

Applying for permanent special use of traffic areas

Permanent use of public road traffic areas requires a permit.

Anyone wishing to use the public highway, whether above or below ground, must obtain a permit.

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Basic information

Anyone wishing to use the public road must submit an application for permanent special use.

Typical examples of permanent special use are

- Façade insulation,
- playground equipment,
- entrance steps and ramps,
- canopies,
- balconies,
- benches,
- enclosures,
- bridges, etc.

If there is no permanent special use, the public order office is generally responsible - for example in the case of

- temporary installation of (construction) / containers
- Goods displays / baskets / tables that are cleared away in the evening
- Display stands (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 edge of the road to 5.50 m above the top edge 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.