

— OFFICE OF THE — SCOTTISH ROAD WORKS COMMISSIONER

Policy on access to the Scottish Road Works Register

The Scottish Road Works Commissioner wants to make it clear which users/organisations can be given access to the Scottish Road Works Register. The following four principles set out what is allowable. They are designed to allow organisations to set up multi-organisation users (e.g. a contractor working on behalf of multiple undertakers) without allowing access to the register to an organisation which should not have, or access on behalf of an existing authority/undertaker that was not authorised. These principles are:

- Notices can only be created by, or created on behalf of, an organisation which the Commissioner recognises as a road works authority or an undertaker (as defined in the New Roads and Street Works Act).
- Only a recognised road works authority or undertaker can add users to the SRWR. This can be delegated by a recognised road works authority/undertaker to another organisation, but such authorisation must be clearly documented.
- Only a recognised road works authority or undertaker can determine which users have access to carry out actions on the SRWR in their name. This can be delegated by a recognised road works authority/undertaker to another organisation, but such authorisation must be clearly documented.
- Only a recognised road works authority or undertaker can determine the access rights granted to users accessing the SRWR on their behalf. This can be delegated by a recognised road works authority/undertaker to another organisation, but such authorisation must be clearly documented.

Note:

Delegated authority can be revoked at any time by the relevant road works authority/undertaker.

Some user administration tasks may be further delegated to the SRWR Service provider for the SRWR Support Desk staff to perform on behalf of a road works authority/undertaker.

Any such authorisation must be clearly documented.

When requesting a group of users or a contractor, the request sent to the SRWR Support Desk must:

- come from a nominated individual who is authorised to request adding a new contractor/users (e.g. from the primary contact held by the Commissioner for that organisation. Other individuals can be nominated by the road works authority/undertaker if needed);
- include a statement from the requestor confirming that the new users have been made aware of and will abide by the SRWR terms of use;
- include a statement from the requestor confirming that the new users are competent in the use of the register or will undertake the necessary training as soon as their access is granted; and
- include a short description of what the new contractor/group of users will use the register for.

Date policy adopted: 14 October 2026

Date of last review: 12 October 2026

Version 2.0