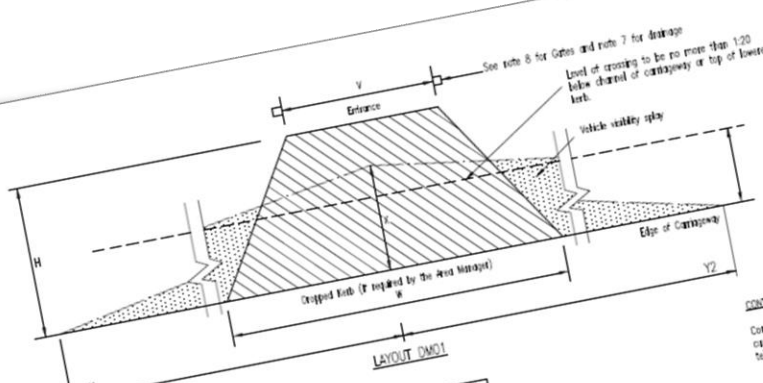


Guidance for Minor Works Licence



NOTE

- It is an offence to carry out any works within the public highway without permission of the Highway Authority.
- Any conditions which the Local Planning Authority may give relating to use of this drawing do NOT give the applicant permission to carry out works within the Public Highway.
- Unless otherwise agreed in writing at the applicant's expense, carried out by the County Council, Single Highways must be contacted to gain permission to construct. Single Highways must be contacted in advance of application.
- Area to be constructed to the satisfaction of the Local Planning Authority in consultation with the County Council as Highway Authority.
- Visibility Splay areas to be free from all obstructions to visibility exceeding 11 above carrieway level.
- Sufficient sustainable drainage will be required to prevent surface water entering the Highway.
- Gate should be set back at least 5m from channel of carrieway and open inward.
- Depending upon construction specification and location there may be a necessity for precast concrete toe/wall, which to be installed to the side and rear of the access area to retain the construction.

LAYOUT DIMS

Dimension in Metres (m)	Value
Entrance Width	3.0
Visibility Height	0.6
Visibility Splay Set Back	2.40

* Unless considered otherwise

Access Width	Single access	Shared access	Double access
Y1	3	4.5	6.0
Y2	6	11	11

Speed Limit	Splay (MSM)	Splay (where MSF does not apply)	Splay	Splay	Splay
Y1 & Y2	43/50/60	90	120	160	215

* See Manual for Streets - SSC can advise where these standards apply.
 † Also in appropriate where actual speeds are considered to be within the Splay speed limit.
 Splay includes an allowance of a street width for speeds in excess of the speed limit.

CONTACT INFORMATION
 Contact Suffolk Highways via customers.services@suffolk.gov.uk or tel. 0345 606 6067

DOMESTIC VEHICULAR ACCESS LAYOUT
 No further comment

REVISIONS

REV	DESCRIPTION	DRAWN	CHECKED	DATE	PROJECT TITLE
A	Initial release	SM	SM		DEVELOPMENT MANAGER
B	Initial information sheet	SM	SM		DATE

Suffolk
 Growth, Progress and Prosperity
 Suffolk County Council
 Council House,
 8 Broad Street

A. Introduction

Please read this guidance in conjunction with the relevant with the application for a Minor Works Licence (MWL). Please note, this guidance should be adhered to because any missing or incorrect information may result in delays to the agreement.

B. General

Suffolk County Council (SCC) as highway authority, is responsible for ensuring the safe alteration of the public highway roads required by developers to facilitate new developments.

The MWL is pursuant to Section 278 of the Highways Act 1980 allows for the carrying out of works to the existing public highway for the benefit of a third party, on behalf of the Highway Authority. It is a structured robust procedure for the technical approval of the works, inspections and mechanisms through which the works are completed to an appropriate standard and other Council requirements.

A MWL is for simple low risk improvements where no dedication of land as public highway is required or there is clearly no safety impact on highway designed to standard DM layouts.

Examples are:

- Temporary construction access for developments (simple design)
- Permanent accesses such as footway crossings or minor priority junctions for between 3 and 10 dwellings
- short lengths of footways (not including uncontrolled or controlled crossing points)
- Accesses for small agricultural, commercial or retail sites

For sites requiring significant work within the public highway requiring a bespoke design, the applicant will be required to enter into a Highways Act (1980) S278 agreement. Typically, this is required for larger, more complex sites involving land adoption, drainage, new or modified roads, footways, pedestrian crossings or traffic islands, structures, street lighting or other highway infrastructure.

For accesses serving one or two dwellings, please refer to <https://www.suffolk.gov.uk/roads-and-transport/parking/apply-for-a-dropped-kerb/>

C. Planning or Other Consent

All works on the public highway require prior permission from the Highway Authority (Suffolk County Council). For the purpose of a MWL, the Highway Authority role will be fulfilled by the County Council's Transport Strategy Team.

Conditions for the Permission may need to be discharged prior to commencement; we recommend the Developer investigates prior to starting on site.

Most work undertaken by third parties in the public highway requires planning permission, granted by the relevant Local Planning Authority. SCC will not permit works in the highway unless planning permission has been granted and all relevant planning conditions are discharged. It is the responsibility of the applicant to demonstrate to SCC that all necessary planning requirements have been satisfied.

D. Cash Deposit, Fees and Sums

Cash Deposit - when considered necessary, the highway authority may request payment of a Cash Deposit to cover any future risks that Suffolk County Council may be exposed to. Typically, this will be for temporary access to ensure that the public highway is restored to its original condition once the site is completed in the event of a failure by the applicant to do so.

Fees – a fee of £1000 (none refundable) is to be paid to Suffolk County Council **before** any application will be processed. NOTE - this advance payment does not give rise to any obligation on the part of the Council other than to consider the application. **No works can commence on the public highway until the licence has been issued by SCC and road space booking confirmed.**

The fee is to cover SCCs reasonable costs for technical approval, site inspection and other associated activities and it does not make a profit on this activity.

Maintenance - if a fault develops within 2 years of the final completion of the works, any repair/maintenance works required are the responsibility of the applicant.

E. MWL for Construction Access

- When a MWL is required for the construction of a temporary construction access, reinstatement of the verge/footway must be completed within 30 days of completion of contract/development or sooner.
- If the new development access is in the same location as the construction access, all materials to be removed prior to construction of the permanent access unless previously inspected by the engineer.
- The developer is reminded the access is not to be constructed until a MWL has been issued.
- If the granted planning permission has a Construction Management Plan condition, this needs to be discharged prior to start of the works.

F. Design Considerations

During the planning process, Suffolk County Council will usually advise on the relevant standard access drawing appropriate for the site. Details can be found at <https://www.suffolk.gov.uk/planning-waste-and-environment/planning-and-development-advice/standard-drawings/>. On receipt of the application, we will inform applicant of further requirements such as construction depths. In some cases, Suffolk County Council may accept a simple bespoke design provided that suitable scaled plans are provided and accepted in writing. Such plans shall show all necessary information, specifically visibility splays, locations of buildings and vegetation, drainage and construction details such as kerbs and footways.

The Construction (Design and Management) Regulations 2015 (CDM) are to be adhered to on all s3278 schemes. For avoidance of doubt, the Developer is the “Client” in terms of the CDM Regulations and cannot delegate this responsibility. In all Submissions, the CDM Client shall -

- appoint a Principal Designer who has the appropriate skills, knowledge and experience to fulfil their duties under CDM.
- The Design Consultant should be retained for the construction and the maintenance period to address any issues that arise during the construction or the Stage 3 Road Safety Audit.

Dealing with Surface Water

- Applicants should note that, dependent on relative levels; the construction of a vehicular access may result in highway surface water entering the vehicular access or surface water from the development flowing onto the highway, unless measures are provided to prevent this. The responsibility and cost of adequately dealing with the potential problem rests entirely with the applicant. Surface water runoff to the highway will not be permitted nor will private connections to existing highway drainage systems.
- Details of surface water drainage must be supplied as part of the application.
- All new hard-standings in excess of 5 square metres must be of permeable construction or have such other method of dealing with surface water runoff to prevent any flow to the public drainage system. Also, you will require planning consent. You should consult “Guidance on the permeable surfacing of front gardens”
<https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens->

[guidance](#) . The use of loose bound surfaces (e.g. gravel) will not be permitted within 6 metres of the highway boundary.

- If you intend to connect to the public sewer system, you will require permission from the responsible utility company (in Suffolk, usually Anglian Water).

Applicants should note that any existing ditch or watercourse affected by the Highway Works requires consent from Suffolk County Council's Flood and Water Management Team.

If applicable, a copy of their approval to your proposals should accompany the application form.

<https://www.suffolk.gov.uk/roads-and-transport/flooding-and-drainage/working-on-a-watercourse>

Email: floods@suffolk.gov.uk

G. Required Drawings

The applicant is required to provide a MWL Plan (General Arrangement) – this plan needs to include:

- new alterations to the carriageway, footways and/or verge
- New drainage (adopted to be in blue)
- Visibility splays as permitted planning permission
- Highway boundary

H. Checking & Review of Application

SCC aims for respond within the following timescales:

- Initial review: within 10 working days of the latter of payment or submission of full design package. If at this stage, the design is considered to have significant omissions work will be paused.
- Preliminary Comments: within 20 working days of the latter of payment or submission of full design package subject to acceptance in the initial review
- Resolution of technical queries: This is an iterative process involving dialog between the applicant, their designer and the SCC DM team and other specialists and depends on the complexity and size of the project and the quality of the application.
- Technical Approval: This typically takes 4 weeks from initial review for most straightforward projects.

I. Issuing MWL

Once the Technical Approval Engineer is satisfied the drawings and documents are acceptable, they will issue a draft MWL to the applicant for their review and signature which is to be returned so the final MWL can be issued.

Should the works not be completed within 24 months of the date of issue, a new Technical Acceptance must be sought as specification may have changed. This will be treated as a new agreement and another initial checking fee may be payable.

Construction works are **NOT** to commence prior to the MWL being signed. Any inspections by SCC will not take place until all the Inspection Fees are paid. Any works completed without inspection are done so at developer's risk. Retrospective testing at the developer's cost may be required by SCC to confirm adoptable construction standards.

J. Post Agreement

When the contractor is appointed, The Inspecting Engineer is to be invited to the pre-start meeting.

It is the Developers responsibility to:

- ensure that all contractors have the correct drawings, specifications and other information required to complete the project in accordance with the approved details.

- obtain the necessary NRSWA permits, temporary traffic regulation orders and temporary traffic signal permissions.
- Notify local residents of the works where they are affected by the works or traffic management

K. Roadspace Booking

To work on the highway, a NRSWA permit (Road Space Booking) must be applied for. Occupation of the highway can not be booked prior issuing the MWL.

- The Contractor must have -
 - current Public Liability Insurance of £10 million (proof will be requested when applying for Road Space)
 - hold the appropriate certification under the New Roads and Street Works Act 1991 – both operatives and supervisor (proof will be requested when applying for Road Space)
 - no unresolved HSE enforcement notices
- SCC reserve the right to refuse any contractor that does not hold the relevant insurance, operative certifications and licences or if there are any unresolved HSE enforcement notices issued to the contractor.
- To book roadspace, the TMA form is to be completed which can be found by going to the following link <https://www.suffolk.gov.uk/roads-and-transport/roadworks/road-space-booking/> and contact DeveloperNoticing@suffolkhighways.org for your permit to work.

L. Damage and Danger to Highways

We recommend a photographic record is completed which will identify the current condition of the Highway in the vicinity of the site.

M. Construction

The MWL must be signed by both the Applicant and the SCC Engineer prior to the start of the works and road space booked. Any works completed without inspection are done so at developer's risk. Retrospective testing at the developer's cost may be required by SCC to confirm adoptable construction standards.

N. Inspections

It is emphasised that the SCC Inspecting Engineer acts solely for the County Council as the Highway Authority and must not be regarded as a Clerk of Works for the Developer. During the construction of the Works, the Council reserves the right to inspect any part of the Works and materials used or to be used.

The Contractor / Developer shall give effect to any directions or requests by the SCC Engineer to conform to the approved detailed design, specification or programme. Any changes from the approved design must be agreed in writing by SCC.

The Developer will give the Inspecting Engineer a minimum of 2 working days' notice on the following activities:

- Intention to commence works on site
- Completion of setting-out highway elements
- Inspection of subsoil & formation
- Commencement of laying of kerbing
- All courses of road construction from Subbase to surface course
- Laying of drainage for all stages from excavation to backfilling (tests where applicable)

O. Certification

Certificate of Substantial Completion - prior to the issue of this Certificate, a site inspection shall be carried out with the Developer's representative and the Inspecting Engineer. This may be issued on the satisfactory completion of the works as set out in the S278 Agreement.

P. Maintenance Period

The maintenance period is 2 years from the issue of the Certificate of Substantial Completion. The Developer shall be responsible for the areas contained within the Works extent during the Maintenance Period. NOTE - the Maintenance Period is made in reference to MWL and not the contractual arrangements between the Developer and their Contractor which are often on differing dates.

Q. Final Inspection & Final Completion

The Developer shall arrange a Final Inspection of the Works with the Inspecting Engineer at the end of the Maintenance Period to confirm that all remedial works. The Developer will also be required to complete to the following prior to adoption -

- pressure cleaned the highway drainage system to the outfall or to the previously adopted drainage system
- Final cut of grassed areas
- Sweep footways and carriageways
- Bandseal any cracks and reinstatements
- All drainage ironwork shall be lifted for inspection and any damaged covers/gratings shall be replaced and reset any iron that is necessary
- Any damaged and/or displaced kerbs replaced and/or realigned (footway defects resulting from kerb replacements may result in reinstatements for the full width of the footway)
- Any road markings that have faded/damaged to be remarked

Subject to all remedial works identified at the end of the maintenance period being completed to SCCs satisfaction the Certificate of Completion will usually be issued at the conclusion of the Maintenance Period for the Works.