

# Applying for permanent special use of traffic areas

Permanent use of public road space requires a permit.

Anyone wishing to use public road space, whether above or below ground, must obtain permission.

## Competent Department

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## Basic information

An application for permanent special use must be submitted by anyone who wishes to use the public road space.

Typical examples of permanent special use are:

- Facade thermal insulation,
- Playground equipment,
- Input stages and ramps,
- Canopies,
- Balconies,
- Benches,
- Fences,
- bridges, etc.

If there is no permanent special use, the public order office is usually responsible - for example at:

- temporary installation of (construction) / containers
- Goods displays / baskets / tables that are put away in the evening
- Set-ups (so-called customer stoppers)

## **Requirements**

Existence of a special use:

- if the common use is impaired in its normal use
- if the road surface is used
- if the use affects the airspace from the top of the road to 5.50 m above the top of the road

## **What documents do I need?**

- informal request

it must contain a detailed description and justification of the proposed action (to be submitted in five copies)

- Site plan (1:500)

with projects marked and highlighted in colour (to be submitted in 5 copies)

## **Procedure**

Informal written application

## **Legal bases**

## **What deadlines must be paid attention to?**

3 weeks Applications must be submitted at least 3 weeks before the planned start of work

## **How long does it take to process**

3 weeks

## **What are the costs?**

All permits are subject to a fee, except for facade insulation. Fees are calculated according to the fee schedule for special use under the Bremen State Roads Act. Please enquire about these in individual cases with the responsible officer.