposed.

1.2 TERMS USED

Road administrator: An institution responsible for the management of public roads under the Public Road Act

Project conditions: conditions concerning the preparation of the design documentation, defined by the approval-giving authority based on the terms set forth in the implementing spatial planning acts and other pertaining laws or regulations;

Approval: approval issued by the approval-giving authority to confirm that the design documents satisfy the conditions previously set by the said authority.

2 ROAD ADMINISTRATION

In general, road administration or management is a narrowly specialized area of expertise connecting the function of road ownership with the function of performing tasks related to construction, maintenance and protection of roads.

For successful road management it is crucially important to have the information necessary to realize the goals of the road management system and to evaluate possible maintenance and protection alternatives. Such information is the basis for rational planning of works.

The basis of the assignment of obligations related to road management is a suitable classification of public roads.

Non-classified roads are considered to be private roads, on which the regulations concerning roads and traffic safety do not apply. These roads are maintained and managed by their owners. This means they may even close the road for all traffic, or set up a "driving here is on your own responsibility" sign.

If a non-classified road is open for public use (e.g. inside enclosed shopping centres), the Traffic Safety Act applies on such a road but the Public Roads Act doesn't. At night, access to roads inside such a centre may also be blocked by a barrier or gate.

The main tasks of the road management authority are:

- controlling the condition of roads
- controlling the traffic arrangements on roads
- procedures related to tendering of road management works
- collecting annual road use fees, fees for the use of the road area, and other forms of income arising from the Public Roads Act
- expropriation of property for public roads
- analyzes the income and proposes ways of increasing it
- ensuring that the land register records related to roads are kept up to date; land acquisition and compensation in case of previously unsettled obligations to owners of real estate affected by road construction
- road insurance
- technical-strategic and developmental tasks
- research and development
- preparation of various studies
- planning the development and maintenance of roads
- organizing design documentation reviews
- gathering and maintaining information required by the regulation; traffic counting; archiving the as-built designs and other documentation related to road management; inspection of structures (regular, occasional, and major); inspection of roads (periodic, after thaws, etc.); purchase and maintenance of equipment needed for measurement and control of roads and performing control studies and measurements;
- informing the public of the condition of roads and traffic
- giving permits and approval as required by regulations for road protection and traffic safety
- preparing the professional basis for the preparation of guidelines and technical specifications in the area of road design, construction and maintenance
- participation in international organizations and projects
- professional tasks in the context of administrative tasks.

The Road Directorate must inevitably collect a huge amount of data. The task of the directorate staff working on data collection is to support the management in strengthening the decision-making process and increasing productivity.

The key of the efficiency of the Road Directorate information system is a reference structure of locations, which enables the user to find out the time and place of any piece of information. For example, the road information system includes information about the configuration of the road network (based on a functional and administrative classification), its adjacent areas, physical characteristics of road connections, pavement, buildings, traffic, accidents, measures carried out, as well as other elements needed for the management of roads; this information regularly changes and gets updated. However, this information cannot be used optimally if it cannot be precisely located in time and space.

An information system usually serves several goals of the Road Directorate, e.g. road design and investments, and the needs of regional directorates when organizing routine maintenance. This complexity of the multiple goals also imposes higher requirements on the information system. A wide selection of systems, comprising both hardware and software, is available for specific needs. Good information systems provide user-friendly data entry and search functionality and allow ordering and organizing all sorts of data as it is being collected or monitored.

The results of a well-functioning road management system can be seen in suitable maintenance of the road network, affecting in particular:

- the level of services and the condition of roads
- development of an area, socioeconomic factors, road user costs
- the level of traffic safety and the accident costs
- environmental degradation
- road management costs (increased value of the invested funds and lower maintenance costs).

The costs of poor road management and inappropriate road financing fall mostly on the road users.

In the following sections we focus on some of the more important management-related tasks.

2.1 ROAD REPAIR SUPERVISION

The control over road passableness and usability is partly handled by the Regulation on the maintenance of public roads. On the other hand, this chapter discusses those aspects of road repair supervision which enable the road administration to appropriately manage the roads belonging under its authority.

Monitoring the road condition consists of procedures which determine how the condition of a road and its surroundings changes over time (e.g. increasing damage of the pavement, climatic conditions, traffic patterns, maintenance measures, etc.).

Which measurement techniques are used depends on the administrative practice, the availability of measurement and information technology and the expertise of the Road Directorate staff. In modern road administration, road conditions are measured using fast automated equipment which measures several parameters simultaneously, using the GPS (global positioning system) to locate the measurements in space.

Monitoring the road condition can vary in precision and frequency. The structure of monitoring can vary in terms of frequency, the amount of data collected, which parts of the road network are covered, intended use of data, level of automation, database support, and the ability to pass on the information to decision-makers in politics and planning.

The data collected in this way are intended for initial explorations and studies, for use in optimization methodologies, design, and the performance of maintenance and renovation works.

The following are the most important types of information about the road network condition, enabling the assessment of condition needed for road management:

- surface condition:
 - routine and seasonal inspections
 - damage (a visual assessment covers cracks, wear, potholes, patching, ruts, condition of joints on concrete pavement) – the MSI method
 - skid resistance – friction coefficient
 - longitudinal and transverse evenness, noisiness, luminance
 - carrying capacity
 - remaining service time
- condition of bridging structures (bridges, viaducts, underpasses, overpasses, tunnels, galleries, etc.):
 - data about technical elements
 - data about regular and major inspections
- condition of retaining structures:
 - data about technical elements
 - data about regular and major inspections
- condition, location, and type of facilities and signs
- information about road technical elements (geometry, drainage, slopes, etc.) and parallel activities (service areas, activities in the road property, etc.)
- traffic and traffic work
- road investments

Supervision of the road condition is carried out by the means of:

- continual inspections and measurements
- regular inspections and measurement
- extraordinary inspections and measurement

The road administrator may subcontract the inspection and measurement work to other organizations having the necessary expertise and equipment for such work.

This chapter, however, does not discuss the control over the violation of laws and regulations concerning road construction and traffic safety. This is because supervision by inspectors and the police, as well as the administration of penalties, are the subject of other current laws and regulations.

2.2 ROAD DATA BASE

In view of the fact that the »Pravilnik o evidenciji o javnim putevima i objektima na njima, kao i o tehničkim podacima za te puteve (Ur.l. SFRJ 52/83)« is still in force in Bosnia and Herzegovina, we recommend that a new statute be introduced, based on the following premises:

2.2.1 Public Roads Marking

Public roads shall be marked by numeric identifiers, which depend on the road category in such a way that the category is easily inferred from the identifier of a road.

The identifier of a particular public road is defined by the same decree which specifies its classification.

The following is a sample scheme of road identifiers:

Public road class	Public road identifier
Motorway (MW)	A1 - A9
Expressway (EW)	H1 - H9
Main road, 1 st class (T1)	1 - 99
Main road, 2nd class (T2)	101 - 199
Regional road, 1st class (R1)	201 - 399
Regional road, 2nd class (R2)	401 - 599
Regional road, 3rd class (R3)	601 - 999
Local road (LR)	001xxx - 499xxx
Public paths (PP)	501xxx - 999xxx
Main urban road (UM)	001xxx - 499xxx
Collecting urban road (UC)	001xxx - 499xxx
Loal urban paths (UP)	001xxx - 499xxx

Public roads may be divided into several sections separated by an intersection of two or more classified roads or, in exceptional circumstances, by some other characteristic separating point (e.g. national border, pass, railway station, intersection with a non-classified road, etc.).

Sections of state roads are identified by four-digit numbers. The assignment of section numbers should make it possible to infer the section type and road class from the section number.

Sections of municipal roads are identified by six-digit numbers; the first three digits are the numeric identifier of the municipality, the next two digits identify the municipal road and the last digit identify the position of the section within that road.

The following is a sample section numbering scheme:

Public road class	Public road section number
Motorway (MW)	xxxx
Expressway (EW)	xxxx
Main road, 1st class (T1)	xxxx
Main road, 2nd class (T2)	xxxx
Regional road, 1st class (R1)	xxxx
Regional road, 2nd class (R2)	xxxx
Regional road, 3rd class (R3)	xxxx
Local road (LR)	001xxx - 499xxx
Public paths (PP)	501xxx - 999xxx
Main urban road (UM)	001xxx - 499xxx
Collecting urban road (UC)	001xxx - 499xxx
Loal urban paths (UP)	001xxx - 499xxx

On state roads, the sections and their identifiers are defined by the Road Directorate.

On municipal roads, the sections and their identifiers are defined by the Road Directorate in cooperation with the municipal authorities.

The Road Directorate maintains a registry of public roads. A uniform road marking system must be ensured on the state level.

The station within a public road section starts at km 0.000 in a point of separation between two sections and increases in the direction which has been specified for the public road in question by the decree which established its classification. Each subsequent section of the public road again begins at station 0.000 km.

On sections of public roads, station must be marked in situ by a station sign (as defined in the traffic sign regulations), at least once in every 500 m. The sign must contain the road identifier, the section number and the current station at that point.

A sign must also be placed where a state road crosses a municipal border. The upper part of the sign states the name of the municipality which the vehicles are entering at that point, and the lower part of the sign gives the current station. These signs are important when establishing which organ is competent for management and maintenance of the road.

Public road structures with a clear rectangular span of 5 m or more must be marked by a sign containing the identifier of the road, the section number, the current station, as well as the type and identifier of the structure. The names and identifiers of public road structures are assigned by the Road Directorate.

2.2.2 Maintaining Information Database about public roads and structures; data collection methods

The road data base for public roads should include the following data about public roads and the structures thereon:

- technical data about public roads and structures, including:
 - technical data about public roads;
 - technical data about structures on state and municipal roads;
- information about expenses on public roads;
- information about use of public roads.

The Road Directorate is to be in charge of the entire road data base for all public roads. This is necessary to ensure uniform reporting for the purpose of keeping official statistics and as a basis for the allocation of road maintenance budget funds.

2.2.2.1 Database of technical and other data about public roads (road data base, RDB)

The RDB comprises descriptive, numeric, graphical, pictorial and other data about public roads and the structures thereon. Its purpose is to provide:

- an overview of the condition of public roads and the structures thereon;
- data needed for administration, construction, maintenance and protection of public roads and the traffic thereon;
- data needed for official statistics, by administrative organs and other institutions and individuals.

The RDB consists of mandatory and recommended data. The mandatory data must be gathered and entered continually, while the recommended data may either be gathered continually or for special analyses of the road and structure conditions, when such analyses are necessary to carry out tasks from the first two items of the preceding paragraph.

The entry of data into the RDB must proceed in a modern, primarily computer-based way, ensuring fast data access, processing, analysis and reporting in accordance with the purpose for which the data is being processed or analyzed.

If the Road Directorate decides to implement a unified nationwide road data base, it must also provide the requisite road data base management software. Municipalities have the right to use it at no cost upon prior written request.

Technical data about the condition of newly-built public roads and structures thereon, as well as about the change in conditions of such roads and structures proceeding from reconstruction works, must be provided by the investor or a person authorized by the investor to perform these tasks.

Data must be gathered based on design documentation and as-built designs, basic topographic maps in the scale of 1:5000 or 1:10000 and other official cartographic sources, pictorial materials, film and video recordings, special measurements and special forms defined by the Road Directorate for the purpose of registering the condition of public roads and structures thereon.

As-built designs form a part of the database of technical data about public roads and structures thereon.

2.2.2.2 Contents of the databases; reporting and use of the data

The database of technical data about roads must contain at least the data described as mandatory (M) for the particular road class, but may also include those marked as recommended (R):

Data about public and municipal roads	Public road class											
	MW	EW	M1	M2	R1	R2	R3	LR	PP	UM	UC	UP
Road identifier	M	M	M	M	M	M	M	M	M	M	M	M
Section number	M	M	M	M	M	M	M	M	M	M	M	M
Identifiers of section beginning and end	M	M	M	M	M	M	M	M	M	M	M	M
Section length	M	M	M	M	M	M	M	M	M	M	M	M
Section type:												
- road section,	M	M	M	M	M	M	M	M	M	M	M	M
- access road;	M	M	M	M	M	M	M	M	M	M	M	M
Allowed axle load:												
- in normal weather conditions,	M	M	M	M	M	M	M	M	M	M	M	M
- during thaws;	M	M	M	M	M	M	M	M	M	M	M	M
Minimum clearance:												
- width,	M	M	M	M	M	M	M	M	M	M	M	M
- height;	M	M	M	M	M	M	M	M	M	M	M	M
Municipal borders	M	M	M	M	M	M	M	M	M	M	M	M
Boundaries between companies performing routine maintenance	M	M	M	M	M	M	M	M	M	M	M	M
Borders of demographically or developmentally endangered areas	M	M	M	M	M	M	M	M	M	M	M	M
Population centers (their location, as denoted by a traffic sign; number of inhabitants)	M	M	M	M	M	M	M	M	M	M	M	M
Pavement construction of the road (dimensions, material types, year of construction/renovation)	M	M	M	M	M	M	M	M	M	M	M	M
Horizontal curvature	M	M	M	M	M	M	M	R	R	M	R	R
Longitudinal course of the road (terrain level)	M	M	M	M	M	M	M	R	R	M	R	R
Culverts, bridging and other structures with a clear rectangular span below 4.99 m (type, location, dimensions, material)	M	M	M	M	M	M	M	M	M	M	M	M
Bridging structures, tunnels, galleries and other structures with a clear rectangular span of at 5.00 m or more (type, location, dimensions, material)	M	M	M	M	M	M	M	M	M	M	M	M
AADT (regular and occasional traffic counts)	M	M	M	M	M	M	M	R	R	M	R	R
Number of lanes	M	M	M	M	M	M	M	M	M	M	M	M
Width of lanes	M	M	M	M	M	M	M	M	M	M	M	M
Crawler lanes	M	M	M	M	M	M	M	M	M	M	M	M
Overtaking lanes	M	M	M	M	R	R	R	R	R	M	R	R
Deceleration lanes	M	M	M	M	R	R	R	R	R	M	R	R

Data about public and municipal roads	Public road class											
	MW	EW	M1	M2	R1	R2	R3	LR	PP	UM	UC	UP
Marginal lanes:												
- emergency lanes,	M	M	M	M	M	M	M	M	R	M	M	M
- parking lanes,	M	M	M	M	M	M	M	M	R	M	M	M
- bicycle lanes,	-	-	M	M	M	M	M	M	R	M	M	M
- pedestrian lanes;	-	-	M	M	M	M	M	M	R	M	M	M
Severance lanes	M	M	M	M	M	M	M	M	M	M	M	M
Marginal strips	M	M	M	M	M	M	M	M	M	M	M	M
Shoulder (location, dimensions, surfacing)	M	M	M	M	M	M	M	M	M	M	M	M
Cycle lanes (width, length, location, surfacing)	-	-	M	M	M	M	M	M	M	M	M	M
Sidewalks (width, location, surfacing)	-	-	M	M	M	M	M	M	M	M	M	M
Bus stops and terminal stops (on or next to the carriageway)	-	-	M	M	M	M	M	M	M	M	M	M
Intersections (by type and equipment)	-	-	M	M	M	M	M	M	M	M	M	M
Crossings (by crossing type and what communication is being crossed)	M	M	M	M	M	M	M	M	M	M	M	M
Accesses (public road, unclassified road, approach)	M	M	M	M	M	M	M	M	M	M	M	M
Traffic signal system (traffic signs, tourist signs, other informational signs, other means and facilities)	M	M	M	M	M	M	R	R	R	M	R	R
Road furniture (delineators, snow poles, mirrors, railroad crossing gates, safety fences, etc.)	M	M	M	M	M	M	R	R	R	M	R	R
Vehicle weighing facilities	M	M	M	M	M	M	M	M	M	M	M	M
Road facilities and arrangements for protection from snow avalanches, snow drifts, noise, blinding effects, strong wind, flooding, etc.	M	M	M	M	M	M	R	R	R	M	R	R
Road facilities and arrangements (telecommunications, electric facilities, traffic regulating and control, remote notification devices, toll collecting facilities etc.)	M	M	M	M	M	M	M	M	M	M	M	M
Supporting and retaining structures (location, type, dimensions, material)	M	M	M	M	M	M	M	M	M	M	M	M
Winter service (priority snow clearance tasks, avalanche triggering, snow drifts, frost glaze, total snow depth, etc.)	M	M	M	M	M	M	M	M	M	M	M	M
Protection of public roads (issued permits, approvals, and opinions related to road protection)	M	M	M	M	M	M	M	M	M	M	M	M
Obligations (compensation) to neighbours (drainage, road protection set-up, etc.)	M	M	M	M	M	M	M	M	M	M	M	M
Stopping sight distance	R	R	R	R	R	R	R	R	R	R	R	R
Road slopes	R	R	R	R	R	R	R	R	R	R	R	R
Road property	R	R	R	R	R	R	R	R	R	R	R	R
Sight area (sight triangle, sight widening) and obligations to neighbours	R	R	R	R	R	R	R	R	R	R	R	R
Areas with visibility above 450 m as a percentage of total section length	R	R	R	R	R	R	R	R	R	R	R	R
Facilities for parallel activities (service stations, rest stops, etc.)	R	R	R	R	R	R	R	R	R	R	R	R
Communal infrastructure in and along the road (underground, in the air)	R	R	R	R	R	R	R	R	R	R	R	R
Average driving speed	R	R	R	R	R	R	R	R	R	R	R	R
Pedestrian islands	-	-	R	R	R	R	R	R	R	R	R	R
Drainage facilities (by type of facility)	R	R	R	R	R	R	R	R	R	R	R	R

The database for bridging structures, tunnels and galleries with a total clear rectangular span of 5 m or more should include at least:

- data from the table;
- data about archives of investment, project and other documentation;
- basic topographic map covering the road which contains the structure;
- reports about any renovations of the structure;
- structure inspection reports, on forms defined by the Road Directorate;
- information about possibilities of detour around the structure.

Data about structures on public and municipal roads	Public road class											
	MW	EW	M1	M2	R1	R2	R3	LR	PP	UM	UC	UP
Structure identifier	M	M	M	M	M	M	M	M	M	M	M	M
Road identifier	M	M	M	M	M	M	M	M	M	M	M	M
Section number	M	M	M	M	M	M	M	M	M	M	M	M
Starting station of structure on the section	M	M	M	M	M	M	M	M	M	M	M	M
Name of place containing the structure	M	M	M	M	M	M	M	M	M	M	M	M
Name of feature being bridged (waterway, valley, railroad etc.)	M	M	M	M	M	M	M	M	M	M	M	M
Structure type (bridge, viaduct, underpass, overpass, tunnel, etc.)	M	M	M	M	M	M	M	M	M	M	M	M
Construction type	M	M	M	M	M	M	M	M	M	M	M	M
Construction material	M	M	M	M	M	M	M	M	M	M	M	M
Crossing angle	M	M	M	M	M	M	M	M	M	M	M	M
Pure rectangular opening	M	M	M	M	M	M	M	M	M	M	M	M
Longitudinal opening	M	M	M	M	M	M	M	M	M	M	M	M
Number of openings	M	M	M	M	M	M	M	M	M	M	M	M
Carriageway and sidewalk width	M	M	M	M	M	M	M	M	M	M	M	M
Year of construction	M	M	M	M	M	M	M	M	M	M	M	M
Year of reconstruction	M	M	M	M	M	M	M	M	M	M	M	M
Year of renovation	M	M	M	M	M	M	M	M	M	M	M	M
Carrying capacity	M	M	M	M	M	M	M	M	M	M	M	M
Municipality containing the structure (or its starting station if structure crosses municipal boundaries)	M	M	M	M	M	M	M	M	M	M	M	M
Detour possibilities if structure is destroyed	M	M	M	M	M	M	M	M	M	M	M	M

The database for road structures with a clear rectangular span of at least 3.00 m but less than 4.99 m should contain at least:

- data from the table;
- data about archives of investment, project and other documentation;
- information about possibilities of detour around the structure.

The database for pavement structures must contain at least the following data:

- road number,
- section number,
- start and end station (for every change of pavement data)
- layers and their function
- composition of the materials used
- silicate granularity
- binder

- thickness (cm)
- construction type (new construction, reconstruction, etc.)
- date of construction
- location (type of lane)

After the construction of a new pavement or the reconstruction of an existing one, an initial measurement of the carrying capacity of the pavement must also be carried out in addition to the above-mentioned measurements.

The pavement condition database depends on the type of measurement devices and methods used to assess the damage to the pavement. In the project specification, the road administrator defines the kinds of damage that are to be measured. The organization that carries out the measurements is required to supply both printed and electronic copies of all measured data, both all individual measurements and homogenized values over sections of the road according to the criteria from the project specification.

The traffic accident database is usually maintained by the police.

The police and the Road Directorate should synchronize those parts of traffic accident reports that deal with the location of the accident (road number, section number, station).

Reporting units must provide a report on new and reconstructed public roads and structures thereon immediately after the technical acceptance or before the introduction of traffic to a new or reconstructed public road and structures thereon.

Reporting units must provide the required forms containing data about changes in conditions of public roads and structures thereon resulting from renovation and routine maintenance works or other measures at most 30 days after the completion of such works.

Data about the condition of roads and structures thereon gathered on the basis of special measurements must be provided immediately after the completion of the measurements or the processing of data resulting from these measurements.

If the Road Directorate, municipal administration or a concessionaire subcontracts tasks related to collecting all or part of the Road Data Base information to organizations performing routine maintenance of public roads, or to some other organization or institutional having the necessary expertise, the amount and methods of collecting, storing, and protecting the information, the deadlines of reporting the data and other obligations shall be settled by contract in accordance with the provisions of the statute. The Road Directorate shall provide the software necessary for collection and storage of those parts of data which are maintained on computers.

The goal of comprehensive road management requires the administration to perform continual monitoring of individual parts of roads and structures thereon, or of the entire road network.

The method of monitoring (its contents and frequency, the contractor performing it, equipment) can be defined by the administration with an internal decree if no other regulation specifies it. Thus, the amount of data necessary for a professional, information-supported model of road management can be acquired in a few years.

The following types of continual monitoring are important:

- Visual assessment of pavement condition
- Geotechnical and hydrogeological observations
- Monitoring the area adjacent to the road (slopes)
- Monitoring the equipment (noise barriers, safety fences, and guardrails)
- Waste water monitoring
- Regular annual inspections as part of routine maintenance

2.2.2.3 Public road investment database

Maintaining a database of road investments is, among other things, required by the Decree of the EEC Council 1108/70, dated 4 June 1970, regarding the introduction of an accounting system of infrastructure expenses in railroad, road, and waterway traffic, and the Decree No. 2598 for the implementation of Decree No. 1108/70, establishing in detail the contents of the accounts from Appendix I. of the Decree. Therefore it is appropriate to introduce such a database now, in the view of the eventual goal of entering the EU.

The database of public road expenses should contain the following data:

1. Investment expenses, divided into:
 - a. construction expenses;
 - b. renovation expenses.
2. Current expenses, divided into:
 - routine maintenance expenses;
 - management expenses.
3. Expenses for police traffic control;
4. General expenses (management, operation, inspection costs).

The reporting methods, deadlines and requirements must be specified.

A few definitions:

Investment costs include all costs related to such construction and renovation (investment maintenance) of roads and parts of roads as preserves or increases the value of roads. This includes unexpected costs and costs of studies related to such work. This includes all expenses for labour, products and services of third parties related to construction and investment maintenance of roads. However, installments of earmarked loan repayments, as well as interest on loans for construction and investment maintenance, are explicitly excluded from investment costs and are maintained separately.

Current expenses comprise all expenses related to routine maintenance and management of roads, such as routine summer and winter maintenance, renovation of road furniture and signs, drainage installations, minor wall repairs, patching, filling gaps and cracks, etc. This includes all expenses for labour, products and services of third parties related to routine maintenance and road management. However, installments of loan repayments and interest on loans for routine maintenance and road management are explicitly excluded from current expenses.

For state roads, investment and current expenses are accounted separately for sections of individual classes of state roads, and also separately for parts of roads within population centers and for those outside population centers.

General expenses include common expenses of entities working on management, professional control and inspection of roads. General expenses also include all expenses not specifically directed at construction, maintenance or management of roads, as well as all general administrative expenses and salaries.

This data is gathered in the form of annual amounts which include all expenses, usually separated by road class.

Expenses of police traffic control include common expenses of police services which it has incurred in its traffic control functions, including costs of labour, vehicles and equipment. These expenses may also include expenses of the relevant government ministry as far as they refer to these road traffic control tasks. The records of these expenses may also be kept by the police.

In **Appendix 1** we provide a sample form for the preparation of a road investment report.

2.2.2.4 Public road users database

This database shall contain data about the traffic of particular types of motor vehicles on road sections which are outside population centers.

Data is to be gathered regardless of any traffic work performed, expressed in the millions of kilometres travelled in that year, for the following categories of motor vehicles:

- passenger vehicles with less than 10 seats;
- light vans with a maximum allowed weight not exceeding 3 t;
- freight vehicles;
- freight vehicles with trailers;
- semi-trailer trucks;
- buses;
- other motor vehicles.

In **Appendix 2** we provide a sample form for the preparation of such a report on the traffic quantity of individual types of motor vehicles on road sections outside population centres.

2.2.3 Maintaining the database

For the purposes of maintaining the databases of road and structure engineering elements it is advisable to introduce uniform data preparation forms. With appropriate regulations, such forms can be part of the documentation in tenders for the execution of individual measures on roads and the structures thereon.

Forms describing the condition of public roads and structures thereon consist of forms describing the component elements of the road and their location in space and forms describing the traffic signal system and road furniture.

The following is a list of possible forms for describing the component elements of a road and their location in space:

- form – overview of the longitudinal profile of the public road (containing at least the following data: road geometry, cross section, drainage installations, settlements along the road, etc.)
- form – road structure with a span > 5.00 m
 - General
 - Dimensions and pavement
 - Obtežba
 - Bridging structures
 - Construction
 - Expansion joints and bearings
 - Water insulation and drainage
 - Furniture
 - Installations on the structure
 - Activities and repairs on the structure
 - Pictures
- form – condition established during the inspection of a road structure
- form – report on the renovation of a road structure
- form – small road structure with a span from 3.00 to 4.99 m (details analogous to the above)
- form – retaining and supporting constructions (at least the construction type, maximal and minimal height, length, area)

- form – drainage installations: culverts, ditches, etc.
- form – slopes (e.g.: relief, altitude, average inclination, exposition, foundation, presence of erosion processes, description of vegetation – area, condition, measures undertaken, etc.)
- form – pavement

Forms for describing the traffic signal system and road equipment may include:

- form – vertical signal system on the public road;
- form – horizontal longitudinal markings on the public road;
- form – horizontal transverse markings on the public road;
- form – outfit of the safety fence of the public road;
- form – noise barrier outfit
- form – crossing – location
- form – crossing – horizontal signs – longitudinal markings
- form – crossing – horizontal signs – transverse (other) markings

The form entry instructions should specify the contents and the methods of measurement and recording of the information.

Counting the volume of traffic may be done manually or using automated counters. In the case of manual counting, appropriate counting forms must be defined.

2.3 ANNUAL ROAD USE FEES

Annual road use fees are specified by the Public Road Act and related regulations. They are paid by road users for their road motor vehicles and trailers. The Public Road Act explicitly defines who is required to pay the road use fees. The exact values of the fees are defined by separate regulations.

In addition to the provisions of the Public Road Act, the following extensions are proposed:

The owner of a motor vehicle or trailer to pay the annual road use fee before submitting the application for the issue or extension of a traffic permit. The fee is paid for the period of 12 months.

Should the vehicle be

- sold
- destroyed in an accident or
- stolen

a proportional part of the yearly fee may be refunded.

A few proposed forms useful in certain tasks related to collecting the annual road use fees (if appropriate forms do not yet exist) can be found in **Appendices 3 and 4**.

3 ROAD PROTECTION

The protection of public roads is an area covering the following topics:

- limitations of the use of a public road;
- the concept of the protected area of a public road, defined in order to prevent activities in the area around to road from harming the road and the traffic on it;
- setting up of ducts, cables or devices, either above ground or underground;
- road work (digging on the surface of the road or below it as well as other works);
- work along or next to the road;
- oversize transports and control over them;
- carrying out parallel activities along the road;
- attaching other roads to a road;
- identifying protective forests and torrents along the road;
- construction of cableways above roads;
- exploitation of quarries along the road;
- restrictions of activities outside the protected area of the road;
- prohibition of endangering the state road and the traffic thereon;
- contact surfaces on vehicle tires;
- obligations of neighbours of state roads;

and the execution of measures relating to these areas, such as:

- issuing road closure permits;
- field of visibility;
- traffic signs along the roads;
- information and advertising along the road;
- performing activities along the roads outside of populated areas.

3.1 VEHICLE DIMENSION AND AXLE LOAD CONTROL

Control (and measurement) of axle load, total mass, dimensions of freight vehicles and weighing in motion are carried out for the purpose of road management and the protection of roads from excessive loads and the resulting damage. They are normally carried out by a suitable organization outside the administrative body or outside the Road Directorate, while the equipment used may be the property either of the Road Directorate or of the organization carrying out these tasks.

Axle load and total mass control is performed using appropriate scales, which must be certified. Since this weighing can lead to criminal responsibility of the driver or carrier, the equipment must have valid certificates proving its compatibility with the regulations, issued by the competent standardization and metrology office. The organization carrying out the measurements must maintain the scales appropriately at all times.

Vehicle dimension control is performed using suitable meters (tape, telescopic, etc.), which must be calibrated by the standardization and metrology office.

The organization carrying out the measurements must keep records (certificates) proving the suitability of the equipment used.

Weighing of vehicles in motion is performed using a suitable weighing in motion (WIM) system, which must meet the conditions set forth in the European WIM Measurement Specifications (COST 323, version 3.0, 1999).

The control (weighing) is carried out in designated (specially constructed) weighing areas. The area must be protected (10 traffic cones per team).

The organization carrying out the control prepares a weighing programme (a list of locations, the frequency and duration of weighing), which must be coordinated with the police. The extent of work and the location of weighing depends on the road conditions, seasons, weather condition and cooperation of the police force.

The Public Road Act defines sanctions for the violation of regulations concerning vehicle dimensions and weight, and provides for the removal of violating vehicles from the traffic.

3.2 ACTIVITIES IN THE PROTECTED AREA OF A PUBLIC ROAD OR IN THE ROAD PROPERTY

3.2.1 Approval/permit in the protected area of a road

Activities in the protected area of a public road may be of the following types:

- construction of communal infrastructure along or across a public road
- legalization of an existing communal installation or other buildings
- construction of fences
- construction, reconstruction or demolition of buildings (residential, commercial, petrol station, bus stop, etc.)
- changing the intended purpose of a building, enlargement of capacities, etc.
- construction or reconstruction of a road or access
- traffic arrangements

Approvals may be issued in the following phases:

- project requirements for preparing the design documentation
- augmenting the project requirements
- guidelines for the preparation of spatial documentation
- comments/approval of spatial documentation
- approval of solutions proposed in the project
- approval/permit for the activities in the protected area of the road
- corrective approval (to extend a deadline)

Activities related to issuing approvals in the road property and the protected area of roads are performed in the following steps:

- activities before the administrative procedure
- administrative procedure
- activities after the administrative procedure.

3.2.1.1 Activities before the administrative procedure

Through the following activities, the investors may obtain expert information or preliminary requirements and guidelines:

- committee visits of sites
- coordination meetings
- public debate
- provision of professional guidelines
- review of design solutions

These activities are organized by municipalities, project organizations or the investors in cooperation with experts from the Road Directorate. The Road Directorate participates as the future giver of approval.

3.2.1.2 The administrative procedure

For most activities in the protected area of a road, a special administrative procedure in accordance with the Administrative Procedure Act is performed.

The procedure is initiated by the receipt of the application in the head office of the Road Directorate.

The approval department examines the application to determine if it is complete. The application is considered complete if it contains the following attachments:

- for spatial planning documents: drafts or planning principles – site plan, textual part, plans of traffic flows, coordination with the Road Directorate’s plans or the traffic system
- for location or design documentation:
 - bus stop: location documentation including a certificate of review and a record of the inspection of the site;
 - other constructions (sidewalks, petrol stations, shops, etc.): location documentation including a map of the proposed buildings in the scale of 1:500, certificate of review, statement of non-interference with the public road (for complex buildings);
 - accesses: location documentation (urbanistic and technical conditions) with a layout plan, site plan in the scale of 1:500 or 1:100, road cross section, for complicated accesses also a certificate of review of the design documentation
 - public utility lines: location documentation with a layout plan, showing how the lines touch the public road, site plan with planned longitudinal and transverse canals, precise specification of locations (road station);
 - works outside the protected area of the road: location documentation showing or describing how the proposed activity affects the public road;
 - non-traffic signal system: map and extract from the land register, color design of the sign, its dimensions and proposed contents, precise specification of the location (road station), reasons for placing the sign, traffic load within the area of influence.
- for construction:
 - bus stop: BPD, PED (reviewed);
 - other constructions:
 - in the protected area of the road (petrol station, commercial building, etc.): BPD, PED with a map of compulsory traffic arrangement in the scale of 1:500 or 1:250;
 - in the road property (sidewalks, pedestrian crossings, equipment): BPD, PED (reviewed);
 - accesses: BPD, PED (reviewed for complex accesses),
for simple accesses: site map with road cross sections, drainage, map and extract from the land register, map of traffic arrangement in the scale of 1:500 or 1:250;
 - public utility lines: BPD, PED with cross sections and station specification;
 - works outside the protected area of the road: textual part with a picture or description explaining how the proposed works will affect the public road;
 - non-traffic signal system: map and extract from the land register, color design of the sign, its dimensions and proposed contents, precise

specification of the location (road station), reasons for placing the sign, traffic load in the area of influence.

The next step is an expert assessment, which takes into account the following:

- appropriateness of the engineering solutions of the proposed activity from the aspect of traffic safety,
- appropriateness of the design solutions,
- coordination with the investments or plans of the Road Directorate,
- examine the location of the proposed activity and the existing arrangement of the road.

The person in charge of the administrative procedure may perform this expert assessment by him- or herself, or invite an expert from the area of the proposed activity to perform the assessment.

At the end of the procedure, a positive approval or permit may be issued.

If it is found that the proposed activity would negatively affect the existing or planned road condition or cause a permanent obstruction of traffic, a negative approval/opinion is issued.

3.2.1.3 Activities after the administrative procedure

The Road Directorate in its capacity as approval-giver monitors if the investor complies (either before, during, or after the construction) with the requirements set forth in the approval or permit. These activities include:

- preparing an easement contract,
- supervision of the works according to the conditions set in the approval or permit,
- technical inspection,
- statement about the fulfillment of the conditions.

In the **Appendices 5, 6, 7, 8, 9, 10, and 11** we provide examples of Approval Applications and a few sample approvals.

3.2.2 INSTRUCTIONS for procedures used when approving an access to a public road

These instructions are intended for use in procedures of issuing an approval for an access to a public road, and can be helpful when preparing design documentation for such accesses. If these instructions conflict with the current Public Road Act and the regulations on the planning and construction of road accesses, they may be helpful as a basis for the amendment of these regulations.

The purpose of the instructions is to serve as a supporting document for all services and designers involved in processes of reconstruction of existing accesses to public roads and construction of new ones.

From the traffic safety aspect, a road access, whether an existing or a proposed new one, is a dangerous point; therefore, all applicable legislation and technical regulation dealing with public roads and traffic safety must be observed.

3.2.2.1 General provisions for the arrangement of an access to a public road

To determine the possibility and conditions of the construction or reconstruction of a public road access, it is necessary to examine the location on the basis of appropriate design documentation and the evaluation of existing and planned traffic conditions.

It is unacceptable to consider new accesses if they would significantly reduce the capacity of the road or change its traffic arrangement or endanger the stability of its structural elements.

The planned access must be coordinated with the current and planned elements of the public road.

The current regulations must be taken into account when designing the access. Horizontal and vertical visibility must not be impaired. Appropriate drainage must be provided to prevent the state road from being flooded.

Provision must be made for the eventual rearrangement of communal installations in accordance with the approvals.

The surface of the access in the road property should be administered by the competent road management authority.

Traffic signs and road equipment must be provided by the investor of the access.

In the case of a later reconstruction of the state road, the administrators of the access must reconstruct the access at their own expense.

Upon completion of the construction, the investor must provide the road administrator with an as-built design, a copy of the operating permit and the new land-register situation.

3.2.2.2 Procedure of issuing the approval

Because of the possibility of a conflict of private and public interests, the approval of a public road access is governed by the provisions of the Road Act, Access Road Act, and the General Administrative Procedure Act.

The procedure of issuing the approval begins with the day of submission of the complete application and the registration of the request.

The service in charge of the procedure must follow the stipulations and terms of the law.

During the process of issuing the permit, the true conditions on the location of the access must be determined and all technical facts relevant to the determination of conditions in the approval must be taken into account.

During the process of issuing the permit, the applicant may request an expert arbitration comprised of the authorized designer, the road maintainer and the road administrator.

3.2.2.3 Spatial planning

The administrator of public roads must be also the approval-giver in the process of enactment of various kinds of spatial documents (plans and execution acts). In the process of accepting such acts, the state road administrator defines the conditions for approval of activities in the protective area of a public road.

3.2.2.4 Application for the issue of an approval

The designer may request the Road Directorate or other competent administrative body to provide prior conditions which should be met to ensure that the subsequent application for the approval of design documentation will be granted.

The request for the approval of an access to a state road must be equipped with at least the following information:

- road identifier and section number
- station of the location within the section
- data about the location of the access
- data about the investor and the user of the access
- intended use and estimate of the expected level of traffic
- data about the land plot (plot number and ownership)
- description of the current situation.

To obtain the conditions before commencing work on the spatial or design documentation, the application must also include a conceptual design of the access including the traffic arrangement in the surrounding area as far as the next intersections. Traffic loads must also be included.

The application for a building permit must also include BPD and PED designs prepared in accordance with the regulations concerning design and the contents of design documentation.

The application for approval of the traffic rearrangement of an access must contain appropriate design documentation, including the opinion of the authorized traffic planning expert.

The application for the approval of a bus stop and sidewalks along a public road must include BPD, PED designs prepared in accordance with the regulations concerning design and the contents of design documentation. It must also include the opinion of the relevant municipal traffic safety committee.

3.2.2.5 The procedure of preparing the opinion, conditions and approval

When receiving and recording an application, the clerk must follow the terms and procedures defined by the General Administrative Procedure Act. He or she must also determine if:

- the application is complete, as defined by the instructions, and
- if the proposed design solution is adequate.

If the solution is found to be incomplete, or inadequate from the point of view of expertise, the application may be refused, or the applicant may be given a period of time to supplement the application.

If the application contains all necessary documents, the correctness of location information is verified and classified into one of the following groups with a view to subsequent acquisition of expert opinions (note: the following classification of access types is a recommendation on part of the DDC and is based on current Slovenian practice):

- access type A – the state road has no additional lanes, the attaching road has a single- or dual-lane carriageway;
- access type B – the state road has no additional lanes, the attaching road has a traffic canalization island to improve visibility and make it easier for pedestrians to cross;
- access type C – the public road has an additional lane for turning left, with a traffic island or directing lines;
- access type D – access to a roundabout;
- access type E – access with a three- or four-way intersection with traffic lights and clear channeling of traffic;
- access type F – crossing with over- and underpass.

For type A, only the traffic capacity and safety must be verified.

Type B requires the opinion of an authorized traffic planning expert.

All other types of accesses require the following:

- for the location permit phase: expert opinion on the road and traffic part of the preliminary design;
- for the building permit phase: a review of the traffic part of the project and other aspects of the project;
- for the spatial planning phase: the opinion of the planning service of the Road Directorate or other competent administrative body;

Before issuing an approval, it is important to ensure that there are no inconsistencies with previously issued approvals.

The approval is issued on the basis of the above-mentioned checks.

If the investor proposes a solution which diverges from the guidelines in the instructions, the approval may still be issued as long as the proposed solution is justified from a technical and investment point of view. It must also meet the traffic safety criteria and have as little effect as possible on the flow of traffic on the public road.

3.2.3 INSTRUCTIONS for the preparation of proposals to set up tourist and other informational boards

The use of Instructions for the preparation of proposals to set up tourist and other informational signs on main and regional roads (the current regulation on the placement of road signs and on road use fees– sl.v.FbiH 52/02 refers to them as »funkcionalni natpisi – znakovi informiranja«) is recommended. Based on the provisions of the Road Act, such proposals can be sent to the Road Directorate by municipalities, organizations, companies or individuals.

Given that the current Road Sign Regulation does not adequately address the issues of tourist and other informational signs, nor does the regulation referenced above provide enough details on how to act in question of such signs, the following solutions are proposed.

A classification of tourist and other informational signs

The Instructions divide these signs into the following four groups:

- informational signs about cultural, historic and natural sites and monuments,
- signs giving direction towards cultural, historic and natural sites and monuments, as well as towards other important structures or facilities within an area or place of interest,
- signs expressing welcome on entering the country, province, region, area, municipality, city, town or village,
- signs providing traffic, tourist and other information on traffic surfaces outside the carriageway (e.g. rest areas, parking lots) and on other surfaces located near the road and intended for parallel activities.

Shape, size, contents and characteristics of tourist and other informational signs

The shape, size and colors of tourist and other informational signs must meet the conditions set in the Regulations regarding traffic signs and traffic equipment on public roads (which we will subsequently refer to simply as the Regulations). No deviations from these standards are acceptable.

Installation of tourist and other informational signs

When setting up tourist and other informational signs, the provisions of the Regulations must be observed. Within populated centres, tourist and other informational signs may only be used on those sights, monuments, facilities, and structures which were approved for this purpose by the local municipal authorities.

Processing of applications for installation of tourist and other informational signs

In principle, applications for setting up tourist and other informational signs may be submitted by any individual or organization which can exhibit an interest in setting up such signs. To ensure a uniform and comprehensive treatment of the applications, the following guidelines must be taken into account:

A comprehensive treatment of the situation

The Road Directorate invites the interested members of the public to proceed towards the implementation of proposals concerning tourist and other informational signs on the basis of a comprehensive list or elaboration, which must be provided and approved by:

- an organ of the ministry of tourism – if the proposed signs would appear on national, regional or provincial borders,
- the municipality – concerning signs which mark the boundaries of municipalities or population centres and signs on structures and facilities within population centres,
- the administrator of the nature reserve or the cultural, historic or natural site or monument – for signs marking areas and structures of this type,
- the body competent for the definition of tourist roads (wine roads, fruit roads, etc.) – for signs marking tourist roads and the structures next to them,
- the regional tourist organization whose region covers the rest area or other area where the sign is to be placed.

List of structures and elaborated proposal for the installation of tourist and other informational signs

The body or organization mentioned in the previous paragraph must prepare a **comprehensive proposal for the installation of signs**. This should be a list containing the following information:

- an overview layout showing the location of structures or areas which would be marked by the proposed signs,
- road identifier,
- section number,
- station of the proposed sign location,
- name of the structure or area,
- other information about the structure or area, as required by section E of these instructions.

The list should be examined and approved by the road administrator.

For the areas or structures included on the list, an **elaborated sign installation proposal** must be prepared by the proposer or owner.

The elaboration may be prepared for an individual structure, for a group of structures or for an entire municipality, population centre or other area.

The elaboration must include the following sections:

- a site overview of the region or population centre showing the location of structures which are the subject of the proposed new signs, as well as the proposed location of the new signs,
- a technical report including a list of structures and information about them and about the areas and facilities to be marked by tourist or other informational signs; proposed location of the signs (road identifier, section number and station), their contents and the manufacturing quality of the signs,
- copies of decrees declaring the area or structure in question to be a protected natural, cultural or historic site or structure,
- maps and extracts from the land register to the land plots affected by the proposed new signs, as well as written approvals of the plot owners (not required if the plots are owned by the road administration),
- color designs of the individual tourist or other informational signs, including information about the dimensions of the signs,

- details and static calculations of the foundations and supporting structures,
- written statements by the owners or administrators of the structures or areas involved, confirming their agreement to bear not only installation costs but also the maintenance costs for the new signs.

Order for the installation of traffic signs

The Road Directorate examines the elaborated proposal to verify its consistency with the Regulation, the approved original proposal and these instructions. If necessary, the elaboration is returned to the proposer for amendments. After the proposal has been coordinated in this way, a draft order for sign installation is prepared. Among other things, the order must state the following:

- installation of the signs may only be performed by the authorized road maintainer,
- unless the proposer provides for the manufacture of the signs, they will be made and supplied to the road maintainer by a contractual supplier; the price of the signs is defined based on the approximate price given within the public tender for supplying traffic signs for routine maintenance purposes; however, the signs may also be manufactured by some other competent manufacturer,
- the signs must be installed within a period of no more than 30 days,
- the proposer covers the costs of manufacture, installation, maintenance and removal of the proposed tourist and other informational signs,
- if the proposer fails to pay for the maintenance of the signs, the road maintainer will remove them at the expense of the road management; this expense forms part of the regular monthly expenses for the maintenance of road signs; the removal will be ordered by the road administrator following a proposal from the road maintainer.

Inclusion in the road sign and equipment database

After the installation works are complete, the road maintainer must enter the new signs into the database and/or send a report to the road administration and the proposer.

Special requirements and exceptions

The following special requirements must be taken into account when processing applications for new signs. Certain exceptions are also allowed.

Number of signs on a single location

It is advisable that no more than 7 signs should stand on a single location (it has been shown that people cannot adequately perceive more information than that). Within towns and cities (city municipalities), at most three such groups may stand in front of major intersections (an intersection of collecting roads with three or more lanes). At most one group of signs is allowed in front of smaller intersections, as well as in front of intersections in smaller population centres.

Signs may mark the following structures:

- **cultural, historic and national locations and monuments,**
- **hotels and motels,**
- **other lodging facilities** may only be marked following a written recommendation of the local tourism association,
- **catering facilities** (restaurants, inns, taverns, etc.) may only be marked if the categorization inspection awarded them at least stars,
- **public passenger transport structures:** only bus and railway stations may be marked, not bus and railway stops,
- all **medical facilities** may be marked (hospitals, pharmacies, etc.),

- **sports centres and recreational facilities** (gym halls, skating rinks, boat houses, cycle rental facilities, jogging tracks, tennis courts, etc.),
- **commercial and shopping centres:** larger groups of shops and shopping centres may be marked, using the collective name of the centre; individual shops and structures are not marked,
- **corporate buildings** may only be marked if employing at least 1000 people.

Method of directing travelers towards areas, structures and facilities:

When the tourist signs are installed, it is also necessary to augment the existing traffic signs directing traffic in the various adjacent intersections towards the area, structure or facility marked by the new tourist sign. A single informational sign should be placed from each direction, usually no more than 10 km before the area, structure or facility. The proposer covers the costs of this augmentation of traffic signs.

Signs marking a nature reserve area or a tourist road may be placed on all roads at the boundaries of the area to which the signs refer. To direct traffic towards that area, directing signs may be placed at the last intersection of a state road and the road leading directly to the nature reserve or tourist road.

In populated areas, signs are usually placed at intersections of a state road and the road leading to the structure in question. Signs pointing straight ahead should be avoided, except in the case of very important structures (hospitals, coach and railway stations) or groups of structures (such as hotels) to which separate directions will be given in subsequent intersections.

3.2.4 GUIDELINES on the installation of informational and advertising panels along public roads

In recent years there has been a large increase in outdoor advertising, particularly along motorways, expressways, main and regional roads, roads entering cities, and at intersections. Some of these structures, signs, posters and billboards have a more permanent character, although much temporary advertising activities also occur, e.g. around major events.

The advertisers exert great pressure to have their advertisements placed on key and most attractive locations. Local authorities and politicians have their interests as well. The main purpose of these guidelines is to point out how the legislation regulates such advertising and which aspects require special attention.

People responsible for advertising on municipal and administrative units and other interested parties should be informed about the Road Directorate's procedures, criteria and requirements concerning the issue of approvals for activities interfering with the state road network and its protected areas.

We must point out that structures of this type have until now sometimes been referred to as "non-traffic signs". However, this term is not suitable.

Outside the populated areas, the installation of such signs within the protected area of the road should be forbidden in the interest of traffic safety. However, the Road Directorate may permit such signs to be placed anyway if an informational sign is important for road users and no equivalent traffic signs exist.

Within populated areas, the installation of signs, inscriptions and other outdoor advertising panels along state roads is allowed, but only outside the area along the road carriageway, i.e. outside the area where the traffic signs are placed. A permit for the installation of such advertising panels must be obtained from the appropriate administrative unit, which performs an analogous administrative procedure establishing the conditions which must be met to ensure that the advertising panel installation

observes the road and traffic safety regulations, as well as conditions of maintenance and removal of the structures. The municipal advertising regulations, if they exist, must also be taken into account.

The installation of any other structures and facilities within the protected area of a state road is only allowed subject to the approval of the Road Directorate, whose task is to prevent any harmful effects of such structures on the state road and the traffic thereon. Within the protected area of the road, the use of space is restricted. It is therefore important to realize that the Directorate has full autonomy to allow or refuse the installation of a "non-traffic sign" within the protected area of a road (both within and outside populated areas). An administrative permit must also be obtained from the appropriate administrative unit.

It is recommended that the considerations given above be used to amend the regulations (Pravilnik o postavljanju zankova i informacija na cestama i naknadama za ceste, Pravilnik o postavljanju reklama i drugih natpisa pored javnih cesta).

3.2.4.1 Advertising in the open area,

Besides printed and electronic media, the outdoor media are also very important, particularly where the greatest amount of travel takes place and the location is maximally convenient for addressing the target groups. In this case we are dealing with pressure on the spatial medium, both in the narrow (protected area) and wider (area of visibility) area of a particular state road. These advertisements may be classified based on their purpose, form, architectural and graphical characteristics, type of retaining structure and quality of manufacture.

3.2.4.2 Advertising panels

The outdoor advertising panels (which carry the advertisements) are a part of the urban environment. The municipal decrees determine the conditions of installation of such structures and the accompanying rent. To build such structures in the protected area of a state road, a permit must be obtained (as specified by the construction law) from the appropriate administrative authority with the approval of the Road Directorate.

When choosing the location for particular types of advertisements, their purpose, character, interaction with the environment, and effect on traffic safety must be taken into account.

In general, along state roads such structures may only be placed within populated areas and outside the area where ordinary traffic signs are placed. The traffic signs denoting the beginning or end of a population centre are used to define which part of the road is within a populated area.

The following types of advertising are considered more important as far as placement of advertising in the protected area of a state road outside populated areas is concerned:

- advertisements dealing with traffic safety in
- information about tourist, cultural and sport events or other campaigns with a national importance.

3.2.4.3 Visual disturbance of traffic participants

Advertising along the roads, such as the installation of billboards, posters, signs, inscriptions, etc., must not adversely affect traffic safety. Such structures **MUST NOT**

- distract the drivers' attention,
- blind the traffic participants,
- reduce the visibility on the road,

- reduce the visibility of facilities important for traffic safety,
- misguide the traffic participants, or
- obstruct the traffic flow.

Since the driver's perception of the environment and of traffic signs depends on his or her abilities and motivation, these aspects of interaction of the road and the environment must be taken into account when assessing the type and locations of advertising panels. Human and physical factors affecting the perception of visual messages include the quality of sight, reading ability, color sensitivity, physical fitness, ability to perform complex thought processes, to recognize traffic signs, time needed to recognize a traffic sign vs. the time needed to recognize or read an advertising message, ability to estimate distance, density and number of messages (advertisements), clarity of advertisements, color aggressivity, hierarchy of information, driving speed, width of the field of sight, as well as the technical characteristics of the road.

The main principle used to avoid the visual distraction of traffic participants should be to avoid written messages in these advertisement structures and focus on graphical representations instead.

3.2.4.4 The shape and dimensions of advertising and informational panels

In general, the shape and dimensions of the advertising and informational structures do not particularly affect their functionality.

A unified approach to shapes and dimensions of advertising panels affects primarily the esthetics of the road, giving it the appearance of orderliness.

In the interests of an orderly and uniform appearance of roads, the Directorate should decide to allow three sizes of billboards:

LARGE BILLBOARDS (up to 12 m²)

Usually sized 3 x 4 or 5 x 2.3 m, this group includes jumbo billboards, city light billboards (1.16 m x 1.71 m) and backlit displays.

This type of structures is acceptable if correctly positioned in space, since their size allows a clear recognition of the products and messages presented. The inscriptions on these billboards must be large enough to be easily read by the driver.

SMALLER PANELS (up to 5 m²)

These panels contain notices about various manufacturing and commercial buildings as well as products and events. To avoid distracting the attention of drivers and thereby impairing traffic safety, such panels may only be used on parking lots (stationary traffic) and on bus stops (to be seen by waiting passengers), but definitely not along the carriageway or on public lighting poles.

ADVERTISING COLUMNS AND SIMILAR STRUCTURES

These structures are located in the centre of a city and designed as part of the overall appearance of the city centre.

Due to their small size, only small informational posters can be placed on these structures. When placed so as to affect the overall appearance of the structure, the same conditions apply as for the installation of a new advertising panel.

BANNERS ABOVE THE ROAD

Banners above the road should only be used to inform about major events of national importance. They should be placed, on special poles at least 5.50 m above the pavement, for a minimal period of time before and after the event.

3.2.4.5 Contents of the advertising and informational signs and panels

The contents placed on these structures must be simple and clearly discernible. This minimizes the distraction of the driver's attention. The size of inscriptions on these signs is also important and should match that on ordinary traffic signs, as follows:

- banners above the road – 35 cm recommended (24 cm minimum),
- panels next to the carriageway – 28 cm (17.5 cm minimum),
- panels on parking lots and bus stops – 12 cm (but smaller inscriptions are also acceptable since the target audience consists of pedestrians and drivers with a very low speed),
- other advertising and informational structures – the size of text should be adapted to the targeted category of traffic participants (e.g. pedestrians).

Signs should be placed at a suitable angle, level with the driver's eyes. When setting up lighting, the existing lighting of the road and the surrounding area must be taken into account. The lighting of the sign should match the surrounding lighting conditions.

3.2.4.6 Professional and technical foundations of approval process

MICROLOCATION OF THE INSTALLATION

When determining the microlocation of an advertising panel, the main concern is to ensure a safe and smooth flow of traffic. The structure must be far enough from traffic signs, light signals and intersections. Usually such structures should not be placed in horizontal bends or in the sight triangle or sight widening areas. The retaining structure must be built of durable materials, observing applicable regulations and having the necessary certificates where required. Appropriate calculations must be performed during the design of the retaining structure and the foundations. The retaining structure usually consists of metal profiles, although other materials such as wood or concrete may also be used depending on the local conditions.

LOCATION DOCUMENTATION

The basic rule is that the person or institution interested in building the advertising panel authorizes a competent person to design the location documentation. The designer must prove that the proposed advertising panel and its location meet the general urbanistic conditions and the main requirements concerning traffic safety and standards (technical specification, static assessment, effects on traffic). The application is subsequently sent to the road administrator.

THE DIRECTORATE'S CONDITIONS BEFORE ISSUING ITS APPROVAL

The Directorate examines the application and determines if sufficient conditions for the issue of an approval are met; if not, the applicant is asked to augment and resubmit the application. Parts which are often missing include calculations of the sight triangle, indications of the existing traffic signs on maps, positional elements of the new structure and the indication of the protective areas of the state road. Often the Directorate has the right and duty to require additional expert evaluation of the location of the proposed structure (particularly in the case of large billboards) from the point of view of real estate ownership.

The documentation enclosed with the application must present how the general conditions defined by the laws have been met:

- non-interruption of other members of the traffic (pedestrians, cyclists),
- non-interruption of access for users of adjacent plots of land,
- non-interruption of access to communal installations and facilities,
- ensuring orderliness and routine maintenance of the advertising panel and its site,
- observing the municipal advertising regulations etc.

This is followed by a written and graphical presentation of the current plans and the implementing spatial planning documents, presentation of the location on a suitable topographic-cadastral map showing the setting-out elements and the station on the road where the proposed structure would be built. After that, the general traffic safety conditions must be described, with reference to applicable regulations. The map should also present the protected zone of the road, minimal distances to existing traffic signs (indicating possible adverse effects on traffic safety, due to blinding, decrease of visibility, distraction, etc.). After this the conditions or approval can be issued.

As emphasized in the previous chapters, it is important to distinguish the construction of advertising panels within populated areas from the exceptional (and temporary) construction of such structures within the protected area of the road outside populated areas. The latter type of advertising panels should be avoided not only for reasons of traffic safety but also to preserve the esthetic appearance of the landscape.

GENERAL CONDITIONS ON ISSUING AN APPROVAL

This set of conditions should be used as applicable depending on the particular structure involved:

- The approval is being issued to/for ... (for the period of months, years, until cancellation, until the given date)
- The advertisement or informational sign must be at least 30 m away from the nearest traffic sign, at least 50 m away from signs directing the traffic (signs pointing the way), at least 100 m away from the nearest intersection with a main or regional road and at least 150 m away from the nearest intersection with traffic lights.
- The advertisement or informational sign must not be placed in the sight triangle on an access or intersection.
- The size of the sign should follow the specifications given in the section on "The shape and dimensions of advertising and informational structures".
- The location of the sign or other advertising/informational structure must follow the specifications given in the section on "Visual disturbance of traffic participants".
- The advertising/informational sign must be made of a non-reflective material or foil with no additional lighting.
- The reverse side of the advertising/informational sign must be gray or wooden, without inscriptions, and non-reflective.
- The advertising/informational signs referred to by this approval must not be upgraded with additional signs without a corresponding additional approval of the Road Directorate.
- The advertising/informational signs referred to by this approval must not be replaced by new ones.
- The advertising/informational sign near the state road may only be installed by the authorized maintainer of the state road, at the expenses of the applicant, unless the approval specifies a different arrangement.
- The contractor installing the advertising/informational sign may only set up the sign upon the receipt of written guarantee by the applicant proving that the appropriate administrative body has issued a permit for the installation of the sign.
- The advertising/informational sign is maintained by the maintainer of the state road based on a contract with the applicant. Should the sign be damaged or destroyed, the applicant must supply a new sign to the maintainer of the road, who will install it at the applicant's expense, as stipulated by the terms of this approval.

- The placement of advertising/informational signs on areas with permanent unfavourable weather conditions (strong winds) requires a prior static calculation and appropriately strengthened retaining structure and foundations.
- During the installation or construction of the advertising/informational signs or structures, the traffic on the state road must not be obstructed. Should obstruction of traffic be necessary, the applicant must obtain a permit for the partial closure of traffic from the Road Directorate, as specified by the Public Roads Act.
- During the installation of the advertising/informational signs or structures, no activities in the road property which could damage the pavement are allowed.
- The Road Directorate may initiate the procedure of removing the advertising/informational sign or structure if this is necessary for the reconstruction or expansion of the state road, or in case of non-compliance with the conditions of this approval, or if the placement of the sign obstructs the safe flow of traffic or has harmful effects on the environment. The removal procedure may also be initiated by the competent authority as defined by the Road Traffic Safety Act.
- Should the advertising/informational sign cease to fulfill its function, the investor must notify the Road Directorate, which will decree the removal of the sign at the investor's expense.
- In the case of ownership change in the business referred to by the advertising or informational sign, the Road Directorate must be notified about the change and asked to modify this approval by replacing the current applicant's name with that of the new owner.
- The Road Directorate disclaims any responsibility for damage caused by the public road, its maintenance, the traffic thereon, or vandalism, on the advertising or informational signs located in the protected area of the road.
- If the construction works lead to the destruction of border stones, the investor must restore them in their original position, on its own expense and employing an authorized geodesic organization.
- The advertising/informational signs referred to by this approval must be installed in the period of at most one year since the approval was issued, or no later than; otherwise this approval becomes invalid and the applicant must obtain a new one from the Road Directorate.
- In the case of reconstruction, modernization or other works aimed at improving the condition of the state road, the applicant is not entitled to compensation for any damage caused on the sign by such works. The applicant may be required to move the sign at their own expense, obtaining a new approval from the Road Directorate in the process.
- This approval is not a substitute for the works registration decree, the building permit, or the unified permit of the appropriate administrative authority.
- This approval is not a substitute of the approval of the owner(s) of the relevant plots of land.

Of course, the specific characteristics of the area involved and the specific road traffic characteristics must also be taken into account and clearly evaluated and indicated in the approval.

3.3 OVERSIZED TRANSPORT PERMIT

Oversized transport on public roads is transport by a vehicle or group of vehicles which, either alone or together with cargo, exceeds the maximum total weight, dimensions (width, length, height) or axle load defined in the regulations.

A transport is also considered oversized if the vehicle and cargo do not exceed these regulatory limits of total weight, dimensions or axle load, but they do exceed the limits imposed for a particular public road or part of it by a traffic sign.

We distinguish the following groups of oversized transports:

- transports which are oversized because they exceed maximum dimensions,
- transports which are oversized because they exceed maximum weight and/or axle load,
- transports which exceed limits in both categories.

Each of these groups of oversized transports affects the pavement, structures, and traffic in various ways. Therefore, the following checks must be made before issuing a permit for the oversized transport:

- carrying capacity of the road and structures on the route of the transport;
- given its oversized dimensions, will the transport be possible despite temporary or permanent physical barriers on the way (height and width clearance, horizontal bends, etc.);
- the effects on traffic and traffic safety must be taken into account; traffic conditions must be analyzed to prescribe the type of escort, the most suitable time for the transport, and other measures necessary to ensure safety and minimize traffic disruption;
- other effects or measures must be determined: strengthening the structures or installing additional support, raising above-ground installations, etc.

To ensure control over oversized transports, the following supplementary regulations must be adopted throughout the entire territory of Bosnia and Herzegovina in addition to the provisions of the Public Roads Act and Road Traffic Safety Act:

- a regulation on the terms and methods of carrying out oversized transport on public roads, and on transit routes for oversized transports;
- a regulation on oversized transport fees;
- a regulation on maximum dimensions and weight.

An Oversized Transport Regulation should define the procedures and conditions regarding oversized transports, the process of issuing a permit, the ways of controlling the axle load, and the maximum allowed total mass and dimensions of vehicles on public roads.

Appendices 12, 13, 14, 15, and 16 provide examples of oversized transport permit applications, as well as sample permits. These are just example forms; all pertaining regulations should be taken into account when preparing the forms that will actually be used.

3.4 BLOCKING OF ROAD TRAFFIC

It is recommended that a state road blocking permit be issued by the Road Directorate (or the appropriate municipal road administrator), because it usually deals with road construction and maintenance work which usually cause the need for a road to be blocked. In any case, a common information center must be organized to coordinate road blocks, in order to avoid a situation when all roads in a corridor could be blocked at the same time. Usually, the Automobile Association is suitable for this role.

According to the current regulations in Bosnia and Herzegovina, this procedure should be handled by the Ministry of Transportation.

3.4.1 Road traffic blocking permit application

To obtain a permit, the proposer of the closure must submit a permit application to the suitable administration authority.

The road closure permit application must contain the following:

- proposal for the issue of the permit, explaining the reason for the closure, the type of closure, road number, section number, station of the closure start, length of the closed part of the road and the desired time and duration of the closure;
- administrative fees to the amount specified by art. ___ of the Administrative Fee Act (Off. Gaz. _____);
- a plan of the temporary traffic arrangement (in three copies, one to be archived and two that will be officially marked as approved and returned to the applicant). The plan may only be prepared by a company that is registered for road design and has been approved by the inspection service;
- a schedule of the work, showing the individual phases of the work and containing information about the daily and weekly course of the works; this schedule must be approved by the supervision authority;
- the Road Directorate's approval of the activities in the road property (if it is a state road);
- the names of the responsible representatives of the applicant and the contractor, as well as telephone numbers where such persons may be reached at any time;
- the name of the company in charge of temporary traffic signs and the name of its representative, with a phone number where he or she may be reached at any time. The installation and maintenance of temporary traffic signs may only be performed by a company that has been registered for this type of work and approved by the inspection service. The company's registration records, not older than one year, and the inspectors' decree confirming that the company may perform such work, must be enclosed with the application;
- approval of the maintainer of roads which will be used for detours in case the road is to be closed completely. The approval must indicate that if the closure leads to any damage on the detour roads, the applicant will cover the costs of restoring them to their previous condition;
- the opinion of the company performing routine maintenance on the area of the closure, indicating any special conditions which the contractor or company setting up the closure must take into account when installing traffic signs and carrying out the work;
- in case of closure because of an event, the opinion of a state body or association (tourism association, sports association, firefighting association, etc.) confirming that this is an event of national importance;
- closure registration form.

An application to extend a closure permit must contain the following:

- a written explanation of the reason for the extension,
- date when work on the road will be finished,
- schedule of work progress, confirmed by the investor or by inspectors,
- a copy of the closure permit which the applicant wishes to extend,
- closure registration form.

3.4.2 Contents of the road traffic blocking plan

The temporary traffic arrangement plan must be prepared in accordance with the current regulations and guidelines dealing with design documentation. The plan must include:

THE GENERAL PART

- title page;

- company registration record (not older than 1 year) and the inspection service's decree confirming that the company may perform work of this type;
- statement that regulations and standards are being observed;
- minutes of any supervisory visits or meetings concerned with the temporary traffic arrangement.

THE TEXTUAL PART

- an explanation of the reasons for the closure;
- a technical report including information on:
 - the type of work or the extent of the event, showing the effects on all kinds of traffic,
 - amount of traffic on the section concerned, separately for different types of traffic,
 - maximum length of closed section of the road (if the work proceeds in phases),
 - list of roads to be used for a detour (in case of complete closure of a road) and their technical elements (Rmin, width of lanes, slope, etc.)
 - dimensions and quality of the temporary traffic signs and equipment,
 - a table of the vertical signal system to be used,
 - traffic capacity of the section if the number of lanes is reduced,
 - minimal width of lanes to be used by vehicles in the vicinity of the construction site,
 - measures necessary on the existing intersections with traffic lights, in the case of changes to traffic flows or technical elements of the intersection,
 - description of works which could present a serious danger to the traffic in their immediate vicinity (deep cuts, lifts standing partly above the carriageway, blasting, etc.); in this case the plan must include a plan of the construction site and an elaboration on work safety;
- text and a sketch to be published in the media.

THE GRAPHICAL PART

- a site map in the scale of 1:50,000 indicating the closed area and detour roads (in case of complete closure);
- a map or scheme of the temporary traffic arrangement in the scale of 1:1000, showing all traffic areas, existing signs (either visible or covered during the closure). A template scheme may only be used in exceptional cases, i.e. if the section under consideration has no permanent traffic signs (which must be stated in the technical report);
- in the case of complete closure with detours, a map or scheme of the temporary traffic arrangements on the detour roads (scale 1:1000 for open roads or 1:500 for intersections), showing all road infrastructure, existing signs (either visible or covered during the closure), and temporary signs together with their location;
- a site map or scheme of the traffic arrangement of intersections in the scale of 1:500, showing the lanes, the existing traffic signs (either visible or covered during the closure), and temporary signs together with their location;
- cross section of the road at the locations where the work could cause danger to the traffic in the vicinity (deep cuts, lifts standing partly above the carriageway, blasting, etc.), showing the measures adopted to ensure traffic safety.

OTHER SCHEMES AND ATTACHMENTS

- A plan of temporary traffic and informational signs (detour signs).

- Control programs for the existing and temporary (construction site) traffic lights. Since the traffic lights must adapt to the traffic, the control program must include the following parameters:
 - minimum duration of each phase,
 - maximum duration of each phase,
 - time step of the increase,
 - the total minimum and maximum duration of the cycle.

3.4.3 Other conditions for closing the road

Depending on the importance of the road and the amount of traffic, the time schedule of the works may need to take the following minimal work hours into account:

- on roads with AADT < 7000 motor vehicles/day 8 hours/day
- on roads with AADT between 7000 and 15.000 mv/day 12 hours/day, incl. Saturdays
- on roads with AADT > 15.000 mv/day 24 hour/day, 7 days/week

These figures refer to roads with two lanes. Suitably larger AADT thresholds are used for wider roads.

On the main transit roads and other important roads with an large amount of tourist traffic, work should generally not take place during the tourist season from June 15 to September 10. Exceptionally, larger projects extending over a longer period of time may be performed, but the contractor must observe special measures to ensure appropriate traffic capacity.

Temporary traffic signs must be removed as soon as the reasons of their installation are gone, or removed temporarily if the work is interrupted and traffic safety can be ensured.

If the traffic proceeds only in one direction at a time and is directed manually by one of the construction workers, the closure is only permitted during daytime.

If the closure is complete and the detour involves a considerably longer driving time than the closed section of the road, the application must include a written notice to be sent to bus and coach companies. The notice must be sent at least 14 days before the introduction of the temporary traffic arrangements.

The applicant must submit the closure application to the appropriate road administrator at least 15 days before the proposed closure start date. The administrator reserves the right to change the closure start date, e.g. because of synchronization of works with other construction sites or because of oversized transports which could not proceed due to the closure.

Closure extension applications must be submitted at least 7 business days before the original closure permit expires.

3.4.4 Supplementation of a road traffic blocking application

If the road closure application is found to be incomplete, the applicant will be invited to augment it. This notice must be sent by registered mail with proof of receipt.

The applicant may submit the missing documents:

- personally to the mail center of the administrative body, no later than the date specified in the notice;
- by ordinary mail, if it reaches the administrative body by the date specified in the notice;
- by registered mail, if it is posted by the date specified in the notice.

If the applicant does not provide the missing parts of the application by the date specified, the road closure permit will be refused.

3.4.5 Road traffic blocking registration form

It is useful to introduce an encoding system for easier coordination of closures and particularly for easier setup of a closure monitoring information system.

The following items are proposed (corresponding to the rows of the form in **Appendix 17**):

- Row 4: a core representing the area covered by the road maintenance company, or the municipality or state
- Row 6: use the usual road identifier scheme from the road classification acts; use the section numbers from the Road Database
- Row 7: if no time is specified, the permit is valid from 0.00 of the first day to 24.00 of the last day
- Row 8: working days: this field is required; if the work proceeds on several consecutive days, the first and last day should be given, otherwise all dates should be enumerated;

Code	Description
W	weekday
Sa	Saturday – a working Saturday
Su	Sunday – a working Sunday
H	holidays – works proceed during the holidays

Row 9: work time:

Code	Description
8	No mandatory work time – usually 8-12 hours per day
12	Extended work time – at least 12 hours or the full period of daylight
24	Work continues 24 hours a day

Row 10: subject:

Code	Description
W	Construction work
E	Event

Row 11: closure type:

Code	Description
A-1	Partial closure – emergency lane closed
A-2	Partial closure – emergency lane and one traffic lane closed
A-3	Partial closure – crawler lane closed
A-4	Partial closure – crawler lane and one traffic lane closed
A-5	Partial closure – one traffic lane closed
B-1	Partial closure – overtaking lane narrowed
B-2	Partial closure – overtaking lane closed
B-3	Partial closure – overtaking and traffic lanes closed
C-1	Complete section closure – detour using the opposite carriageway with two lanes (1 + 1)
C-2	Complete section closure – detour using the opposite carriageway with three lanes (2 + 1)
E-1	Combined closure – one lane redirected to the opposite carriageway, one lane going alongside the construction site, traffic in opposite direction uses two lanes

Code	Description
E-2	Combined closure – one lane redirected to the opposite carriageway, one lane going alongside the construction site, traffic in opposite direction uses one lane
V-1	Maintenance work – emergency, acceleration, deceleration or crawler lane closed
V-2	Maintenance work – right traffic lane closed
V-3	Maintenance work – overtaking lane closed
K-1	Vehicle protection – emergency lane closed
K-2	Vehicle protection – acceleration, deceleration or crawler lane closed
K-3	Vehicle protection – right traffic lane closed
K-4	Vehicle protection – overtaking lane closed
P-1	Access closure – partial closure
P-2	Access closure – complete closure
DZ-1	Partial closure – shoulder closed
DZ-2	Partial closure – carriageway partially closed, remaining width at least 5 m
DP-1	Partial closure – half the carriageway closed – one-way traffic, direction controlled by traffic signs
DP-2	Partial closure – half the carriageway closed – one-way traffic, direction controlled manually
DP-3	Partial closure – half the carriageway closed – one-way traffic, direction controlled by traffic lights
DP-4	Partial closure – one or more lanes of a multi-lane road closed – traffic proceeds in both directions along the construction site
PZ-1	Road closed completely – traffic redirected to detour road – two-way traffic – carriageway at least 5 m wide
PZ-2	Road closed completely – traffic redirected to detour road – one-way traffic, direction controlled by traffic signs
PZ-3	Road closed completely – traffic redirected to detour road – one-way traffic, direction controlled manually
PZ-4	Road closed completely – traffic redirected to detour road – one-way traffic, direction controlled by traffic lights
PZ-5	Road closed completely – detour directly along the construction site – two-way traffic – carriageway at least 5 m wide
PZ-6	Road closed completely – detour directly along the construction site – one-way traffic, direction controlled by traffic signs
PZ-7	Road closed completely – detour directly along the construction site – one-way traffic, direction controlled manually
PZ-8	Road closed completely – detour directly along the construction site – one-way traffic, direction controlled by traffic lights
PZ-9	Road closed completely, no detour

Row 13: detour route:

In the case of a detour, enter the detour route into this box. If the detour involves classified roads, the road identifiers and section numbers should be given; for city streets, their names should be given. For a complete closure without detour, "no detour" should be stated.

Row 14: width of the remaining carriageway, height clearance and maximum total weight:

The width of the remaining part of the carriageway (as well as the height clearance and maximum total weight if the closure involves work on structures) in the area of the closure must be stated. The width and height should be specified in meters with the precision of 0.1 m (e.g. 5.0 m or 3.4 m); the total weight should be specified in tons with the precision of 100 kg (e.g. 3.5 t).

The width of the remaining part of the carriageway must also be specified in cases when the carriageway is only partially narrowed and traffic still proceeds in both direction. In

the case of a full closure with a detour, the minimal carriageway width of the detour roads should be stated.

The clearance height and maximum total weight need only be stated in cases when these parameters are below their usual values during the progress of the works.

Row 15: actual start date, expected end date, actual end date:

The actual start date and expected end date must be provided by the contractor after they receive the permit and define the actual start date and expected end date. These dates must lie within the period defined in the permit. After the completion of the work, the contractor provides the actual date when the work ended and the closure was removed; this date should be no later than specified in the closure permit.

Row 16: cancellation:

This field is used if the contractor notifies the road management in writing, prior to the start of any works, that the closure will not take place because the construction work or other event has been cancelled.

This field should not be used if the work ends ahead of time; the "actual end date" field should be used instead. The public must also be notified of the cancellation. The written notices, which must contain the permit number and date, must be stored in a database and included in the folder pertaining to the closure. Failure on part of the contractor to provide such a notice is considered a violation of the permit provisions.

3.4.6 Road closures in case of maintenance work

For the purposes of some road maintenance activities (mowing, snow cutting, painting of ground markings, etc.), a road closure is also necessary, usually covering half the road at a time.

For a closure of this type, it is not necessary to follow the procedures described above. However, work must be planned so as to avoid blocking the traffic due to poor coordination of the road work. In any case, all routine maintenance work that may result in a road closure must be reported in advance through a common information center.

The public must be notified of any road blocks in advance.

3.4.7 Road closures in case of environmental emergency events

In the case of elementary emergencies such as storms, landslides, avalanches, damage of bridging structures, etc., the appropriate road maintainer must immediately take suitable measures secure the area. Suitable measures mean setting up a road closure while taking into account the requirements of the regulations on traffic signs and road furniture.

At the same time, the road maintainer must report the event to the public notification center and to the center in charge of coordinating the public road closures.

3.5 INSPECTION CONTROL

According to current regulations, the road and road traffic control in Bosnia and Herzegovina is partly also the responsibility of the appropriate inspection services (traffic and environmental inspectors).

The individual laws and subordinate regulations define the authority and tasks of the inspection services as well as the penalties. The traffic inspector issues decrees to violators, as well as warnings and fines

According to article 96 of the Public Road Act, the road inspectors have the authority to:

A) inspect:

1. road condition,

2. construction, reconstruction, repair, maintenance and protection works on public roads,
3. works in the protected area of public roads and on the public road property,
4. technical documentation regarding works from items 2 and 3 of this list (permits, approvals, plans, standards),
5. the execution of administrative and professional-technical activities on public roads,
6. plans, programmes, complaints and other documents related to the maintenance and protection of public roads;

B) carry out:

- stop any work on public roads, on the road property or in the protected area of the road, if such work violates the law, technical regulations, standards and norms; the inspector also issues a deadline for the removal of the violation
 - otklanjanje nedostataka na javnim cestama koji ugrožavaju sigurnost prometa na njima,
 - temporarily prohibit all traffic on a public road or part of a road, if it is determined the normal safe traffic is impossible on that road; the inspector may immediately initiate steps to ensure the safety of traffic,
 - stop any traffic by road motor vehicles that may cause damage to the road or parts of it owing to their technical characteristics or the way they drive, or when their use of the road is against the law and other regulations,
 - remove a road motor vehicle from traffic on a public road, if it is determined that the dimensions, total mass, or axle load of that vehicle exceed the limits from article 60 of this act, and the operator of the vehicle lacks an appropriate oversized transport permit,
7. temporarily prohibit traffic on a newly build or reconstructed road, part of the road, or a structure thereon, if it is determined that the road or structure fails to meet the technical conditions related to traffic safety,
 8. demolition of buildings, parts of buildings, or other structures (at the investor's expense), and the return of the area into its original condition, if the structures in question have been built on the road or in the protected area of the road without an appropriate license or permit, or contrary to the requirements set out in the permit, or without the approval of the appropriate federal and cantonal body,
 9. prohibit the use of access roads that have been built, or are being built, contrary to the stipulations of this act,
 10. inspectors may also carry out other measures as set forth by law and by other regulations based on the laws;

C) if, during inspection, an inspector determines that a violation of this law has taken place, he or she must immediately send a request to start an appropriate violation procedure, or notify the public prosecutor in the case of economic violations.

In the supervision of vehicles in the road traffic, the inspector may cooperate with the police and the customs officers, depending on the regulations that are being enforced.

It is advisable to introduce an appropriate regulation that determines the procedure by which a road inspector can stop traffic. Such a regulation should define the procedure to be followed by an inspector to stop a vehicle involved in road transport when there exists a suspicion that the vehicle is involved in road transport of persons and/or goods contrary to the laws and regulations.

4 APPENDICES

4.1 REPORTING ROAD EXPENSES

Examples of forms for reporting road expenses:

For newly constructed roads – sections where the construction continued in the next year:

Seq. no.	Expected road class	Length within/outside population centers	Amount KM

For newly constructed roads introduced to traffic and classified for the first time in the year covered by the report:

Seq. no.	Road identifier	Section number	Length within/outside population centers	Year	Amount KM

This data is to be reported for each calendar year from the first appearance of construction expenses for that section.

For all other investment expenses on the existing road network:

Seq. no.	Road identifier	Section number	Length within/outside population centers	Construction KM	Renovation KM

For current expenses on the existing road network:

Seq. no.	Road identifier	Section number	Length within/outside population centers	Routine maintenance KM	Management KM

Report on earmarked loans for investment expenses:

Seq. no.	Road class	Annuity KM	Interest KM

Report on general expenses:

	Amount (KM)
Motorways	
Expressways	
Main roads	
Regional roads	
Local roads	
Public ways	

4.2 REPORTING ON TRAFFIC VOLUME

Example form for reporting the traffic of particular types of motor vehicles on those parts of public roads which are outside population centers:

Data provided by: _____

Data refers to the year: _____

Road category: _____

			millions of kilometres travelled per year						
no.	road no.	section	1	2	3	4	5	6	7

- 1 passenger vehicles with less than 10 seats
- 2 light vans with a maximum allowed weight not exceeding 3 t;
- 3 freight vehicles;
- 4 freight vehicles with trailers;
- 5 semi-trailer trucks;
- 6 buses;
- 7 other motor vehicles.

No.:

Place, date:

Stamp

_____ Name of the responsible person

4.3 REFUND OF THE ANNUAL ROAD USE FEE

Application for the refund of the annual road use fee

(vlagatelj zahtevka: priimek in ime oz. podjetje - VELIKE TISKANE ČRKE!)	

(ulica in hišna številka - VELIKE TISKANE ČRKE!)	
_____	_____
(poštna št.)	(pošta - VELIKE TISKANE ČRKE!)

(transakcijski račun/osebni račun)	

[applicant: name and surname / company name – block capitals!]

[road and house number – block capitals!]

[post code – post office – block capitals!]

[bank account number]

ROAD DIRECTORATE

APPLICATION FOR THE PARTIAL REFUND OF THE ANNUAL ROAD USE FEE

Art. ____ of the Regulation concerning yearly road use fees paid by road users for their road motor vehicles and trailers (Off. Gazette _____)

1	A WITHDRAWAL of the vehicle from traffic	B Refund because of INCORRECTLY PAID road use fee: paid twice incorrect payment amount paid excessive
---	---	---

2	Vehicle registration number:		
3	Registration valid from _____	to _____	
4	Date when vehicle was withdrawn from traffic (if you circled A):		
5	Amount of fee paid:		
6	Double axles (to be entered by owners of freight vehicles and towing trucks):		
	a) 1.3 – 1.8 m apart, dual tires on driving axle and air suspension	YES	NO
6	b) 1.3 – 1.8 m apart, dual tires on every driving axle	YES	NO
7	If applying for reduction of the yearly fee (EURO I, EURO II) you must attach a copy of the document (ecology certificate, EURO II Cert)		

REQUIRED ATTACHMENTS:

- Copy of the traffic permit
- Record of technical inspection of the vehicle
- Proof of payment of yearly road use fee
- Proof that theft was reported (if vehicle was stolen)
- Proof of the inspection of accident site (if vehicle was destroyed)

Signature _____ of
applicant:

STATEMENT OF THE COMPETENT AUTHORITY CONFIRMING THE VEHICLE WAS WITHDRAWN FROM TRAFFIC:

We confirm that the vehicle with registration number _____ has been withdrawn from traffic on _____.

Signature:

Send the confirmed form together with the attachments mentioned on the form to:
Road Directorate, _____

Please take note of the following:

- The application must be submitted no more than 90 days after the vehicle has been withdrawn from traffic.
- The documentation supplied must contain the following original documents:
 - proof that the vehicle was withdrawn from traffic, issued by the competent authority;
 - proof that the registration sticker was removed from the vehicle, issued by the authorized organization for the technical inspection of vehicles;
 - proof of payment of the annual road use fee;
 - (if the vehicle was stolen) proof that the theft was reported;
 - (if the vehicle was destroyed) proof of the inspection of the site of the accident.

4.4 WAIVER OF THE ANNUAL ROAD USE FEE

Form for waiver of the fee

APPLICATION FOR A WAIVER OF THE FEE

Based on art. ____ of the Regulation concerning yearly road use fees paid by road users for their road motor vehicles and trailers (Off. Gazette _____)

Applicant information (owner or user of the vehicle)

Name and surname: _____

Address: _____

Post office: _____

Tax number: _____

For transporting the following person (him/herself or children):

Name and surname: _____

Address: _____

Vehicle information:

Vehicle type: _____

Engine displacement: _____

Chassis no.: _____

Waiver of administrative fee (art. ____ of the Administrative Fee Act, Off. Gaz. _____)

- Recipients of financial aid as their only means of sustenance as specified by the social security regulations
- Recipients of financial support as specified by the social security regulations
- Recipients of disability support as specified by the regulations dealing with the social security of physically or mentally disabled adults
- Other proof (Social Work Centre)
- Adapted vehicle (stated in the driver license)

Note:

Mark as appropriate and attach the documents; state which ones and enclose the original or a copy with a certification that it matches the original.

Applicant's signature:

I hereby affirm that the claims stated in the application are true:

Official use only below this line

WAIVER OF THE ANNUAL ROAD USE FEE

- Disabled persons with at least 80% disability, at least 60% in the lower limbs;
 - persons who lost their sight;
 - persons with a moderate or heavy injury or mental incapacity;
- children with developmental challenges

4.5 APPLICATION FOR A PERMIT OR APPROVAL

INVESTOR

Name and surname: _____

Address: _____

Phone no.: _____

ROAD DIRECTORATE

APPLICATION FOR PERMIT/APPROVAL FOR

I, the applicant _____ ask for the issuance of an approval/permit for _____

Type of activity: (circle or write as appropriate)

- Construction of a new building
- Construction of a replacement building
- Reconstruction of a building
- Construction/arrangement of a road access
- Construction of a simple building:
 - auxiliary building: garage, wood-shed, windbreak,...
 - other constructions: supporting wall, reservoir, pool, fence, hedge, ...
- Other

Intended use (residential, recreational, residential-commercial, commercial, industrial, agricultural, communal infrastructure, other)

Enter and describe the activity of the building:

The works will take place on the plot no. _____ municipality _____ / on the building on address _____ near road no. _____ section no. _____ section start/end _____ from km _____ to km _____ on the right/left side (in the direction of increasing station). The Road Directorate's project requirements were issued as no. _____ dated _____.

Attached are the following mandatory documents:

- | | | |
|--|-----|----|
| • Design (with external arrangements touching the road) used to obtain a building permit | yes | no |
| • Location information from the municipality | yes | no |
| • Certificate of design documentation review | yes | no |
| • Investor's authorization allowing the applicant to submit this application | yes | no |

Date: _____

Signature of investor: _____

Administrative fee : _____ KM

4.6 APPLICATION FOR THE ISSUE OF DESIGN CONDITIONS

Sample application for design conditions

(designer)

Number: _____

Date: _____

(approval-giving authority)

Subject: **APPLICATION FOR THE ISSUE OF DESIGN CONDITIONS FOR THE PREPARATION OF PROJECT DOCUMENTATION**

We are preparing a project for our customer, the Road Directorate:

(full title of the project).

Based on article of the Structure Construction Act (Official Gazette, no.), we request you to issue the project conditions for the preparation of design documentation after article of the above-mentioned Act.

Warning:

Regarding the issue of design conditions, the following stipulations of the Structure Construction Act must be observed:

- The approval-giving authority must determine the project conditions in at most 15 days after the receipt of the application in the case of simple or less complicated structures and at most 30 days in the case of complex structures, except if a separate law makes different provisions for a specific type of structures. The project conditions (which must not conflict with the conditions of the implementing spatial planning act) set forth by the approval-giver must include references to those paragraphs or articles of the law (or of a regulation based thereon) which give it the right to specify project conditions and approvals.
- The approval-giving authority may require the investor to pay only for the material costs which it incurred in preparing the project conditions requested by the investor; when presenting the bill it must refer to the legislation allowing it to require such payment, and must list the specific expenses incurred. Regardless of the stipulations of the previous paragraph, payment can not be required in cases when the approval-giving authority is a state body or some other institution whose authority is derived directly from some law. Approvals of project solutions are issued after a fee has been paid, as specified by the law on administrative fees for the issue of permits based on official records.
- If the approval-giver does not present the project conditions within the time period mentioned in the previous paragraphs, or if the conditions **do not specify the legislative basis on which the approval-giver is allowed to set them, this is considered to mean that the approval-giver is setting no conditions regarding the proposed construction work and has thereby also issued its approval.** If the approval-giver finds that setting the project conditions does not fall within the scope of its activities, it shall treat the application in the way usual for cases of non-applicability, as defined by the regulations concerning administrative procedures. If the approval-giver issued the project conditions but does not subsequently issue or deny its approval within the required time limit, this is considered equivalent to having issued approval.
- The approval may have the form of a clause in the project conditions, or it may be issued as a separate decree. The issue of such an approval may only be refused if the project solution fails to meet the project

conditions set forth by the approval-giver. The approval-giver may deny its approval by issuing a decree, whereupon the investor may appeal to the ministry whose area of competence covers the act or regulation based on which the approval-giver had the right to issue project conditions and approvals.

Regarding communal installations along an existing road or in the protective area of a public road:

- The stipulations of the **Public Roads Act** must be observed:
- The costs of design, construction or reconstruction of structures, facilities and installations (if the proposal includes the construction of communal or other structures, facilities and installations which do not serve the road and its use) must be borne by the administrator of the structures, facilities and installations in question (article).
- In the area of state roads and their protective area, telephone, telegraph and other cable installations, low-voltage electric connections, sewers, water pipes, heating systems and other similar facilities may only be constructed under the conditions and in the manner set forth by the approval of the Road Directorate (article.....).
- The Road Directorate may require the administrator of installations and facilities to reorganize or move them if this is necessary for the renovation or reconstruction of the public road or because of measures for protecting the road and the traffic thereon. The costs of such reorganization or moving are borne by the administrator of the installations, unless otherwise provided in the conditions stated in the approval issued when the installations were constructed (article.....).

Regarding the installations in the area of works:

- As an attachment to your project conditions you must also provide the **layout and longitudinal profile** of your installations. The map must include a legend (above-ground, underground, existing, planned communal installations; possibly based on existing design documentation), date, stamp and signature..

For further information call _____ (*designer*) or the contact person
_____ (responsible designer), phone no.
_____.

Thank you in advance for your cooperation.

Best regards!

Prepared by:

Name and surname of the person who prepared the material	Name and surname of the responsible person
Title	Title

Attachments:

1. Cartographic material (*may also be in digital form, if available*)
2. _____

4.7 SAMPLE APPROVAL FOR THE RECONSTRUCTION OF A HOUSE

Sample approval for the reconstruction of a house

The Road Directorate, _____ (address), based on art. _____ of the Public Road Act (Off. Gaz. _____) and art. _____ of the Administrative Procedure Act (Off. Gaz. _____), in the procedure of issuing its approval _____ regarding _____ (subject of application), _____ to _____ the _____ investor _____ (name, address),

APPROVES

The applicant and investor _____ hereby receives _____ approval _____ for _____ on plot no. _____ municipality of _____ in the protective area of road no. _____ section no. _____ station km _____ right/left.

The approval is given subject to the following conditions:

- all reconstruction work must observe the current engineering standards;
- the structure must be at least _____m away from the road;
- the existing access road must be used to access the structure;
- the investor must provide the structure with space for turning vehicles to as to avoid the need for vehicles to drive backwards then returning to the road;
- construction work must not obstruct the traffic on road no. _____ section _____. Building material must be at least _____ m away from the boundary of the road if this is required in the interests of visibility on the road;
- the works may not in any physical way affect the road property of road no. _____. If the pavement of the road gets damaged, the contractor must, on its own expense or that of the investor, immediately remedy the situation and bring the road into its original condition;
- the reconstruction work must not interfere with drainage and routine maintenance of the road. Precipitation and other waste water coming from the plot, the external arrangements or the structure itself must not be channeled into the road drainage facilities;
- should the construction work soil the road, the investor must clean it immediately;
- the investor bears material and criminal responsibility for observing the conditions of this approval and all damage incurred by the road or its users because of the reconstruction work;
- the Road Directorate disclaims all responsibility caused the road, its maintenance, or the traffic thereon, on the structure in the protective area of the road;
- should the construction work obstruct the traffic on the road, the investor must obtain a permit for a partial road closure, issued by the appropriate traffic authority based on an application and a plan of the temporary traffic arrangement during the progress of the work. The contractor must protect the traffic using suitable road-traffic signal system, set up by a competent, registered and authorized company on the contractor's or investor's expense. The contractor must continually monitor the signal system and call to have it removed immediately after the completion of the works which caused it to be installed;

- if the construction works lead to the destruction of border stones, the investor must restore them in their original position, on its own expense and employing an authorized geodesic organization;
- the Road Directorate must be notified of the commencement and completion of works;
- following the completion of works, the investor must obtain a written statement from the Road Directorate confirming that the conditions of the approval have been met;
- in the case of road reconstruction or other works related to improving the road condition, the investor is not entitled to any compensation for any damage caused by the works or the accompanying noise, vibration and so on;
- this approval is not a substitute for the approval of the owner(s) of the land where the proposed reconstruction work will take place.

E x p l a n a t i o n :

On the day of _____, the applicant and investor
 _____ applied for the approval for
 _____ on plot no.
 _____ municipality of _____ in the protected area of the road no.
 _____ section _____ km _____ right/left.

In performing the work, the investor or contractor must observe the conditions set forth in the approval.

This approval is not a substitute for the decree of the competent administrative organ.

LEGAL ADVICE:

This agreement may be appealed at _____ within _____ days of issuance to the applicant. The appeal may be presented in written or spoken form to the issuer of this agreement. The administrative fee for the appeal is _____ KM, as specified in the Administrative Procedure Act.

The administrative fee for the application and approval, as per _____, to the amount of _____ KM, has been paid and destroyed in the prescribed manner on application.

Prepared by: _____

Procedure led by: _____

Director:

Sent to:

- Addressee (recorded signed for)

- .

- .

4.8 SAMPLE APPROVAL FOR CHANGE OF INTENTION OF USE

Sample approval for change of intention of use,

Subject: **APPROVAL to change the intended purpose of**

Re: application dated _____, received on _____

Based on art.____ of the Public Roads Act (Off. Gaz. _____) and art.____ of the Structure Construction Act (Off. Gaz. _____), in the process of issuing approval to **Change the Intended Purpose of**

_____ plot no. _____ municipality of _____, by investor _____, we notify you that:

After examining the provided design documentation no. _____, dated _____, designed by _____, for the above-mentioned matter, we find that the project conditions and guidelines set forth by the Road Directorate no. _____, dated _____, have been met. Thus we **approve of** the proposed activities in the protective area of the road no. _____ section _____ from km _____ to km _____ right/left.

The investor is required to observe the stipulations of the applicable legislation.

The contractor must observe all the provisions set forth by the designer in the enclosed design documentation.

This approval is not a substitute for the decree of the competent administrative organ or for the agreement of the owners of the relevant plots.

Before the issuance of an operating permit, the investor must obtain the Road Directorate's statement confirming that the approval has been observed.

The administrative fee for the application and the approval/permit based on _____ to the amount of _____ KM, has been paid and destroyed in the prescribed manner on application..

Prepared by: _____

Procedure led by: _____

Director:

Sent to:

- Addressee (recorded signed for)
- .
- .

4.9 PERMIT FOR MAINTENANCE/RENOVATION WORK ON COMMUNAL INSTALLATIONS

Sample permit for maintenance work on communal installations

The Road Directorate, _____ (address), based on art. ____ of the Public Roads Act (Off. Gaz. _____) and art. ____ of the Administrative Procedure Act (Off. Gaz. _____), in the process of issuing the permit for _____ (subject of application), to the investor

_____, (name, title), agrees to

ISSUE THE PERMIT

The applicant and investor _____ is permitted to perform **maintenance/renovation work** on _____ on the body of the road no. _____ section _____ station km _____.

This permit is not a substitute for the easement permit for maintenance work (as per art. ____ of the Public Roads Act), which the investor must obtain through a special contract before the operating permit may be issued.

The permission is given subject to the following conditions:

- installations crossing the road _____ must be enabled by digging below the carriageway;
- minimal water depth is _____ m relative to the level of the road surface;
- any manhole lids and communal infrastructure devices must be located outside the carriageway of the roads _____ ;
- installations in the body of the road must be laid in special tubes allowing for repair and reconstruction without digging up the road;
- construction work must not obstruct the traffic on road no. _____ section _____. Building material must be at least _____ m away from the boundary of the road if required in the interest of visibility on the road;
- if the pavement of the road gets damaged, the contractor must, on its own expense or that of the contractor, immediately remedy the situation and bring the road into its original condition;
- should the construction work soil the road, the investor must clean it immediately;
- the investor bears material and criminal responsibility for observing the conditions of this approval and all damage incurred by the road or its users because of the reconstruction work;
- the Road Directorate disclaims all responsibility caused the road, its maintenance, or the traffic thereon, on the structure in the protective area of the road;
- should the construction work obstruct the traffic on the road, the investor must obtain a permit for a partial road closure, issued by the appropriate traffic authority based on an application and a plan of the temporary traffic arrangement during the progress of the work. The contractor must protect the traffic using suitable road-traffic signal system, set up by a competent, registered and authorized company on the contractor's or investor's expense. The contractor must continually monitor the signal system and call to have it removed immediately after the completion of the works which caused it to be installed;

- if the traffic or any road maintenance work lead to damage on the facilities and installations introduced into the road property or the protective area around it on the basis of this permit, the investor is not entitled to any compensation;
- the investor must, within 7 days of completion of the work, or within at most 60 days after receiving notice to that effect from the Road Directorate or a company authorized by it, remove the facilities and installations from the road property and the protected area of the road and restore the original state of the road, without any compensation, should this be necessary in the interests of road or traffic safety or the construction activities performed to improve the road;
- the investor must regularly maintain the facilities and installations on its own expense;
- if the construction works lead to the destruction of border stones, the investor must restore them in their original position, on its own expense and employing an authorized geodesic organization;
- the Road Directorate must be notified of the commencement and completion of works;
- following the completion of works, the investor must obtain a written statement from the Road Directorate confirming that the conditions of the approval have been met;
- this approval is not a substitute for the approval of the owner(s) of the land where the proposed reconstruction work will take place;
- if construction work does not begin within at most two years since the issue of this permit, it becomes void and the investor must seek a new permit from the Road Directorate.

E x p l a n a t i o n :

On the day of _____, the applicant and investor
 _____ applied for the approval for
 _____ on plot no.
 _____ municipality of _____ in the protected area of the road no.
 _____ section _____ km _____ right/left.

In performing the work, the investor or contractor must observe the conditions set forth in the permit.

This approval is not a substitute for the decree of the competent administrative organ.

LEGAL ADVICE:

This agreement may be appealed at _____ within _____ days of issuance to the applicant. The appeal may be presented in written or spoken form to the issuer of this agreement. The administrative fee for the appeal is _____ KM, as specified in the Administrative Procedure Act.

The administrative fee for the application and approval, as per _____, to the amount of _____ KM, has been paid and destroyed in the prescribed manner on application.

Prepared by: _____

Procedure led by: _____

Director:

Sent to:

- Addressee (recorded signed for)

4.10 CONSTRUCTION APPROVAL AND PERMIT

Sample construction approval/permit

Subject: **APPROVAL AND PERMIT for construction**

Re: application dated _____ , received on _____

Based on art.____ of the Public Roads Act (Off. Gaz. _____) and art.____ of the Structure Construction Act (Off. Gaz. _____), in the process of issuing approval and permission to construct Public Lighting along road no. _____, section _____ from km _____ to km _____ , by the investor

_____ we notify you that:

After examining the provided design documentation no. _____ ,dated _____, designed by _____ , for the above-mentioned matter, we find that the project conditions and guidelines set forth by the Road Directorate no. _____ , dated _____, have been met. Thus we **approve of and permit** the proposed activities in the protective area of the road no. _____ section _____ from km _____ to km _____ right/left.

The contractor must observe all the provisions set forth by the designer in the enclosed design documentation.

This approval and permit is not a substitute for a right-of-way contract, which the investor must conclude with the landowner.

This approval is not a substitute for the decree of the competent administrative organ or for the agreement of the owners of the relevant plots.

Before the issuance of an operating permit, the investor must obtain the Road Directorate's statement confirming that the approval has been observed.

This approval and permit requires no administrative fee, as provided by art. _____ of the Administrative Procedure Act (Off. Gaz. _____) .

Prepared by: _____

Procedure led by: _____

Director:

Sent to:

- Addressee (recorded signed for)
- .

4.11 DESIGN CONDITIONS

Sample design conditions

Subject: **DESIGN CONDITIONS for the preparation of project for documentation**

Re: application dated _____, received on _____

Based on art.____of the Public Roads Act (Off. Gaz. _____) and art.____ of the Structure Construction Act (Off. Gaz. _____), in the process of issuing project conditions for design of the structure _____ in the protective area of road no. _____ section _____ from km _____ to km _____ by the investor _____ we inform you of the following conditions:

The following legislation, norms and regulations must be observed:

- Public Roads Act (Off. Gaz. _____)
- Road Traffic Safety Act (Off. Gaz. _____)
- Regulation about classification of main roads (Off. Gaz. _____) and regional roads (Off. Gaz. _____)
- Statute of basic conditions which must be met by roads and their elements outside populated areas from the view of traffic safety (Off. Gaz. of the SFRJ _____)
- other standards and regulations from the area of road construction.

In subsequent design work, the *design of reconstruction of the road* _____, *section* _____ *from km* _____ *to km* _____ *in the city/town/village* _____ *project number* _____, *designer* _____, must be taken into account.

The structure must be at least _____ m away from the edge of the carriageway.

The construction of a road access across the deep curbs of the sidewalk is envisioned, and the project *project no.* _____, *designer* _____ must be taken into account.

The access and its immediate surroundings must be constructed so as to ensure sufficient visibility from the road to the access and vice versa (sight triangle).

Anti-dusting treatment must be applied to the access road, and it must be paved in the required breadth and length, counted from the edge of the carriageway so that building

material from the plot and the access will not be introduced onto the carriageway of the road.

The access must be adjusted to the road level and must be perpendicular to the road axis. From the shoulder of the road, the longitudinal slope of the access must not exceed 3% over at least the next 5 m.

The drainage of water from the road must not be impaired by the new access. Precipitation and other water from the plot must not flow onto the road or accumulate there and must not be introduced into the drainage facilities of the road.

The required number of parking spaces must be provided.

The requisite ground and vertical traffic signs must be installed, and maintained, in the area of the access at the expense of the investor, or will be maintained by the road administrator at the expense of the investor.

Should the public communal infrastructure increase due to the structure under consideration, all resulting expenses must be borne by the investor. This must be clear from the design documentation.

The investor and the responsible designer must note that, should the need arise to introduce noise barriers to protect their structure and land from noise caused by traffic on the public road, this must not burden the road administrator. Therefore it is necessary to specify the level of noise protection and the active measures for protecting the residential environment, taking the Environment Protection Law into account.

The Road Directorate will not provide any other measures for the protection from noise or from any other effects caused by the operation of this section of the road.

In accordance with art. ____ of the Public Roads Act (Off. Gaz. _____) and art. ____ of the Construction Act (Off. Gaz. _____), the investor must obtain approval of the design documentation.

The investor must apply for approval no more than two years after the issuance of these project conditions or before the day of _____; otherwise the project conditions described here become invalid and the investor must obtain new ones from the Road Directorate.

Prepared by: _____

Procedure led by: _____

Director:

Sent to:

- Addressee (recorded signed for)
- .
- .
- .

Note:

The proposed forms may be used for any activities even if they have not been listed explicitly, e.g. bus stops, car parks, petrol stations, as well as installation of cables, pipelines, and advertising panels.

4.12 OVERSIZED TRANSPORTS

APPLICATION FOR THE ISSUE OF A NEW EVIDENCE TABLE

FOR CLASS I., (IV) OVERSIZED TRANSPORTS

based on art..... of the Oversized Transport Regulation (Off. Gaz. no.)

APPLICANT:
Address,
phone no.:

CONTRACTOR:

Reg. No.:
Tax No.:

Organiser/driver
of the oversized transport:

Application No.:

Date:

Number of the previously issued oversized transport permit:

Number of the last evidence table:

APPLICATION RECIPIENT: ROAD DIRECTORATE

We are applying for the issue of a NEW EVIDENCE TABLE for the class 1 oversized transport permit with the following characteristics:

Estimated number of transports: in the period from to ,
of which we plan transports in the next month for the validity of the permit (the advance payment of the oversized transport fee should be based on this number).

Transfer of advance payment: for transports from the evidence table # dated .

This application submitted in triplicate.

Stamp:

Signature of applicant:

Note: This application only valid if accompanied by the original oversized transport permit and the original last evidence table!

APPLICATION FOR THE ISSUE OF AN OVERSIZED TRANSPORT PERMIT

**FOR THE TRANSPORT OF BREAK BULK CARTO [DELJIVIH RAZSUTIH TOVOROV],
based on art..... of the Oversized Transport Regulation (Off. Gaz. no.)**

APPLICANT:
Address,
phone no.:

CONTRACTOR:

Reg. No.:
Tax No.:

Driver of the
oversized transport:

Application No.:

Date:

APPLICATION RECIPIENT: ROAD DIRECTORATE

We are applying for the issue of a class 1 oversized transport permit with the following characteristics:

FREIGHT INFORMATION

Freight	On the freight vehicle	On the trailer or semi-trailer
1	2	3

Type:

Weight (in tons):

VEHICLE INFORMATION

Vehicle	Vehicle or towing engine	Trailer or semi-trailer
1	2	3

Vehicle kind:

Brand:

Type:

Weight of empty vehicle (in tons):

Carrying capacity in tons
(as stated in the traffic permit)

Carrying capacity in tons
(manufacturer's specification,
as per art. 19 of the Road Traffic Safety Act):

Engine power (kW):

Shape or purpose of the body:

AXLE LOADS

Axle	Vehicle or towing engine	Trailer or semi-trailer
1	2	3

Number of axles:

Of which how many are driving axles:

Seq. no. of the axle:	1.	2.	3.	4.	5.	6.	7.	8.
Axle load when vehicle is loaded (t/axle):								
Total number of wheels on the axle:								
Distance between axles (cm):								

THE OVERSIZED TRANSPORT AS A WHOLE (GROUP OR COMPOSITION OF VEHICLES)

Maximum total dimensions and weight of the transport as a whole are:

length (m):	width (m):	height (m):	total weight (t):
-------------	------------	-------------	-------------------

PROPOSED VALIDITY OF THE PERMIT (mark with an X)

1. Estimated number of transports: from (date) to (date)

We estimate the travel duration of this transport, assuming no larger interruptions, to be approx. hours.

2. Estimated number of transports: from (date) to (date)

Of this we plan in the first month of the validity of the permit (the advance payment of the oversized transport fee should be based on this number).

PROPOSED ROUTE OF THE TRANSPORT

From (place, street)	To (place, street)	Via
Freight transport		

STATEMENTS

We state that:

- the information given in this application is correct and matches the actual characteristics of the oversized transport;
- the oversized transport will only be carried out if we agree with the permit we receive and the conditions thereof, including the oversized transport fee specified in the permit. As far as the definition of the oversized transport fee and any judicial jurisdiction are concerned, the permit has the character of an agreement between us and the recipient of this application in the capacity of permit-issuer;
- we examined or are familiar with the proposed transport route; we guarantee that in spite of its dimensions the transport will be able to proceed along this route without delays;
 - the persons in charge of driving the transport have the qualifications for driving oversized vehicles,
 - the contractor of this oversized transport has the necessary technical equipment to mark the oversized transport as required by art. of the Oversized Transport Regulations,
- should the transport occur in the period from November 15 to March 15 (i.e. during winter) or during winter conditions, the vehicle or vehicles involved will have the required winter equipment (Regulation to limit the traffic in Bosnia and Herzegovina, Off. Gaz.).

Statement about fulfilling the conditions (set in art. of the Oversized Transport Regulations) for the issue of a permit for oversized transport of break bulk cargo. We state that:

- due to objective reasons, the vehicle cannot be weighed on the site wheter it will be loaded,
- the driving axles of the vehicle have dual tires,
- on the public roads involved in this oversized transport, the axle load of the vehicle does not exceed the maximum allowed axle road by more than 15%,
- the freight will be loaded correctly,
- the transport will not cross road structures whose maximum carrying capacity is less than the total weight of the transport.

Notes:

Attachments to this oversized transport permit application, as per art. of the Oversized Transport Regulations, Off. Gaz. no.. (mark with an X):

- 1. Sketch of the vehicle or vehicles composing the oversized transport (ground plan, side section and cross section including the dimensions, axle loads, and total weight).
- 2. Copy of permit no. , issued on , for an identical oversized transport, the permit for which was issued to us in the last 12 months.

This application submitted in triplicate.

Stamp:

Signature of applicant:

APPLICATION FOR THE ISSUE OF AN OVERSIZED TRANSPORT PERMIT

FOR CLASS I, II, AND III OVERSIZED TRANSPORTS
based on art..... of the Oversized Transport Regulation (Off. Gaz. no.)

APPLICANT:
 Address,
 phone no.:

CONTRACTOR:

Reg. No.:

Driver of the
 oversized transport:

Tax No.:

Application No.:

Date:

APPLICATION RECIPIENT: ROAD DIRECTORATE

We are applying for the issue of a class 1 oversized transport permit with the following characteristics:

FREIGHT INFORMATION

Freight	On the freight vehicle	On the trailer or semi-trailer
1	2	3

Type:

Weight (in tons):

VEHICLE INFORMATION

Vehicle	Vehicle or towing engine	Trailer or semi-trailer
1	2	3

Vehicle kind:

Brand:

Type:

Weight of empty vehicle (in tons):

Carrying capacity in tons
 (as stated in the traffic permit)

Carrying capacity in tons
 (manufacturer's specification,
 as per art. 19 of the Road Traffic Safety Act):

Engine power (kW):

Shape or purpose of the body:

Ballast weight (in tons):

Towing vehicle:

Engine power (kW):

Ballast weight (in tons):

Vehicle	Vehicle or towing engine	Trailer or semi-trailer
1	2	3

Number of axles:
 Of which how many are driving axles:
 Vehicle length:
 Freight vehicle length:
 Maximum vehicle width:
 Maximum height (from the ground):
 Maximum height (from the ground):
 Freight vehicle weight:

AXLE LOADS

Seq. no. of the axle:	1.	2.	3.	4.	5.	6.	7.	8.
Axle load:								
- empty vehicle (t/axle):								
- loaded vehicle (t/axle):								
Total no. of wheels on the axle:								
Pavement load balancing among axles and wheels (yes/no)								
Distance between axles (cm):								

**THE OVERSIZED TRANSPORT AS A WHOLE
 (GROUP OR COMPOSITION OF VEHICLES)**

Maximum total dimensions and weight of the transport as a whole are:

length (m):	width (m):	height (m):	total weight (t):
-------------	------------	-------------	-------------------

**PROPOSED VALIDITY OF THE PERMIT
 (mark with an X)**

1. Estimated number of transports: from (date) to (date)

We estimate the travel duration of this transport, assuming no larger interruptions, to be approx. hours.

2. Estimated number of transports: from (date) to (date)

Of this we plan in the first month of the validity of the permit (the advance payment of the oversized transport fee should be based on this number).

PROPOSED ROUTE OF THE TRANSPORT

From (place, street)	To (place, street)	Via
Transport with freight		
Transport without		

Notes:

STATEMENTS

We state that:

- 11. the information given in this application is correct and matches the actual characteristics of the oversized transport;
- 12. we assume full responsibility for the safe loading the transport vehicle,
- 13. the oversized transport will only be carried out if we agree with the permit we receive and the conditions thereof, including the oversized transport fee specified in the permit. As far as the definition of the oversized transport fee and any judicial jurisdiction are concerned, the permit has the character of an agreement between us and the recipient of this application in the capacity of permit-issue;
- 14. we examined or are familiar with the proposed transport route; we guarantee that in spite of its dimensions the transport will be able to proceed along this route without delays;
- 15. should the transport occur in the period from November 15 to March 15 (i.e. during winter) or during winter conditions, the vehicle or vehicles involved will have the required winter equipment (Regulation to limit the traffic in Bosnia and Herzegovina, Off. Gaz.).

Attachments to this oversized transport permit application, as per art. of the Oversized Transport Regulations, Off. Gaz. no.. (mark with an X):

- 1. Sketch of the vehicle or vehicles composing the oversized transport, showing how the freight will be loaded (ground plan, side section and cross section including the dimensions, axle loads, and total weight).
- 2. Proposed transport plan.
- 3. Applicant's own estimate of the ability of the proposed transport route to bear this oversized transport, particularly in view of the conditions set forth in paragraph 1, article of the Oversized Transport Regulation.
- 4. Statement that the persons organizing the transport have the qualifications to carry out oversized transports.
- 5. Statement that the persons in charge with escorting the transport and/or driving the oversized transport vehicle have the qualifications to carry out oversized transports.
- 6. Statement that the contractor of this oversized transport has the necessary technical equipment to mark and/or escort the oversized transport.
- 7. Statement that the vehicle or freight cannot be carried from the source to the destination by rail, or an authorized estimate of transport costs from a rail transport company.
- 8. A static verification of the carrying capacity of bridges and other structures along the route of the transport.
- 9. Copy of permit no. , issued on , for an identical oversized transport, the permit for which was issued to us in the last 12 months.

This application submitted in triplicate.

Stamp:

Signature of applicant:

APPLICATION FOR THE ISSUE OF AN OVERSIZED TRANSPORT PERMIT

FOR CLASS IV OVERSIZED TRANSPORTS
based on art..... of the Oversized Transport Regulation (Off. Gaz. no.)

APPLICANT:
Address,
phone no.:

CONTRACTOR:

Reg. No.:

Driver of the
oversized transport:

Tax No.:

Application No.:

Date:

APPLICATION RECIPIENT: ROAD DIRECTORATE

We are applying for the issue of a class 4 oversized transport permit with the following characteristics:

VEHICLE INFORMATION

Vehicle	Vehicle or towing engine	Trailer or semi-trailer
1	2	3

Vehicle kind:
Brand:
Type:
Weight of empty vehicle (in tons):
Engine power (kW):
Shape or purpose of the body:
Ballast weight (in tons):

AXLE LOADS

Axle	Vehicle or towing engine	Trailer or semi-trailer
1	2	3

Number of axles:
Of which how many are driving axles:

Seq. no. of the axle:	1.	2.	3.	4.	5.	6.	7.	8.
Axle load (t/axle):								
Total number of wheels on the axle:								
Distance between axles (cm):								

**THE OVERSIZED TRANSPORT AS A WHOLE
(GROUP OR COMPOSITION OF VEHICLES)**

Maximum total dimensions and weight of the transport as a whole are:

length (m):	width (m):	height (m):	total weight (t):
-------------	------------	-------------	-------------------

**PROPOSED VALIDITY OF THE PERMIT
(mark with an X)**

1. Estimated number of transports: from (date) to (date)

We estimate the travel duration of this transport, assuming no larger interruptions, to be approx. hours.

2. Estimated number of transports: from (date) to (date)

Of this we plan in the first month of the validity of the permit (the advance payment of the oversized transport fee should be based on this number).

PROPOSED ROUTE OF THE TRANSPORT

	From (place, street)	To (place, street)	Via
Freight transport			

Notes:

STATEMENTS

We state that:

the information given in this application is correct and matches the actual characteristics of the oversized transport;
the oversized transport will only be carried out if we agree with the permit we receive and the conditions thereof, including the oversized transport fee specified in the permit. As far as the definition of the oversized transport fee and any judicial jurisdiction are concerned, the permit has the character of an agreement between us and the recipient of this application in the capacity of permit-issuer;

we examined or are familiar with the proposed transport route; we guarantee that in spite of its dimensions the transport will be able to proceed along this route without delays,

Attachments to this oversized transport permit application, as per art. of the Oversized Transport Regulations, Off. Gaz. no.. (mark with an X):

1. Sketch of the vehicle or vehicles composing the oversized transport, showing how the freight will be loaded (ground plan, side section and cross section including the dimensions, axle loads, and total weight).

2. Proposed transport plan.

- 3. Applicant's own estimate of the ability of the proposed transport route to bear this oversized transport, particularly in view of the conditions set forth in paragraph 1, article of the Oversized Transport Regulation.

- 4. Statement that the persons organizing the transport have the qualifications to carry out oversized transports.

- 5. Statement that the persons in charge with escorting the transport and/or driving the oversized transport vehicle have the qualifications to carry out oversized transports.

- 6. Statement that the contractor of this oversized transport has the necessary technical equipment to mark and/or escort the oversized transport.

- 7. Statement that the vehicle or freight cannot be carried from the source to the destination by rail, or an authorized estimate of transport costs from a rail transport company.

- 8. A static verification of the carrying capacity of bridges and other structures along the route of the transport.

- 9. Copy of permit no. _____, issued on _____, for an identical oversized transport, the permit for which was issued to us in the last 12 months.

This application submitted in triplicate.

Stamp:

Signature of applicant:

Sample oversized transport permit

Based on the Regulations concerning the conditions and methods of performing oversized transports on public roads, and concerning the transit routes for oversized transport (Off. Gaz. _____), art. ____ of the Public Roads Act (Off. Gaz. _____), the Directive on the oversized transport fee (Off. Gaz. _____) and art. ____ of the Administrative Procedure Act (Off. Gaz. _____), the Road Directorate issues this

PERMIT FOR AN OVERSIZED TRANSPORT ON PUBLIC ROADS

Class _____, as per art. ____ of the Oversized Transport Regulation

The applicant: _____
 is permitted to perform the oversized transport of:
 _____ (freight description)
 such that the maximum dimensions, total weight, or axle loads do not exceed the following values:

length (m):	width (m):	height (m):	total weight (t):
-------------	------------	-------------	-------------------

Without freight:

length (m):	width (m):	height (m):	total weight (t):
-------------	------------	-------------	-------------------

Axle load (t/axle):

	1.	2.	3.	4.	5.	6.	7.	8.
axle load:								
without freight:								

The loaded transport will be oversized because of:

The empty transport will be oversized because of:

The permit is valid for _____ (number of) transports along the route:

loaded: _____

empty: _____

along roads no.: _____

and _____ sections no.:

in the time from _____ to _____ (dates) during the night/day,
 from _____ to _____ (hour).

The oversized transport fee to the amount of _____KM must be paid at _____ before claiming this permit.

THE OVERSIZED TRANSPORT MAY PROCEED UNDER THE FOLLOWING CONDITIONS:

- The loaded/empty oversized transport must be escorted by 2/1 properly equipped cars of the permit applicant and 1/0 police vehicles. The transport must also be escorted by the responsible transport organizer;
- The transport must be marked by a sign stating: OVERSIZED TRANSPORT ____ m long;
- Before carrying out the oversized transport, the applicant must observe:
 - the conditions set in the permit,
 - the general conditions (enclosed), which also from part of the oversized transport permit,
 - recommendations, special instructions, and special permit conditions, of the relevant organs and persons, also enclosed with this permit,
 - all regulations valid within Bosnia and Herzegovina,
 - all road traffic restrictions valid within Bosnia and Herzegovina;
- The contractor of the oversized transport must pay in entirety for all damage caused to the road or structures thereon by failure to observe the stipulations of this permit or other regulations;
- The vehicles involved in the oversized transport must contain statements about their suitability.

The approval of the Ministry of Internal Affairs no. _____ dated _____, the certificate of review of the static assessment (by the organizer of the transport) _____ no. _____ dated _____ and the approval of the road administration no. _____ dated _____, also form a part of this permit.

Unloaded transport may also be performed during daytime.

It having been established that the applicant meets the requirements for performing an oversized transport, the decision described above has been made. The resulting administrative fee, as defined by the Administrative Fee Act (Off. Gaz. _____), for one application based on price no. _____, to the amount of _____ KM has been paid and destroyed in the prescribed manner on application.

LEGAL ADVICE: This decree may be appealed at _____ within ____ days dni of receipt. The appeal may be presented in written or spoken form to the issuer of this decree. The administrative fee for the appeal is _____ KM, as specified in the Administrative Fee Act (Off. Gaz. _____) for price no. _____.

Prepared by:

Procedure led by:

Director:

Sent to:

- address
- .
- .
- .

OVERVIEW OF THE PERFORMED OVERSIZED TRANSPORTS

fill before transport begins:
transport:

fill upon completion of

seq. no.	date	time	route	vehicle reg. no.	stamp, signature	date	time	Distance covered (km)
1								
2								

Based on art. ____ of the Oversized Transport Regulations, the organizer of the oversized transport confirms that all participants of the oversized transport are familiar with the conditions of the oversized transport:

THE ORGANIZER OF THE OVERSIZED TRANSPORT, SIGNED BELOW, CONFIRMS THAT ALL PARTICIPANTS HAVE BEEN INFORMED OF THE CONDITIONS OF EXECUTION OF THIS OVERSIZED TRANSPORT.

Organizer’s signature:

This permit is invalid if not signed!

4.13 CLOSURE REGISTRATION FORM

Closure number: _____

1	Contractor:	
	Responsible person:	
	Phone no.:	
	Application no.:	
	Application date:	
2	Investor/organizer:	
	Responsible person:	
	Phone no.:	
3	Closure operator:	
	Responsible person:	
	Phone no.:	
4	Closure area (road maintainer):	
5	Reason for closure:	
10	Subject:	

6	Road ID/section no.:					
	Start station / length:					
7	Start of work (date/time))					
	End of work (date/time)					
8	Working days					
9	Work time					

Note: separate entries should be made for each section, time period, or closure type. Add a new sheet if there are too few columns.

Closure extension until (date)	
--------------------------------	--

11	Closure type					
12	Every day from – to					
13	Detour route					
14	Remaining carriageway width					
14	Clearance height above carriageway					
15	Maximum allowed total weight					

Prepared by: _____

Date: _____

Inspected by: _____

Date: _____

Note: to be filled by the road administrator or permit issuer