



STREET WORKS LICENCE APPLICATION FORM

**IN ACCORDANCE WITH
THE NEW ROADS AND STREET WORKS ACT 1991
SECTION 50 AND SCHEDULE 3**

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NOTES FOR GUIDANCE

General Information

- I. The requirement to obtain a Street Works Licence applies to any person or organisation (other than a Statutory Undertaker) who wishes to place or to retain apparatus in the street and thereafter inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it. The term apparatus includes drains, cables, ducts, sewer pipes and gas pipes etc.
- II. The person granted a street works licence (applicant), 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, associated Secondary Legislation and Codes of Practice.
- III. The Street Authority for the purpose of Section 50 of the New Roads and Street Works Act 1991 is Somerset County Council. All references to the Street Authority and to the 'Council' are to be construed as reference to Somerset County Council, unless the context requires otherwise.
- IV. Applicants should note that special conditions may be imposed by the Street Authority:
 - In the interests of safety
 - To minimise the inconvenience to persons using the street (having regard, in particular, to the needs of people with a disability)
 - To protect the structure of the street and the integrity of apparatus in itThe applicant must strictly adhere to these conditions.
- V. Financial penalties may be imposed by the Street Authority for non-compliance with the relevant statutory duties or licence conditions. If any works are found to be defective, as defined in the Specification for the Reinstatement of Openings in the Highway, further inspections will be charged per inspection (currently at a rate of £47.50). Licence holders (applicant) should note that this liability cannot be delegated to any other person or organisation, except in **Section 6** of this licence, by signed agreement with the contractor.
- VI. Section 74 of The New Roads and Street Works Act 1991 applies in Somerset and The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009 must be complied with.
- VII. The licence does not dispense the licensee from obtaining any other consent, licence or provision which may be required, **which includes** any connections for discharging into highway maintained apparatus. In particular permission to connect to a sewer must be sought from the relevant company.
- VIII. The Licensee will remain responsible for every aspect of the works as above, except in **Section 6** of this licence, by signed agreement with the contractor, and **MUST** ensure that the Street Authority is notified as to when the work will start, finish and reinstatement dimensions in accordance with the procedures as laid down by the Codes of Practice relating to that matter.
- IX. The Street Authority must be permitted to monitor performance throughout all stages of the works.
- X. You are required to guarantee the works for two years, or three years if they are more than 1.5 metres deep. The guarantee period does not begin until the permanent reinstatement has been completed.
- XI. Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate qualification and knowledge to help complete this application and to conduct the works on their behalf.

The New Roads and Street Works Act 1991 and associated Secondary Legislation can be viewed on The Office of Public Sector Information (OPSI) website at <http://www.opsi.gov.uk/legislation/index.htm>

Copies of the legislation are available to buy from The Stationary Office on 0870 242 2345 or on line at <http://www.tsoshop.co.uk/bookstore.asp?>

APPLICATION PROCEDURE

1. In order for the Street Authority to comply with its statutory duty all applications must be submitted at least one month in advance of the commencement of the proposed works.
NOTE: Works required with a Road Closure require a separate application, which has a process time of three months unless an agreement is reached.
 2. On receiving the application pack please ensure that **ALL** of the following steps are completed.
Before the start of the works
 - (i) Complete the application form in full
 - (ii) Send a copy of the **STATUTORY UNDERTAKERS DECLARATION** form with a copy of your plans to each Statutory Undertaker (See attached list). Please ensure that copies of **all** responses from the Statutory Undertakers are forwarded to the Street Authority as a licence will not be issued until they have all been received.
 - (iii) Seven days advance notice must be given, by telephone or by fax, to the Street Authority of the intended starting date of the works. If the starting date is postponed the Street Authority must be contacted to arrange a new starting date.
 - (iv) Send the following to:
**Section 50 Licence Administrator
NRSWA Department
42 Upper High Street
Taunton
TA1 3PY**
 - Completed application form
 - 3 copies of appropriate scale plans adequately showing the line of the apparatus in red within the highway
 - appropriate scale plan adequately showing the proposed traffic management
 - Copies of Supervisors and Operatives accreditation
 - Copy of Public Liability Insurance certificate
 - Cheque for appropriate fee
 - Statutory Undertaker Declaration returns (To avoid delay in processing these can be forwarded after the application form has been sent in)
- Following completion of the reinstatement**
- (v) 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.
 - (vi) Within seven days of completion of the works and clearing the site the **PART R1 NOTICE** must be completed and returned to this office clearly showing on the form the date on which the reinstatement was made. All temporary reinstatements **MUST** perform to the same standards as permanent reinstatements and **MUST NOT** remain temporary for longer than **six months** without special dispensation.
3. The Duty of Care: Controlled Waste Transfer Note must be completed where any waste from the excavation has to be disposed of. A copy of the completed form must be retained by the licence Holder with a copy given to the person accepting the waste.

ADMINISTRATION FEES

To Place or Retain Apparatus in The Street:

Administration	£ 90.00	
Capitalised Payment in Lieu of Annual Administration Fee	£100.00	
Pre commencement Traffic Management site meeting		£50.00
Inspection Fees	£150.00	
	£340.00	£390.00

Works in excess of 200 metres length will be subject to additional inspection fees of £150 per 200 metres.

Cheques should be made payable to **Somerset County Council**

Licence Number – PRO/

SECTION 1 (Applicant - Name and address of OWNER of the property to be served by the apparatus)

Name:(BLOCK CAPS)

Address:

.....

Postcode: Tel No:

SECTION 2 (Location of the Proposed Works)

Property Name/No:..... Road/Street:

Town/Village:..... District/Parish:.....

Postcode:..... Grid Reference:

Location of Works:

Carriageway Footway Verge

The application must be accompanied by three scale plans (please use those issued with this application) showing the line of the apparatus (in red) within the Street, including the point of connection to any other existing pipe, cable, drain, or discharge point.

SECTION 3 (The Works)

Description of the proposed works

.....

.....

Estimated length of works (metres):

Depth of the Apparatus within the Street: Up to 1.5 metres Over 1.5 metres

Estimated Start Date for the Works:

Estimated Duration of the Works:

Proposed Traffic Control:

Stop/Go Boards Temp Traffic Signals Priority
 Road Closure None /Signing

If any of the following is not ticked as yes, then please make a statement for your reasons.

	Yes
Can adequate road width as required by the Safety at Street Works and Road Works – A Code of Practice be met and maintained by the proposed traffic control:	<input type="checkbox"/>
Traffic Management layout drawn on supplied Map for submission to Authority, inclusive of road width to be maintained in meters.	<input type="checkbox"/>
Pre works commencement site visit required, to discuss Traffic Management required in lieu of TM Plan (At cost: see Administration fees)	<input type="checkbox"/>

Licence Number – PRO/

SECTION 4 (Details of Contractor Conducting the Works)

The licence holder must ensure that works carried out must be completed by qualified operatives and supervised by a qualified Supervisor.

Contractor's Name:

Contractor's Address:

Tel. No: Fax. No:

Contact Name: Mobile No:

The names and details of personnel to be employed on the site to act as Accredited Operatives and Supervisors under the Street Works (Qualifications of Supervisors and Operatives) Regulations 1992 must be entered below:-

<u>SUPERVISOR</u>	
Name	
Mobile No	
Registration No	
Card Expiry Date	
Signature of Supervisor	

<u>OPERATIVE</u>	
Name	
Mobile No	
Registration No	
Card Expiry Date	
Signature of Operative	

Proof of Supervisory and Operative Accreditation is required. Please enclose a **clear copy** of front and back of cards. An Accredited Operative must be on site at all times during the works.

Please note that the Supervisor cannot act as an Operative for the same works.

SECTION 5 (Insurance Details)

The **Licensee** must ensure that **Public Liability** insurance to a minimum of **£5m** is provided by the **contractor** and be valid until the end of the guarantee period. (Please send copies of insurance documents.)

Contractor:

Insurance Company Name:

Policy No:

Expiry Date:

Licence Number – PRO/

SECTION 6 (Declaration by the Contractor carrying out the works)

I am/We are the Contractor or authorised officer to sign on their behalf.

I/we acknowledge the Applicant's liability under this licence to pay the costs of any necessary investigatory or remedial works conducted by the Street Authority under the powers invested in them by the New Roads and Street Works Act and hereby indemnify the Applicant for any such costs arising from any act or omission of the Contractor or any of its employees or agents.

I/We acknowledge the requirements for me/us to pay any statutory defect inspections fees applicable at the time of occurrence. I/We also acknowledge that I/we shall pay the costs of any necessary investigatory or remedial works conducted by the Street Authority under the powers invested in them by the New Roads and Street Works Act and agree that I/we must pay any reasonable costs within 30 days of receipt of invoice.

I/We acknowledge that we MUST ensure that the Street Authority is notified as to when the work will start, finish and reinstatement dimensions in accordance with the procedures as laid down by the Codes of Practice relating to that matter.

Signed: Date:.....

Print Name: (Contractor) carrying out the works)

PRINT Company Name / Position

Please note that this declaration must be signed by the contractor and not the applicant

SECTION 7 (Declaration by the Applicant of the property to be served by the Apparatus)

I/We confirm that the foregoing details are correct and acknowledge that the works referred to must be conducted in accordance with the requirements of the New Road and Street Works Act 1991 and associated legislation and Codes of Practice, together with any other conditions imposed by the Street Authority.

I/We also acknowledge that the Licence is granted on the condition that I/we will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:

- (a) The placing or presence in the street of the apparatus to which the licence relates;
- (b) The execution by any person (s) of any works authorised by the licence;

and in accordance with Section 50 and Schedule 3 of the New Roads and Street Works Act 1991.

I/We also acknowledge that, where the private apparatus is to be connected to or discharged to any other privately or publicly owned system, I/we must apply separately to the owner of that apparatus for the requisite permission to connect or discharge our private apparatus.

Signed: Date:.....

Print Name: (Applicant) of the property to be served by the Apparatus)

PRINT Company Name / Position

Please note that this declaration must be signed by the applicant and not the contractor

Licence Number – PRO/

SECTION 8 (Statutory Undertakers Responses)

Plant enquiry applications must be made to **ALL** of the following Statutory Undertakers/Authorities that are not marked **N/A**.

Copies of **ALL** responses for requests submitted must be forwarded to the Street Authority before a licence will be issued.

	Bristol Water	N/A	Network Rail	N/A	Vtesse Networks
	Openreach Plc (BT)	N/A	Virgin Media (NTL : Telewest)		Wales and the West Utilities
	Cable & Wireless / Energis Communications	N/A	Scottish & Southern Energy		Wessex Water
	Orange (C/o May Gurney)		Somerset County Council		Western Power Distribution (to include Surf Telecom)
	Level 3	N/A	South West Water	N/A	West Somerset Railway
	National Grid Gas and Electricity		Verizon Business	N/A	Scotia Gas Networks Plc
			TATA Communications	N/A	Mendip District Council
	Envoy				

Please be aware that Statutory Undertakers returns are only valid for 3 months from their date. The information given is only a guide and its accuracy cannot be guaranteed, therefore safe working procedures must be practiced

PART R1 NOTICE

NEW ROADS AND STREET WORKS ACT 1991

REGISTRATION OF WORKS

(To be submitted within 7 days after completion of works)

To: Section 50 Licence Administrator
NRSWA Department
Somerset Highways
42 Upper High Street
Taunton
TA1 3PY

From:
.....
.....
.....
.....

Licence Number: **PRO/**

Location of Works:

.....

Ordnance Survey Grid Ref:

E							
----------	--	--	--	--	--	--	--

N							
----------	--	--	--	--	--	--	--

Completion Date of Works:

Reinstatement Details: Interim Permanent

Site No	Location	Date of Reinstatement	Length	Width	Depth	Carriageway Footway or Verge
1						
2						
3						
4						
5						
6						
7						
8						

Signature Date

STATUTORY UNDERTAKER ENQUIRIES

To (Statutory Undertaker's Name):

I have applied to Somerset County Council for a Street Works Licence to place/
retain apparatus in connection with Section 50 of the New Road and Street Works Act 1991 at:

Address:

Postcode:Location (Carriageway, Footway or Verge):.....

Description Of Works

REFERENCE NUMBER.....PRO/

Ordnance Survey Grid Ref:

E						
----------	--	--	--	--	--	--

N						
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Signed: Date:

Name:

Address:

Fax No:

Statutory Undertakers Response

Is apparatus affected?

Yes	No
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Special Requirements:

Company Stamp:

Date:

DUTY OF CARE: CONTROLLED WASTE TRANSFER NOTE

Section A Description of Waste

Please describe the waste being transferred _____

How is the waste contained _____

Loose _____ Sacks _____ Skip _____ Drum _____ Other _____ please indicate

What is the quantity of waste (number of sacks, weight etc) _____

Section B Current holder of waste

Full Name (Block Capitals) _____

Name and Address of Company _____

Which of the following are you? (Please ✓ one or more boxes)

Producer of the waste	<input type="checkbox"/>	Holder of waste disposal or waste management licence	<input type="checkbox"/>	Licence number:..... Issued by:.....
Importer of waste	<input type="checkbox"/>	Exempt from requirement to have a waste disposal or waste management licence	<input type="checkbox"/>	Give reasons.....
Waste collection authority	<input type="checkbox"/>	Registered waste carrier	<input type="checkbox"/>	Registered number..... Issued by:.....
Waste disposal authority (Scotland only)	<input type="checkbox"/>	Exempt from requirement to register	<input type="checkbox"/>	Give reason.....

Section C Person collecting the waste

Full Name (Block Capitals) _____

Name and Address of Company _____

Which of the following are you? (Please ✓ one or more boxes)

Waste collection authority	<input type="checkbox"/>	Holder of waste disposal or waste management licence	<input type="checkbox"/>	Licence number:..... Issued by:.....
Waste disposal authority (Scotland only)	<input type="checkbox"/>	Exempt from requirement to have a waste disposal or waste management licence	<input type="checkbox"/>	Give reason.....
Exporter	<input type="checkbox"/>	Registered waste carrier	<input type="checkbox"/>	Registered number..... Issued by:.....
	<input type="checkbox"/>	Exempt from requirement to register	<input type="checkbox"/>	Give reason.....

Section D

1. Address of place of transfer/collection point _____
2. Date of transfer _____
3. Time(s) of transfer (for multiple consignments, give 'between dates' _____)
4. Name and Address of broker who arranged this transfer (if applicable) _____
5. Signed _____ Signed _____
 Full Name (Block Capitals) _____ Full Name (Block Capitals) _____