**Street Works Licence - Application Form & Guidance**

Please refer to the guidance provided in this document and to the additional information on the webpage (<https://www.suffolk.gov.uk/roads-and-transport/roadworks/street-works-licence-new-roads-and-street-works-act-1991-nrswa-section-50>) prior to completing this form. Please ensure you have downloaded the latest version of the application forms, submissions using any previous versions will be rejected.

A minimum period of 6 weeks should be given to allow for a Section 50 Street Works Licence process to be undertaken. Please ensure that **all** sections are completed and supporting documents submitted, failure to do so will delay the application being processed.

Road space booking can only be applied for once the Street Works Licence is granted; the notice periods required for road space booking (as outlined on the webpage) are in addition to the licence processing time. Please be aware that a site meeting may be required during the application process. Any works carried out or apparatus placed in the highway before the Street Works Licence has been granted and road space booking confirmed, may be subject to enforcement action by the street authority. If the works are needed due to a safety issue requiring immediate attention, please contact Network Assurance as soon as possible.

**New Roads and Street Works Act 1991 (NRSWA)**

NRSWA is the primary source of legislation governing Street Works Licences and the associated procedures. Applicants should refer to the whole of part 3 of the Act with particular attention given to Section 50, 51, Schedule 3 and the notice requirements outlined under Section 55, prior to applying for a Street Works Licence. This information can be found at [**www.legislation.gov.uk**](http://www.legislation.gov.uk/)

Those applicants not familiar with the requirements of this legislation are advised to appoint a contractor with the appropriate knowledge and accreditation to help complete the application and to conduct the works on their behalf.

Applicants should note that whilst they may employ a contractor to install the apparatus on their behalf, the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice remain with the licensee and cannot be delegated to any other person or organisation

**IMPORTANT: A Street Works Licence is granted in respect of installation of apparatus in public highway (e.g., verge, footway, carriageway) only. Applicants must ensure that all other necessary legal consents are in place prior to any work commencing.**

**Part 1 of the application form must provide the proposed Licensee’s details, this person or company will be the apparatus owner, the apparatus owner will be the landowner to which the apparatus will run with and benefit. A Street Works Licence will not be issued to a third party who may be appointed to install or maintain the apparatus on behalf of the landowner.**

**Part 5 must be signed\* by the proposed Street Works Licence holder and not the contractor carrying out the installation on their behalf.**

***\*Electronic signatures will be accepted if the application is submitted from the proposed licence holder’s email address.***

Please send the completed application and any enquiries to **na.section50@suffolk.gov.uk**

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**Street Works Licence Guidance**

1. The person granted a Street Works Licence, becomes an Undertaker for the purposes of the New Roads and Street Works Act 1991 and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice.
2. Financial penalties may arise to the licence holder for non-compliance with the relevant statutory duties or licence conditions. Applicants should note that this liability cannot be delegated to any other person or organisation.
3. The requirement to obtain a Street Works Licence applies to any person or organisation (other than anyone acting under a statutory right) who wishes to place, retain and thereafter inspect, maintain, adjust, repair, alter or renew apparatus, or change its position or remove it from the Highway.
4. The term apparatus includes drains, cables, ducts, sewer pipes, water and gas pipes etc. both under, over, across, along or upon the highway.

**New and Existing Apparatus**

1. The application is to be completed by the proposed licence holder for authorisation to place and retain apparatus in the highway, and this must be submitted to the Street Authority with all relevant documents listed in Section B: Street Works Licence | Check List). Other documentation may also be requested to support the application.

**Licence fees**

1. The Licensee shall pay the Street Authority in connection with the grant of the licence:
	1. The sum of **£1,300** for the first 200m of apparatus and **£450** for each additional 200m (or part thereof) of apparatus in respect of administration expenses, capitalised payment in lieu of the annual fee for administering the licence recoverable under Schedule 3 Section 2b of the New Roads and Street Works Act, 1991 and chargeable inspection fees, per unit of inspection.
	2. The sum of **£450** (in addition to the fees listed under 6a) for a retrospective Street Works Licence for existing unlicensed apparatus.
	3. The sum of **£350** for each additional site meeting.
	4. The sum of **£200** to book road space if a return to site is required i.e., to carry out remedial works.
2. A Street Works Licence to place apparatus or consent to work on existing apparatus in the highway, will only be granted to the owner(s) of apparatus (the landowner to which the apparatus will run with and benefit) or his Successor in Title. Owners should note their statutory duty to ensure that the apparatus is properly maintained at all times.
3. In order for the Street Authority to comply with its statutory duty, a minimum of 6 weeks will be required to process a Street Works Licence.
4. Applicants should note that Special conditions may be imposed by the Street Authority in respect of the installation of the apparatus:
	1. In the interest of safety.
	2. To minimise the inconvenience to persons using the street, having regard to people with disability in particular.
	3. For Traffic Sensitive Streets, Streets with Special Engineering Difficulties and Protected Streets and to protect the structure of the street and the integrity of the apparatus in it.
5. The Licensee must take reasonable steps to avoid damage to another person’s apparatus which may be in the street.
6. The Licensee must permit the Street Authority to monitor his or his contractor’s performance throughout all stages of the street works and for each chargeable inspection, a fee will be charged to the licensee/and or their chose representative in line with the Code of Practice for Inspections.

These are:

* 1. signing, guarding and excavation
	2. signing, guarding and reinstatement
	3. immediately after permanent reinstatement
	4. between 6 and 9 months after permanent reinstatement; and
	5. during the one month preceding the end of the guarantee period. (This period will begin from the date the Street Authority is notified of the permanent reinstatement and will be for 2 years for excavations up to 1.5m deep and 3 years for deeper).

Should a defect (either Signing, Lighting and Guarding or reinstatement) be found during any of the above inspections, the licensee will be responsible for taking any remedial actions that may be required by the Street Authority in line with The New Roads and Street Works Act 1991 and any associated codes of practice.

1. Where the apparatus in respect of which an application for a Street Works Licence is made to the Street Authority is to be placed or retained on a line crossing the street, and not along the line of the street, a person aggrieved by:
	1. The refusal of the Authority to grant him a licence
	2. Their refusal to grant a licence except on terms prohibiting its assignment; or
	3. Any terms or conditions of the licence granted to him

may appeal to the Secretary of State.

**Section A:** Street Works Licence | Application form

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| **Part 1:** Proposed licence holder details |
| **Name and address of the owner (individual or registered company) of the land/property to which the apparatus will run with and benefit***The proposed licence holder must be the owner of the land the apparatus will run with and benefit. This person/company will be the owner of the apparatus and will be responsible for all maintenance and repair of the apparatus as may be required whilst a Street Works Licence is in place. The proposed licensee is also required to sign Part 5 of this form.****Details of the appointed company that will be carrying out the installation works on the proposed licensee’s behalf should be provided in part 3 only.*** |
| **Name of landowner** | Click or tap here to enter text. |
| **Registered company that owns the land** *(If applicable)* | Click or tap here to enter text. |
| **Company Registration number** *(If applicable)* | Click or tap here to enter text. |
| **Full address** *(Including postcode)* | Click or tap here to enter text. |
| **Telephone** | Click or tap here to enter text. |
| **Mobile**  | Click or tap here to enter text. |
| **Email address** *(if Licensee will be a company, please provide the relevant company email address in place of, or in addition to, a named person email address)* | Click or tap here to enter text. |
| **Address to which the Street Works Licence will apply***This is the property/land that will benefit from the apparatus, if different from the above address. (i.e., house name/number/plot of land adjacent to number 12, road name, parish, postcode)* |
| **Full address (***Including postcode)**(If there no property name or number, please provide a description of the plot of land the apparatus will benefit.* *If apparatus is to serve a commercial business, please also provide the business name)* | Click or tap here to enter text. |
| **USRN of road**(Visit: [Map – FindMyStreet](https://www.findmystreet.co.uk/map) ) | Click or tap here to enter text. |

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| **Part 2:** Apparatus Information  |
| **A non-highway route (i.e., not in****carriageway, verge or footway) must be explored fully before applying for a Street Works Licence. I.e., installing the apparatus in private land with wayleave agreement and only entering the highway at the point of connection if necessary.** **Please provide details of all actions taken to achieve this outcome and advise why it will not be possible for this apparatus.**  | Click or tap here to enter text. |
| **Is the proposed apparatus in relation to a development site?** *Please provide details and submit all relevant correspondence /documentation with the application i.e., planning consent, Dropper Kerb Licence, Minor Works Licence approval or S278 signed agreement)* | Please select |
|  | Details/DM Reference/s *(If new housing development, please advise how many dwellings*) | Click or tap here to enter text. |
| **Will other services or works affecting the public highway be required for this property/development? Please provide a services plan with your application.**(W*hilst a separate licence application is required for each privately owned apparatus in a public highway; should the licence(s) be granted, it is expected that all works are completed collaboratively, wherever possible, to minimise disruption to the highway network).* | Please select | If yes, please provide details of all other services/works required and arrangements to made to date. |
|  |  | Click or tap here to enter text. |
| **Purpose of apparatus** *(A separate Street Works Licence application is required for each apparatus type even if it is for the same property/development. A separate licence is issued and licence fee is applicable for each individual apparatus proposed to be installed).* | Apparatus type:  | Please select type |
|  | Full details of apparatus *(i.e., If duct only advise what the purpose of the duct is)*  | Click or tap here to enter text. |
| **Position of apparatus** *(Click all boxes that apply)* | Footway |[ ]  Verge |[ ]  Carriageway |[ ]
|  | Byway |[ ]  Cycleway |[ ]  Footpath |[ ]  Bridleway |[ ]
| **Location and route of apparatus***Include all roads/Public Rights of Way the apparatus is proposed to go through. A plan must be provided with your application (refer to checklist in Section B).*  | **Proposed route of apparatus** *(i.e., road crossing from outside No 5, The Street to outside land adjacent to No 6)* |
|  | Click or tap here to enter text. |
| **Start and End point of apparatus route** | Eastings and Northings(Visit: [Grid Reference Finder](https://gridreferencefinder.com/)) | Start point(s) | Easting | Click or tap here to enter text. |
|  |  |  | Northing | Click or tap here to enter text. |
|  |  | End point(s)  | Easting | Click or tap here to enter text. |
|  |  |  | Northing | Click or tap here to enter text. |
| **Material of apparatus** (click on all boxes that apply) | Clay | [ ]  | Polythene | [ ]  | Concrete | [ ]  | Other | [ ]  |
|  | Other details | Click or tap here to enter text. |
| **Area of occupation and apparatus diameter:**  | Length of trench/area (m): | Please enter meters here |
|  | Estimated Depth of excavation (m): | Please enter meters here |
|  | Diameter of apparatus (mm): | Please enter millimetres here |
| **Does a new manhole need to be installed within the public highway as part of the works?*****(Note:*** *this will be included in the Street works Licence)* | Please Select | *If yes, please fill out the below* |
|  | Confirm material: | Click or tap here to enter text. |
|  | Diameter (mm): | Please enter millimetres here |
|  | Depth (metres): | Please enter metres here |
| **Proposed works method to install apparatus** | Please select type |
|  | Other *(Please specify)* Click or tap here to enter text. |
| **Proposed Traffic Management for the works** | No Carriageway Incursion | [ ]  | Some Carriageway Incursion | [ ]  | Give &Take | [ ]  | Priority Working | [ ]  |
|  | Stop/Go | [ ]  | Multi-way PTS | [ ]  | 2-way PTS | [ ]  | Road Closure | [ ]  |
|  | Please provide details if more than one Traffic Management type proposed: | Click or tap here to enter text. |
| **If a road closure is proposed, please provide the reasons why?** | Click or tap here to enter text. |
| **Proposed duration of works (calendar days)** | Click or tap here to enter text. |
| **Have all other necessary permissions been obtained?** *(A Street Works Licence is for placement of apparatus in highway only, it does not dispense the licensee from obtaining any other consent, licence or permission which may be required or absolve them from complying with any planning or other legislation that applies to their works.* *All relevant permissions must be obtained before applying for a licence, supporting documentation may be requested)*  | Please Select |
| **Licence Duration** *(An agreement to allow a new connection to the statutory undertaker’s mains network is not an agreement to take on ownership of the apparatus.* *If the apparatus will be adopted by a statutory undertaker, please provide supporting evidence with your application).* | a) | Will the Apparatus be adopted by a Statutory Undertaker at time of installation? *(Immediately upon installation and not subject to inspection/tests post installation)* | Please Select |
|  | b) | Will the Apparatus be adopted by a Statutory Undertaker within 5 years of installation? | Please Select |
|  |  | If yes, please answer the below section |
|  |  | Name of Statutory Undertaker: | Click or tap here to enter text. |
|  |  | If the statutory undertaker will take ownership of the apparatus, please provide the anticipated end date of the Street Works Licence (*date apparatus is expected to be adopted):* | Click or tap here to enter text. |
|  | c) | Is the licence required for an undetermined period, until the licence is either terminated, transferred, or withdrawn? (I.e., no plans or agreement for adoption by a Statutory Undertaker) | Please Select |

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| **Part 3**: Details of person(s)/company conducting works  |
| **Name of representative** | Click or tap here to enter text. |
| **Company name** | Click or tap here to enter text. |
| **Full Address** (including postcode) | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Telephone number** | Click or tap here to enter text. |
| **Supervisor details**(Copy of front and back of card to be sent with application) | Name | Click or tap here to enter text. |
| Card reg: | Click or tap here to enter text. |
| Expiry date:  | Please select a date |
| **Operative(s) details**Copy of front and back of card to be sent with application  | Name | Click or tap here to enter text. |
| Card reg: | Click or tap here to enter text. |
| Expiry date:  | Please select a date |
| **Operative(s) details**Copy of front and back of card to be sent with application | Name: | Click or tap here to enter text. |
| Card reg: | Click or tap here to enter text. |
| Expiry date: | Please select a date |
| **Reinstatement of the highway** | Please provide details of reinstatement contractor if different to the company carrying out installation | Click or tap here to enter text. |

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| **Part 4:** Public Liability for person(s)/company conducting works |
| Public Liability Insurance of a minimum of **£5,000,000** must be provided up to completion of the permanent reinstatement *(copy to be submitted with this form)* |
| **Company name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Telephone number** | Click or tap here to enter text. |
| **Policy number** | Click or tap here to enter text. |
| **Expiry Date** | Please select a date |

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| **Part 5:** Declaration (to be signed by the landowner only) |
| By submitting this form, I confirm that I will be the licence holder, that the details provided in this application are correct and that I have read and understood the information provided in the Street Works Licence Guidance section of this document.I also confirm that I understand the legal obligations placed upon me as the licensee and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads & Street Works Act 1991, associated legislation and codes of practice together with any other conditions imposed by the street authority in the Street Works Licence.I also acknowledge the requirement to pay the prescribed fees which will be imposed by the Street Authority (Suffolk County Council). This includes, but is not limited to; inspection fees, defect inspection fees, Fixed Penalty Notices, Section 74 Overstay Charges incurred, and the reasonable costs of any necessary remedial works/actions instructed by the street authority (Suffolk County Council) in relation to the Street Works Licence being applied.I understand that a Street Works Licence does not dispense the responsibility to obtain any other consent, licence or permission which may be required or absolve me from complying with any planning or other legislation applicable.I understand that my contact information will be shared with statutory undertakers who may have assets in the highway where I propose to install apparatus.I also acknowledge that the Street Works Licence will be granted on the condition that I will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:1. The placing or presence in the street of apparatus to which the licence relates; or
2. The execution by any person of any works authorised by the licence
 |
| **Owner(s) of Property/Land (proposed licensee)** |
| **Signature** | Click or tap here to enter text. | **Name** | Click or tap here to enter text. |
| If sending via email, please print name within the signature box. Electronic signatures will only be accepted if submitted from the proposed licence holder’s email. |
| **Date** | Please select a date |

**Section B:** Street Works Licence | Check List

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| **Checklist:** Please submit the following with your completed application Note the below list is not exhaustive, we may also require additional supporting documentation to enable us to process your application.*(Note: Any missing information may result in the processing of your application being delayed)* |
| A plan of the exact location of where the apparatus is proposed to be installed (indicated by a broken red line) art scale 1:1250 or largerThis should include:* Plan number
* The route of the apparatus marked in red
* Road names
* Identifying landmarks on the ground, (i.e., property numbers, names of civic buildings etc.)
 | [ ]  |
| Site location plan showing boundary of the site to benefit from the apparatus (marked in red) | [ ]  |
| Copies of Street Works Cards for the Operative(s) and Supervisor (front and back) – these must evidence the appropriate certificates to carry out the works in pursuance of the Street Works Licence | [ ]  |
| Copy of Contractors ‘Public Liability Insurance’ – minimum cover of £5,000,000 | [ ]  |
| Proof of ownership of the property that the apparatus will run with and benefit – Title documents and plan from land registry | [ ]  |
| If the apparatus will be adopted by a statutory undertaker within 5 years – written confirmation of adoption by the relevant Statutory Undertaker (i.e., this will be a Section 104 agreement for sewer adoption) | [ ]  |
| Copy of agreement from statutory undertaker to connect to their mains network if applicable (I.e., a copy of the Section 106 connection agreement from the Statutory Undertaker for a new sewer connection to the public mains sewer) | [ ]  |
| If the Licence is for any works associated with a new development which requires a S278/S278A/Minor Works Licence and/or S228 or S38 agreement along with a plan of services/works required. Supporting documentation. | [ ]  |
| Copies of any other documents to support your application; this may include details of other consents obtained (I.e., Network Rail approval if proposed works are close to a railway line) and a method statement of the works.  | [ ]  |
| Works method statement and services plan if works are for a housing/commercial or other significant development (i.e., solar farm) | [ ]  |
| **Please ensure that all sections have been completed before submitting your form, failure to do so may result in your application being rejected.****Submit your application along with all required supporting information to** **na.section50@suffolk.gov.uk****.****Please do not make any payments until requested to do so – once your application is processed, we will email you with a payment request.**  |