

Application Form for Temporary Access to Road

○○ Precinct, Kinmen County Police Bureau

Applicant	Name		Reason of Application	
	Address			
	Birthday			
	ID Number			
	Phone Number			

Time Period	Since Year-Month-Date-AM/PM _____ To Year-Month-Date-AM/PM ____	Total __Days__Hours__Minutes
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Road Range	
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To Kinmen County Police Bureau _____ Precinct	Applicant: _____ Year-Month-Date _____
(Signature)	

Comments	Business Unit	Approved by

Remarks: 1. The scope of this form contains circumstances of traffic impact listed in Article 142 of Regulations Governing Road Traffic Safety and the activities for temporary access to road which are not public meetings and processions. 2. All the activities involving the authorities of other education administration authority or otherwise stipulated by law, are not suitable for this form. 3. After filling the form, the applicants must attach the ichnography for the road using and forward to the police station for examination and transmission to the precinct. After approved by the precinct, the applicant will be notified by written notice. 4. This form shall be applied to the police station with jurisdiction 7 days before the activity is held. Each police station must submit to the precinct 2 days before the activity is held. 6. This form is valid since 2009/1/1.

Temporary Access to Road Ichnography

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備註：1. 請標明佔用道路面積(長度-寬度)及位置。2. 交通安全警示設施設置範圍(含漸變段與緩衝區)。3. 現場應配置交通疏導人員。/
 Remarks: 1. Please mark the road area (length - width) and location. 2. The setting range of warning facilities for traffic safety (including transition region and buffer are). 3. Traffic control personnel must be allocated on the spot.

Notification for Temporary Access to Road
 ○○ Precinct, Kinmen County Police Bureau

Applicant	Name		Reason of Application	
	Address			
	Birthday			
	ID Number			
	Phone Number			
Time Period	Since Year-Month-Date-AM/PM _____ To Year-Month-Date-AM/PM _____		Total__Days__Hours__Minutes	
Road Range				
<p style="text-align: center;">To</p> <p style="text-align: center;">Mr./Mrs.</p> <p style="text-align: center;">Kinmen County Police Bureau ____ Precinct</p> <p style="text-align: right;">Year-Month-Date _____</p>				
<p>Remarks:</p> <ol style="list-style-type: none"> 1. Before using, the applicant must implement according to the attached “Notes for the Applicant”. 2. The relevant authorities must be notified immediately for the accidents caused by improper safety guidance facilities, road using not processed according to the application items, or site clearance incertitude after using. The problems arising from an accident must be coordinated and processed by the applicant that shall bear full responsibility directly. 				

Reference for the Approval Authority

Office Copy of Application Form for Temporary Access to Road for Feast						Year-Month-Date ____			
						Doc No.			
Name of Applicant		Gender		Age		Native Province		Occupation	
Address									
Reason for Feast on Road				Time Period					
Road Range									
Processed by		Leader				District Chief			

Receipt for the Applicant

Office Copy of Application Form for Temporary Access to Road for Feast						Year-Month-Date _____			
Name of Applicant		Gender		Age		Native Province		Occupation	
Address									
Reason for Feast on Road				Time Period					
Road Range									
To Mr. / Mrs.									

Standard Operating Procedures of Temporary Access to Road Applied by People

1. Purpose:

To process the circumstances of traffic impact listed in Article 142 of Regulations Governing Road Traffic Safety, process the necessity of erecting scaffold for funeral matters stated in Article 50 of Mortuary Service Administration Act, and the activities for temporary access to road which are not public meetings and processions, this operating procedure is drawn up to enhance convenience measures for people and promote traffic safety and smooth for road.

2. Abstract:

Draw up the description of the standard operating procedure of temporary access to road applied by people for the acceptance.

3. Related Laws and Regulations

i. Article 82 of Act Governing the Punishment of Violation of Road Traffic Regulations

ii. Article 142 of Regulations Governing Road Traffic Safety

4. People must prepare the certificates, forms and attachments.

i. Application Form for Temporary Access to Road, ○○ Precinct, Kinmen County Police Bureau (Table 1)

ii. Notification for Temporary Access to Road for ○○ Precinct, Kinmen County Police Bureau (Table 2)

iii. Office Copy of Application Form for Temporary Access to Road for Feast (Table 3)

iv. Required Document for Applying “Temporary Access to Road”: Identity document and seal.

5. Forms and Attachments for Initial Administration: (to be omitted)

6. Glossary: (to be omitted)

7. Others:

i. Application Procedure: The applicant must ask for the application form from the local police station. After filling the form, the applicant shall submit the form with the Temporary Access to Road Ichnography. Then the applicant will be notified with written document after approved by the police district chief.

ii. Scope of Application: Circumstances of traffic impact listed in Article 142 of Regulations Governing Road Traffic Safety that need to erect scaffold, and the activities for temporary access to road which are not public meetings and

processions.

iii. Usage Limitation:

According to the Article 142 in Regulations Governing Road Traffic Safety, the following acts shall not be done without the permission of police agency.

(1) Hold racing club, feast, filming, acting, exercising or other similar acts on the road.

(2) Expose articles to the sun or set stalls on the road.

iv. Inquiry: (082)355792

v. Address: (Traffic Police Brigade) No. 1, Doumen Section, Huandao N. Rd, Jinsha Township, Kinmen County

8. Contents

i. Flowchart: Refer to the attachment.

ii. Description of the flowchart: Refer to the attachment.

Standard Operation Flowchart of Temporary Access to Road Applied by People in Kinmen County Police Bureau

Stage	Operation Period	Procedure	Authority
Applications Accepted Stage	1. Immediately upon request 2. Immediately upon request	1. Ask for application form. 2. Accept the application.	3. Precinct, Local Police Station 4. Precinct, Local Police Station
Case Review Stage	3. Processed immediately 4. Within 3 days	3. First review done by the police station. 4. Approved by the Precinct. Notify to make correction Permit Not permit 5. Submit for Review/Re-examination Decision	6. Local Police Station 7. Precinct 8. Precinct, Local Police Station
Approval and Notification Stage	9. Within 3 days	6. Approval and Notification	6. Precinct

（書面通知）

Description for the Standard Operation Procedures of Temporary Access to Road Applied by People in Kinmen County Police Bureau

Stage	Procedure	Authority	Description	Operation Period
Applications Accepted Stage	1. Request Form	Local Police Station	<p>To apply for temporary access to road, the applicant must ask for the following forms to fill and submit to the local police station 7 days before using the road.</p> <p>1. Application Form for Temporary Access to Road (Table 1). Notification for Temporary Access to Road (Table 2). 2. Application Form for Temporary Access to Road for Feast (Table 3).</p>	Immediately upon request
	2. Applications Accepted	Local Police Station	<p>To process the case for the temporary access to road applied by the public, the following items must be checked and recorded:</p> <p>1. Name 2. ID Number 3. Address 4. Birthday 5. Phone Number 6. Occupation 7. Reason of Application 8. Time Period for road application 9. Road Range Time Period for road application</p>	Immediately upon request

Case Review Stage	3. First Review by Local Police Station	Local Police Station	<p>I. Case for the temporary access to road for feast applied by people must be approved by the precinct with the road conditions checked by the local police station, and must be registered on work record book for reference.</p> <p>II. Other cases for the temporary access to road must be explored by local police station according to the traffic conditions of the road usage, and submitted with review comments and the following items at that day:</p> <ol style="list-style-type: none"> 1. Examine if the required documents are ready or not. 2. Examine if the purpose, range (with the principle of one-third width of the road), the road section (with the principle of no other alternative location or of unable to show the characteristics without using the road), and the time period are suitable for temporary use. 3. Fill the review comments. 	Processed immediately
Stage	Procedure	Authority	Description	Operation Period

	4. Approved by Police District Chef	Precinct	<p>I. The case of applying temporary access to road processed by the case officer must be examined and approved by the transportation business section. The procedure is listed as below:</p> <ol style="list-style-type: none"> 1. Countersign with related units and provide business advices. 2. Survey the spot if necessary. 3. Examine and determine to agree or not. <p>II. Procedure for the case without permission:</p> <ol style="list-style-type: none"> 1. Lack of required documents: Immediately notify the applicant to make correction, or ask the applicant to make correction within a period. 2. Not approved due to the traffic or cause in fact: Notification shall be sent to the applicant within 3 days with written document of reasons of disapproval. 	Within 3 days
	5. Review/Re-examination Decision	Local Police Station Precinct	<p>I. If the applicant refuses to accept the reasons of disapproval, he must submit to the local police station for re-examination by the precinct with the unacceptable reasons within 2 days after receiving the notification.</p> <p>II. The applicant shall not raise an objection to the re-examination decision made by the precinct.</p>	Immediately upon request

Approval and Notification Stage	6. Approval and Notification	Precinct	<p>I. The applicant shall be notified with written document for the approved (second review) case of temporary access to road.</p> <p>II. Permission notification must state notifications of road usage and record the following items.</p> <ol style="list-style-type: none"> 1. Apply for the approved time. 2. Set up billboard and traffic safety measures 3. Return to the original state after using. 4. Inform local Chief of Village before using. 5. Other necessary safety precautions <p>III. Inform related Right-of-Way authorities (Village, Township and City offices, police station) with copies</p>	Within 3 days
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