

STREET WORKS LICENCE PROCEDURE

SECTION 50 - NEW ROADS AND STREETWORKS ACT 1991

This procedure contains the following:-

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| Part 1 Street Works Licence Application/Conditions/Authorisation | (Form SWL2) |
| Part 2 Notes for Guidance for Applicants | (Form SWL1) |
| Part 3 Registration of Works | (Form R1) |
| Reinstatement Specification for Flexible Carriageways | |

LA REF.

Street Works Licence Application for Placing

Apparatus in the Highway, Section 50, New Roads and Street Works Act 1991

(NB. Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete this application and to conduct the works on their behalf). Non-compliance with any requirement of the New Roads and Street Works Act 1991 may result in severe financial penalties.

SECTION 1	Owner of Apparatus	Surname: _____	Forenames: _____
Or Full Registered Name of Company: _____			
Address: _____			
Postcode:	Tel:	Work: _____	Home: _____
Email Address: _____			

SECTION 2	Precise Location of Proposed Work (Cross boxes where necessary). (Detailed plan to be submitted with form).											
House Name/No:				Road/Street:								
City/Town/Village:				Postcode:								
Description of works to be carried out:												
Estimated Length of Works:		m		Average depth of excavation:		Up to 1.5m	<input type="checkbox"/>	Over 1.5m	<input type="checkbox"/>	Works with no excavation	<input type="checkbox"/>	
Proposed Start Date:	<input type="text"/>	Planned Finish Date:	<input type="text"/>	Day		24 Hours		Night				
				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>				
Work Lies Within:	Verge	Footway	Carriageway	All	Opencut	Thrustbore						
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Proposed Traffic Control:	Stop/Go Boards	<input type="checkbox"/>	2 way or multi-way Temp Traffic Signals (specify below)	<input type="checkbox"/>	Road Closure	<input type="checkbox"/>	Priority Flow	<input type="checkbox"/>	Other (specify below)	<input type="checkbox"/>		

Details:

SECTION 3	Details of Person/Company Conducting Works		
Name:			
Address:			
Email:	Fax No:	Tel No:	
Supervisor's Name:	Card Reg. No:	Expiry Date:	
Operative's Name:	Card Reg. No:	Expiry Date:	

SECTION 4	INSURANCE. Public Liability Insurance of a minimum of £5million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form).
Company Name: _____ Address: _____ Tel No: _____ Policy No: _____ Expiry Date: _____	

SECTION 5	Declaration:
<p>I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads & Street Works Act 1991, and associated legislation and codes of practice together with any other conditions imposed by the street authority in the relevant licence.</p> <p>I also acknowledge the statutory need for me to pay the prescribed fees which will be imposed by the Street Authority, including inspection fees, defect inspection fees, Fixed Penalty Notices and Section 74 Overstay Charges incurred and the cost of any necessary remedial works conducted by the Street Authority during the guarantee period.</p> <p>I also acknowledge that the licence is granted on the condition that I will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:</p> <p>(a) the placing or presence in the street of apparatus to which the licence relates, or</p> <p>(b) the execution by any person of any works authorised by the licence.</p> <p>I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL 1)</p>	
Owner of property: Signed: Date:	
Contractor: Signed: Date:	

SECTION 6	AUTHORISATION
Additional Comments: 	

Signed: On Behalf of the Street Authority	Date:
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IMPORTANT	ALL COMMUNICATIONS RELATING TO THIS LICENCE SHOULD BE ADDRESSED TO:
SUFFOLK COUNTY COUNCIL NETWORK ASSURANCE PHOENIX HOUSE 3 GODDARD ROAD IPSWICH IP1 5NP networkassuranceipswich@suffolk.gov.uk	

Suffolk County Council

NEW ROADS AND STREET WORKS ACT 1991

SECTION 50 - STREET WORKS LICENCE

NOTES FOR GUIDANCE FOR APPLICANTS

PART 1

(FORM SWL1)

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.
(NB: Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a Contractor with the appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf).
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 it.

NEW AND EXISTING APPARATUS

5. Form SWL2 must be completed by the applicant for authorisation to place and retain apparatus in the highway, and this must be submitted to the Street Authority with:-
 - a) A plan showing the proposed location and depth of the relevant apparatus marked clearly to show the extent of the work.
 - b) Proof of Public Liability Insurance. This must provide a minimum £5million cover and be maintained from commencement of the works on the highway, up to completion and acceptance by the Street Authority of the permanent reinstatement.
 - c) Copy of the front and back of the Supervisors and Operatives Streetworks Qualification cards
 - d) Payment in advance of:-
 - i) £155.00 Administration Fee
 - ii) £150.00 Capitalised Fee in lieu of annual charge

- iii) £150.00 Inspection Fee for each 200m length
- (iv) Additional fees apply to excavations over 200 metres
 - 200 – 600 metres @ £200.00 per 200 metre length
 - Over 600 metres @ £500.00 per 200 metre length
- 6. 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 or his Successor in Title. Owners should note their statutory duty to ensure that the apparatus is properly maintained at all times.
- 7. In order for the Street Authority to comply with its statutory duty, all applications must be submitted at least ONE MONTH in advance of commencement of the proposed works. A shorter period may be agreed by the Street Authority in conjunction with the other Undertakers likely to be affected. The application form must be signed by the owner of the existing or proposed apparatus.
- 8. Applicants should note that:-

Special conditions may be imposed by the Street Authority:-
 - a) In the interest of safety.
 - b) To minimise the inconvenience to persons using the street, having regard to people with disability in particular.
 - c) 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.
- 9. The Licensee must permit the Street Authority to monitor his or his contractors performance throughout all stages of the street works.

These are:
 - a) signing, guarding and excavation,
 - b) signing, guarding and reinstatement,
 - c) immediately after permanent reinstatement,
 - d) between 6 and 9 months after permanent reinstatement and,
 - e) 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).
- 10. The Licensee must inform the Street Authority of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent. If an interim reinstatement is carried out this must be made permanent within 6 months. When undertaking a permanent reinstatement please notify the Street Authority prior to any works undertaken.

11. The Licensee must complete and submit Form R1 to the Street Authority within 7 days of completion of the works and clearing the site. Failure to inform the Street Authority of the completion of works or return Form R1 within the specified time, may result in fixed penalty fees, S74 charges and delay in processing further applications.
12. 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:-
 - a) The refusal of the Authority to grant him a licence.
 - b) Their refusal to grant a licence except on terms prohibiting its assignment or
 - c) Any terms or conditions of the licence granted to him,
may appeal to the Secretary of State.

SUFFOLK COUNTY COUNCIL
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SECTION 50 - STREET WORKS LICENCE


It is your responsibility to undertake enquiries with Statutory Undertakers in this area and determine the location of apparatus prior to work commencing.

LIST OF STATUTORY UNDERTAKERS

Anglian Water	- anglianwater.co.uk - Tel: 03456066087
BT	- www.bt.com Tel: 08445032334
Cadent (formerly National Grid Gas)	- plantprotection@cadentgas.com or Tel: 0800688588
Essex & Suffolk Water	- E-mail: plans@nwl.co.uk Tel: 0345 7820999
UKPN	- Go to ukpowernetworks.co.uk or Tel: 08000294285
Virgin Media	- www.virginmedia.com Tel: 0845 454 2222
Vodafone	- www.vodafone.co.uk

Alternatively, you can contact digdat on www.digdat.co.uk


INTERIM REINSTATEMENT SPECIFICATION FOR FLEXIBLE CARRIAGEWAYS

COURSE	PERMITTED MATERIAL	Dtp CLAUSE & B.S. No.	COURSE THICKNESS FOR ROAD TYPE				
			TYPE 1	TYPE 2	TYPE 3	TYPE 4	
WEARING COURSE	DEFERRED SET MACADAM 20mm BASECOURSE OR 10mm OR 6mm WEARING COURSE MACADAM	B.S. 4987	40mm	40mm	40mm	40mm	WEARING COURSE
BASE COURSE	GRANULAR SUB-BASE MATERIAL TYPE 1	803	260mm	210mm	60mm	60mm	BASE COURSE
SUB-BASE	GRANULAR SUB-BASE MATERIAL TYPE 1	803	300mm	300mm	620mm	480mm	SUB-BASE
BACKFILL	SUITABLE EXCAVATED ROAD PAVEMENT		AS REQUIRED	AS REQUIRED	AS REQUIRED	AS REQUIRED	BACKFILL
FINEFILL	SUITABLE EXCAVATED MATERIAL WITH NO SHARPS <u>OR</u> SAND IF REQUESTED BY ENGINEER		100mm ABOVE PIPE	100mm ABOVE PIPE	100mm ABOVE PIPE	100mm ABOVE PIPE	FINEFILL 

NOTE:- THE ABOVE IS SUFFOLK COUNTY COUNCILS PREFERRED OPTION AND CONTRACTORS ARE REMINDED THAT ANY OPTION IN THE “SPECIFICATION FOR THE REINSTATEMENT OF OPENINGS IN HIGHWAYS” IS ACCEPTABLE. IN ALL CASES THE PERSON OPENING THE HIGHWAY IS RESPONSIBLE FOR THE PERFORMANCE OF THE REINSTATEMENT TO THE SATISFACTORY COMPLETION OF THE GUARANTEE PERIOD.

NB. LEAN MIX CONCRETE IS NOT A PERMITTED MATERIAL IN THE SPECIFICATION FOR THE REINSTATEMENT OF OPENINGS IN HIGHWAYS.

PREFERRED PERMANENT REINSTATEMENT SPECIFICATION FOR FLEXIBLE CARRIAGEWAYS

COURSE	PERMITTED MATERIAL	Dtp CLAUSE & B.S. No.	COURSE THICKNESS FOR ROAD TYPE				
			TYPE 1	TYPE 2	TYPE 3	TYPE 4	
WEARING COURSE	<u>IF EXISTING SURFACE IS ROLLED ASPHALT</u> 30/14 HOT ROLLED ASPHALT DESIGN TYPE F MIX: 50 PEN	911 B.S. 594	40mm	40mm	40mm	40mm	WEARING COURSE
BASE COURSE	50/20 HOT ROLLED ASPHALT MIX: 50 PEN	905 B.S. 594	260mm	210mm	60mm	60mm	BASE COURSE
SUB-BASE	GRANULAR SUB-BASE MATERIAL TYPE 1	803	300mm	300mm	620mm	480mm	SUB-BASE
BACKFILL	SUITABLE EXCAVATED ROAD PAVEMENT		AS REQUIRED	AS REQUIRED	AS REQUIRED	AS REQUIRED	BACKFILL
FINEFILL	SUITABLE EXCAVATED MATERIAL WITH NO SHARPS <u>OR</u> SAND IF REQUESTED BY ENGINEER		100mm ABOVE PIPE	100mm ABOVE PIPE	100mm ABOVE PIPE	100mm ABOVE PIPE	FINEFILL 

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