



**NEW ROADS AND STREET WORKS ACT 1991**  
**Application under SECTION 50 – Street Works Licence**

To the **London Borough of Wandsworth**, being the street authority under the above Act I hereby apply for a licence to be granted under section 50 of the New Roads and Street Works Act 1991 to excavate, place or retain apparatus in the public highway.

1. **Particulars of Application:**

Full Name of Applicant: .....

Full Address of Applicant: .....

.....

.....

Postcode: .....

Telephone Number: (Landline) .....

(Mobile) .....

Email Address: .....

2. **Details of Proposed Street Works:**

Location of Proposed Works:.....

.....

.....

Postcode:.....

3. **Details of the Proposed Works**

Owner of Apparatus:			
Registered company			
Address			
Contact		Email	
Phone		Fax	

Works:
Detailed 1:500 or better plan to be submitted with form. NB: Location of works is NOT necessarily the address of the property/site concerned, please ensure the location reflects exactly where the works are taking place
Please note the duration may be amended by LBW if we feel that an excessive time period for the scale of works is being requested.

Proposed start date		Proposed Completion Date	
Location or property number where works are due to take place		Street and Town	
Type and nature of works (provide detailed description e.g., new sewer connection)			

Excavation:									
Position(s) of works	Carriageway		footway		verge		cycleway		
Estimated Dimensions:	Location of Works		Length		Width		Total Length		
	Carriageway								
	Footway								
Average depth of excavation	0 – 1.5m		1.5m to 3m		Over 3 Metres				
	Any excavation over <b>1.5</b> metres in depth will necessitate a 36-month warranty period over the excavation								
Expected excavation and construction methods and depth of apparatus									
Proposed traffic control (if required)	Stop / Go		temp traffic signals		road closure		give and take		one-way
NOTE: if temporary lights are used, the separate "Portable Lighting System" form must be completed									

**A traffic management drawing must be provided**

N.B. **Section 65** of the NRSWA requires all works, plant and materials on the public highway shall be adequately signed, guarded and lit according to (The Red Book) "SAFETY AT STREET WORKS AND ROAD WORKS – A CODE OF PRACTICE" published by The Stationery Office.

Reinstatement:	
Proposed reinstatement specification if different from existing highway pavement construction (please provide further details if necessary): this must be agreed in advance of the works commencing. All reinstatements must be completed in accordance with the Specification for Reinstatement of Openings in the Highway (SROH)	

Details of Contractor:			
Company Name			
Address			
Phone number		Email address	
Supervisor's name		Supervisors contact number	
Supervisors SWQR number		Supervisors Accreditation expiry date	
Emergency/out of hours number			

N.B. **Section 67** of the NRSWA requires all works on the public highway to be carried out by NRSWA accredited operatives. Details of accreditation should be provided with this application and will be requested during site inspections.

**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

What is quantity of waste (no. sacks, weight etc.)

**Section B: current holder of the waste**

Full name and address

Which of the following are you (tick one or more boxes)

☐

Producer of the waste

☐

Holder of waste disposal or waste management licence

Licence No:

☐

Importer of the waste

☐

Exempt from requirement to have a waste disposal

Give reason:

☐

Waste collection authority

☐

Registered waste carrier

reg no:

☐

Waste disposal authority (Scotland)

☐

Exempt from requirement to register

Give reason:

**Section C: person collecting the waste**

Full name and address

Which of the following are you (tick one or more boxes)

☐

Waste collection authority

☐

Holder of waste disposal or waste management licence

Licence No:

☐

Waste disposal authority (Scotland)

☐

Exempt from requirement to have a waste disposal

Give reason:

☐

Exporter

☐

Registered waste carrier

reg number:

☐

Exempt from requirement to register:

Give reason:

**Section D:**

Address of place of transfer or collection point			
Date of transfer		Time of transfer (for multiple consignments give "between" dates)	
Name and address of broker who arranged this waste transfer (if applicable)			
Signed		representing	
Full Name			

**This form needs to be submitted immediately when works are complete**

### Registration of Works Pro-forma (Closing Notice)

(Please ensure all information requested on the attached checklist is also supplied)

To: <b>LONDON BOROUGH OF WANDSWORTH</b>	From:				
LICENCE NUMBER: <b>PB20-</b>	DATE OF COMPLETION:				
Location/property number					
Street Name / Town					
Description of works and apparatus installed and reinstatement specification or construction					
<b>REGISTRATION OF REINSTATEMENT: Please separate out works into carriageway and/or footway sections as necessary</b>				<b>REINSTATEMENT DETAILS</b>	
Item		Length (m)	Width (m)	C/w, f/w Verge, other	Deep Exc ("y" if >1.5m)
1					
2					
3					
4					
5					
6					
7					
<p><b>Please note:</b> the date of completion should be the day that works were completed and the site cleared. Failure to clear site by the agreed estimated end date may result in charges under Section 74 (overrunning works). Please see the "other charges" section for more information on these charges.</p> <p><b>Please ensure the following is supplied:</b></p> <p>An 'as built' drawing on OS map scale 1:500 or better showing precise location of all apparatus and limits of excavations having taken place.</p>					

Accuracy of recording apparatus on site should be no worse than  $\pm 300\text{mm}$ . This accuracy must be represented on the map, together with a statement of co-ordinates as derived from either OS map or GPS.

#### 4. Insurance Details:

Name of Insurance Company:.....

Expiry date (this must be cover the full duration of the works):.....

Indemnity Policy No:.....  
(The Public Liability Insurance **must** provide a minimum of £10 million cover).

**A COPY OF THE INSURANCE CERTIFICATE MUST BE ATTACHED TO THIS APPLICATION.**

#### Fees

I, the applicant, agree to enter into a licence with the council for the execution of the street works and I agree to comply with all conditions and notes contained therein. I will reinstate to the specification contained within these notes and will maintain the reinstatement for a minimum period of 24/36 months following completion. Please note that if your reinstatement is found not to have been reinstated to the Specification for Reinstatement of Openings in the Highway at any time then it is agreed that the warranty period covering these works is deemed not to have commenced. Costs associated with the rectification of any inadequate reinstatements will be the responsibility of the applicant.

The cost of this license is **£925.00** for the **first two metres** of excavation. Any excavation **greater than two metres** attracts an additional fee of **£139 per metre**.

#### Other Charges

Under Section 74 of NRSWA charges for works overrunning the proposed end date are made as follows:

C/WAY - F/WAY	DAY 1 TO 3	DAY 4 +
CATEGORY 1 T/S C/WAY	£5,000	£10,000
CATEGORY 1 C/WAY	£2,500	£2,500
CATEGORY 2 T/S C/WAY	£3,000	£8,000
CATEGORY 2 C/WAY	£2,000	£2,000
CATEGORY 3+ 4 T/S C/WAY	£750	£750
CATEGORY 3 + 4 C/WAY	£250	£250
CATEGORY 1 F/WAY	£2,500	£2,500
CATEGORY 2 F/WAY	£2,000	£2,000
CATEGORY 3 + 4 F/WAY	£250	£250

Further possible charges will be outlined on your approved licence when it is sent to you.

Please note: If your licence needs to be amended or varied an administration fee of **£65** will apply.

#### Payment:

When requested payment can made online by credit or debit card. Please visit **[www.wandsworth.gov.uk/payments](http://www.wandsworth.gov.uk/payments)** when directed to and selecting "Private Streetworks Licence".

#### Conditions of Licence

The London Borough of Wandsworth being the Street Authority hereby grant to the party named on the application form (hereinafter called "the Licensee") a Licence under Section 50 of the New Roads and Street Works Act 1991 to have access to the highway and break open, excavate, place and leave apparatus (hereinafter called "the Apparatus") in the Highway in the positions set out on the plans provided and to maintain, repair and reinstate the Highway for those purposes upon the terms and subject to the conditions which accompany this licence. The Licensee hereby accepts the Licence upon and subject to the said terms conditions and provisions.

This licence is granted to the owner of apparatus and his Successors in Title and where he proposes to part with his interest in the apparatus, he shall before doing so give at least 6 weeks written notice to the London Borough of Wandsworth of the intention to abandon the apparatus or transfer the licence stating to whom the benefit of the licence is to be transferred, and also give written Notice to the London Borough of Wandsworth of the date of the transfer.

The Licensee shall:

- a) Conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991 and Traffic Management Act 2004, and their associated Secondary Legislation and Codes of Practice, together with any other conditions imposed by the London Borough of Wandsworth, in the relevant licence.
- b) Indemnify the London Borough of Wandsworth against any claim in respect of injury, damage or loss arising out of:
  - i) the placing or presence in the street or apparatus to which the licence relates, or
  - ii) the execution by any person of any works authorised by the licence:
- and the licensee shall indemnify the London Borough of Wandsworth against any claim in respect of injury, damage or loss arising out of the execution by the London Borough of Wandsworth or the licensee of any works involving the removal or alternation of the said apparatus
- c) Give at least 6 weeks written Notice to the London Borough of Wandsworth of his intention to cease using or abandon the apparatus.

The Licensee shall pay the London Borough of Wandsworth in connection with the grant of the licence the sum of **£925.00** plus an additional fee of **£139.00** per metre for any excavation over 2 metres. It normally takes four weeks to issue a street works licence from the date of payment.

The Licensee is given the authority to carry out excavation works or to remove the surface of either the carriageway or footway. The works are to be maintained in a safe condition at all times, adequately monitored, with appropriate signing, lighting and guarding in accordance with the Safety at Street Works and Road Works: A Code of Practice. The licensee shall take all steps as may be reasonably practicable to ensure the safety and convenience of persons using the highway during the execution of the works (having regard, in particular, to the needs of the people with a physical disability).

On completion of the works, the Licensee must backfill the excavation with approved material and reinstate the surface as specified in the Specification for Reinstatement of Openings in the Highway. All rubbish, surplus materials and equipment must also be removed from the public highway before leaving the site. The liability of the Licensee for the maintenance and safety of the works continues until the expiry of the maintenance period of 2 years after acceptance of the permanent reinstatement for excavations up to 1.5m deep and 3 years for excavations greater than 1.5m in depth.

In the event of the Licensee not making good any damage to the highway the Council shall make good any damage to the highway and recover the expenses reasonably incurred from the licensee

The Council upon giving the requisite notice may withdraw the license by giving notice in writing to the Licensee.

The Licensee shall not assign the License without first obtaining the consent in writing of the Council, such consent not to be unreasonably refused.

The Council may in the event of the expiration of the License or in its withdrawal or surrender:

- i. Remove any apparatus and reinstate the highway and recover the expenses reasonably incurred from the Licensee.
- ii. Allow the Licensee to remove any apparatus or alter it in such manner as the Council may require within such reasonable time as the Council may specify and reinstate the highway to the Council's satisfaction at no cost to the Council.

Any licence issued under this procedure by the London Borough of Wandsworth must not be construed as conferring any right for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus.

The Council may attach to a Streetworks licence conditions such as they consider appropriate

- a. In the interests of safety
- b. To minimise inconvenience to persons using the street (having regard, in particular, to the needs of people with a disability) or
- c. To protect the structure of the street and integrity of apparatus in it.

Conditions attached to your licence will be specified when the licence is sent to you following processing.

#### DECLARATION BY OWNER OF APPARATUS:

I confirm that the above details are correct and acknowledge that the works referred to must be conducted in accordance with the requirements of the New Roads and Street Works Act 1991 and the Traffic Management Act 2004, and associated legislation and codes of practice, together with any other conditions imposed by the London Borough of Wandsworth, on the relevant licence.

I also acknowledge the statutory need for me to pay any other prescribed fees which will be imposed by the London Borough of Wandsworth including any defect inspection fees, Fixed Penalty Notices, or other prescribed charges,

and the cost of any necessary remedial works conducted by the London Borough of Wandsworth during the guarantee period.

I also acknowledge that the licence is granted on the condition that I will indemnify the London Borough of Wandsworth against any claim in respect of injury, damage or loss arising out of:

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

I also acknowledge that I have read and understand the Notes and the conditions.

**Note:** A street works licence does NOT dispense the licensee from obtaining any other consent, licence or permission which may be required; and it does not authorise the installation of apparatus for the use of which the licence of the Secretary of State is required, unless and until that licence has been granted.

Signed:.....

Print Name:.....

Date:.....

<b>UK Power Networks</b> MAPPING Services Fore Hamlet, Ipswich Suffolk IP3 8AA <b>Or</b> <b>UK Power Networks</b> Plan Provision Fore Hamlet Ipswich IP3 8AA	Tel: 08701 963 797 Fax: 08701 963 782
<b>Southern Gas Networks</b> Plant Protection Team Tradeston 95 Kilbirnie Street Glasgow G5 8JD	Tel: 0141 418 4093 Email: plantlocation@sgn.co.uk www.digdat.co.uk
<b>Thames Water Utilities</b> Thames Water Property Searches PO Box 3189 Slough SL1 4WW	Tel: 01923 898072 Fax: 01923 898106 Email: searches@thameswater.co.uk www.digdat.co.uk
<b>BT Openreach</b> Notice Handling Centre Hanley Telecom House 3EW45	Tel: 0800 917 3993 or 0800 0232023 Fax: 01332 578650 Email: nnhc@openreach.co.uk
<b>National Grid</b> Brick Kiln Street, Hinckley, Leicestershire LE10 0NA	Tel: 0800 688 588 plantprotection@ngrid.com
<b>Virgin Media</b> National Plant Enquiries Unit 12 Mayfair Business Park Broad Lane Bradford BD4 8PW	Tel: 0870 888 3116 (Option 2) Email: plant.enquiries.team@virginmedia.co.uk www.digdat.co.uk
<b>Transport for London</b> Directorate of Traffic Operations NRSWA Communications Team Civils & Equipment Implementation 3 <sup>rd</sup> Floor Palestra 197 Blackfriars Road London SE1 8NJ	Tel: 020 3054 2574 Fax: 020 3054 2008 Email: nrswa@tfl.gov.uk
<b>Easynet (Formerly IPSARIS and Fibreway LTD)</b> NRSWA Department 70 Buckingham Avenue Slough Berkshire SL1 4PN	Tel: 01753 714 176 Fax: 020 7032 3252 Nrswa@sns.bskyb.com

<b>Hutchinson Networks (HNS) Network Enquiries</b> <b>C/O Fujitsu Telecommunications Europe LTD.</b> Plant Protection Administrator Post Point 5 Solihull Parkway Birmingham Business Park Birmingham B37 7YU	Tel: 0121 717 6565 Fax: 0845 850 0115 <a href="mailto:planteng@mailman.ftel.co.uk">planteng@mailman.ftel.co.uk</a>
<b>Vodafone</b> <b>C/O Atkins Telecoms</b> The Hub 500 Park Avenue 220 Aztec West Bristol BS32 4RZ	Tel: 01454 662 400 Fax: 01454 663 330 <a href="mailto:osm.enquiries@atkinsglobal.com">osm.enquiries@atkinsglobal.com</a> <a href="mailto:info@atkinsglobal.com">info@atkinsglobal.com</a>
<b>British Gas Connections</b> <b>Gas Transportation Company</b> 3 The Square Stockley Park Uxbridge Middlesex UB11 1BG	Tel: 020 8734 8361 Fax: 020 8734 8750