

**STREET WORKS LICENCE PROCEDURE SECTION 50
NEW ROADS AND STREET WORKS ACT 1991**

This procedure contains the following:

| | | |
|--------|---|-------------|
| Part 1 | Notes for Guidance for Applicants | (Form SWL1) |
| Part 2 | Street Works Licence Application/Conditions/Authorisation | (Form SWL2) |
| Part 3 | Consent to Work on Existing Apparatus | (Form SWL3) |
| Part 4 | Statutory Undertakers Declaration/Requirements | (Form SWL4) |
| Part 5 | Controlled Waste Transfer Note | (Form SWL5) |
| Part 6 | Advance Notice of Works | (Form SWL6) |
| Part 7 | Registration of Works | (Form SWL7) |
| Part 8 | Extract from Schedule 3 (Grant of Licence) | |

**EXTRACT FROM SCHEDULE 3
NEW ROADS AND STREET WORKS ACT 1991**

GRANT OF LICENCE

Before granting a Street Works Licence the Street Authority shall give not less than ten working days' notice to each of the following: -

- (a) where the works are likely to affect a public sewer, to the Sewer Authority
- (b) where the works are to be executed in a part of a street which is carried or crossed by a bridge vested in a transport authority, or crosses, or is crossed by any other property held or used for the purposes of a transport authority, to that
- (c) where in any other case the part of the street in which the works are to be executed is carried or crossed by a bridge, to the bridge authority
- (d) to any person who has given notice under section 54 (advance notice of certain works) of his intention to execute street works which are likely to be affected by the works to which the licence relates, and
- (e) to any other person having apparatus in the street which is likely to be affected by the works.

**STOCKTON-ON-TEES BOROUGH COUNCIL
NEW ROADS AND STREET WORKS ACT 1991
SECTION 50 – STREET WORKS LICENCE**

PART 1 – NOTES FOR GUIDANCE FOR APPLICANTS

- 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 applications not familiar with the appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf. Contractors without appropriate knowledge and accreditation will not be permitted to work in the highway).
- 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.
- 5 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 their Successor in Title. Owners should note their Statutory duty to secure that the apparatus is properly maintained at all times.
- 6 In order for the Street Authority to comply with its Statutory duty, all applications must be submitted at least **1 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.
- 7 Applicants should note that:
Special conditions may be imposed by the Street Authority:
 - (a) In the interests of safety.
 - (b) To minimise the inconvenience to persons using the Street, having regard to people with a 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.NB. The applicant must strictly adhere to these conditions.
- 8 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.
- 9 The Licensee must give **7 DAYS** advance notice of the intended starting date to the Street Authority using Form SWL6.

- 10 The Licensee must permit the Street Authority to monitor his or his contractor's performance throughout all stages of 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 add 3 years for deeper.)

11 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 carried out this must be made permanent within 6 months.

12 The Licensee must complete and submit Form SWL7 to the Street Authority within 7 days of completion of the works and clearing site.

- 13 Where the apparatus is 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

14 When submitting Form SWL7, the licensee must provide detailed drawings to scale 1:1250 showing the actual depth of the apparatus and its location, measured against fixed objects/structures.

15 Prior to issue of the Licence. Form SWL4 must be circulated to all Statutory Undertakers to identify whether their apparatus will be affected by the proposed works. This circulation will be undertaken by the Licensee.

16 NEW APPARATUS

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) 2 copies of a plan at scale 1:1250 or greater of the proposed location and depth of the relevant apparatus, marked by a broken red line.
- (b) Proof of Public Liability Insurance : This must indemnify the Street Authority against any claim in respect of injury, damage or loss arising from the works and provide a minimum £5,000,000 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.

Ongoing indemnity must be provided for the Street Authority by the Licensee against any claim in respect of injury, damage or loss arising out of the presence in the street of apparatus to which the license relates, or the execution of any works authorised by the licence.

- (c) Payment in advance of:

| | |
|---|----------------------|
| i) Administration Fee (non-returnable) |)Plus VAT. Therefore |
| ii) Capitalised Fee in lieu of annual charge |)minimum cost is |
| iii) Inspection Fee for each 200m length of opening or part thereof |)£400.00 |

(Cheques should be made payable to 'Stockton-On-Tees Borough Council')

- (d) Completed Declaration Form SWL4 in advance (Statutory Undertakers Declaration/Response). Cheques should be made payable to 'Stockton-On-Tees Borough Council'.
- (e) Proof of Street Works Employee Accreditation.

17 **EXISTING APPARATUS**

Form SWL3 must be completed by the Applicant for consent to work on existing apparatus in the highway, and this must be submitted to the Street Authority with:

- (a) Proof of Public Liability Insurance : This must indemnify the Street Authority against any claim in respect of injury, damage or loss arising from the works and provide a minimum £5,000,000 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.

Ongoing indemnity must be provided for the Street Authority by the Licensee against any claim in respect of injury, damage or loss arising out of the presence in the street of apparatus to which the licence relates, or the execution of any works authorised by the licence.

- (b) Payment in advance of:

| | |
|--|----------------------|
| i) Administration Fee (non-returnable) |)Plus VAT. Therefore |
| ii) Inspection Fee for each 200m length of opening or part thereof |)minimum cost is |
| (Cheques should be made payable to 'Stockton-On-Tees Borough Council') |)£400.00 |
- (c) Completed Declaration Form SWL4 in advance (Statutory Undertakers Declaration/Response).
- (d) Proof of Street Works Employee Accreditation.

18 **DEFECTS**

In the event of a defective reinstatement, an additional fee of **£72.50** per inspection (max 3) for each 200m length will be charged in respect of additional inspections to correct that defect.

STOCKTON-ON-TEES BOROUGH COUNCIL
Street Works Licence Application for Placing NEW 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: _____ Forename(s): _____

Or full Registered Name of Company: _____

Address: _____

Tel Work: _____

Home: _____

Postcode: _____

| SECTION 2: PRECISE LOCATION OF PROPOSED WORK tick boxes where necessary (Detailed plan to be submitted with form) | | | | | | | | | | |
|---|----------------|---|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------|--------------------------|
| Property Reference | | | Road/Street | | | | | | | |
| District | | | Town/Village | | | | | | | |
| Postcode | | | National Grid Reference (12 figure): | | | | | | | |
| Category of Works | Emergency | <input type="checkbox"/> | Special Urgent | <input type="checkbox"/> | Urgent | <input type="checkbox"/> | | | | |
| | Major Project | <input type="checkbox"/> | Minor with excavation | <input type="checkbox"/> | Minor with Excavation | <input type="checkbox"/> | | | | |
| | No excavation | <input type="checkbox"/> | | | | | | | | |
| Type of works (e.g duct. Pipe, cable) | | | | | | | | | | |
| Estimated length of works (m) | | | | | | | | | | |
| Average depth of Excavation | | Up to 1.5m | <input type="checkbox"/> | Over 1.5m | <input type="checkbox"/> | None | <input type="checkbox"/> | | | |
| Proposed Start Date: | | Estimated duration of works _____ Hours _____ Days _____ Months | | | | | | | | |
| Planned finish date: | | | | | | | | | | |
| Hours of working: | Daylight | <input type="checkbox"/> | 24 hours | <input type="checkbox"/> | Night-time | <input type="checkbox"/> | AM only | <input type="checkbox"/> | PM only | <input type="checkbox"/> |
| Work lies within: | Verge | <input type="checkbox"/> | Footway | <input type="checkbox"/> | Carriageway | <input type="checkbox"/> | All | <input type="checkbox"/> | | |
| Proposed Traffic Control | Stop Go Boards | <input type="checkbox"/> | Temp Traffic Signals | <input type="checkbox"/> | Road Closure | <input type="checkbox"/> | Priority low | <input type="checkbox"/> | None | <input type="checkbox"/> |

SECTION 3: DETAILS OF PERSON/COMPANY CONDUCTING THE WORKS

Name: _____

Address: _____

Tel No: _____

PART 2- FORM SWL2

| | | |
|---|------------|----------------|
| SECTION 4: INSURANCE Public Liability Insurance of a minimum of £5 million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form). | | |
| Company Name: | Address | |
| Tel No: | Policy No: | Expires (date) |
| SECTION 5: DELCARATION BY OWNER OF APPARATUS | | |
| 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 and 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. | | |
| I also acknowledge that the licence is granted on the condition that I will indemnify the Street Authority against any damage in respect of injury, damage or loss arising out of a) the placing of presence in the street of apparatus to which the licence relates b) the execution by any person of any works authorised by the licence I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL1) | | |
| Signed: | Date: | |
| In the capacity of: | | |

SECTION 6: CONDITIONS

- 1 The Street Authority for the highway mentioned in Section 2 of the form SWL2 (hereinafter called the highway), hereby grant to the party named in Section 1 of From SWL2 (hereinafter called the Licensee) with the intent that the same shall benefit and run with the property described in Section 2 of form SWL2 hereto Licence under Section 50 of the New Roads and Streets Works Act 1991 to place and leave in the highway in the position shown a red broken line on the plan attached hereto the apparatus (hereinafter referred to as 'the Apparatus') short particulars of which are set out in Section 2 of Form SWL2 hereto and to maintain repair and reinstate the Apparatus and break open and have access to the Highway for the purposes upon the relevant conditions and provisions contained in Schedule 3 of the said Act and the licensee hereby accepts the Licence upon the Subject to the said terms and conditions and provisions.
- 2 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 Street Authority 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 Street Authority of the date of transfer.
- 3 The licensee shall:
 - (a) conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991 and its associated Secondary legislation and Codes of Practice.
 - (b) indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of
 - (i) the placing or presence in the street of apparatus to which the licence relates, or
 - (ii) the execution by any person of any works authorised by the licence: and former licensee shall indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by the Authority or the licensee of any works under Paragraph 7.

- (c) gives at least 6 weeks written notice to the Street Authority of his intention to cease using or abandon the apparatus.
- 4 The licensee shall pay the Street Authority in connection with the grant of the licence.
- (a) The sum of £110.71 in respect of administration expenses (non-refundable).
- (b) The sum of £130.00 which the Street Authority will accept as a 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.
- (c) The sum of £72.50 for the chargeable inspection fees per unit of inspection.
- (d) Works in excess of 200m length will be subject to additional Inspection fees of £72.50 per 200m or part thereof.
- 5 Any licence issued under this procedure by the Street Authority must not be constructed as conferring any right for the applicant to make any connection to a sewer, drainage, pipe, cable or other apparatus.
- 6 The licence hereby granted shall remain in force until withdrawn by the Street Authority under Schedule 3 of the New Roads and Street Works Act 1991 or surrendered to the Street Authority by the licensee.
- 7 **The Licence**
The Street Authority may determine this licence at anytime:
- (a) on the expiration of such period as may be specified in the notice being a period of not less than 7 working days beginning with the date of service of the notice on the licensee if any condition of this licence is contravened by the licensee or if the Street Authority becomes aware of the fact that the licensee intends to cease using or has abandoned the apparatus or intends to do so, or
- (b) the licensee has parted with or intends to part with his new interest in the apparatus in a case where assignment of the licence is prohibited, or
- (c) the Street Authority considers the withdrawal of the licence is necessary of the purpose of the exercise of their function as Street Authority.
- NB Under sub paragraph (c) not less than 3 months' notice will be given by the Street Authority.
- 8 Where a licence expires or is withdrawn or surrendered the Street Authority
- (a) may remove the apparatus to which the licence relates or alter it in such manner as they think fit and reinstate the street and may recover from the former licensee the expenses incurred by therein in doing so.
- (b) if satisfied that the former licensee can, within such reasonable time as they may specify, remove the apparatus or alter it in such a manner as they may require and reinstate the street, they may authorise him to do so at his own expense. A further license will be required for such works.
- 9 The license does not confer any right on the licensee, as against the owners of land on which the highway is situated, to use the land the licensee must make his own arrangements with such owners in cases where their consent is needed.
- 10 In this licence the terms
'Licence' shall include the Successor in Title – Personal Representative – Receiver – Liquidator of Trustee of the Licensee 'Highway' shall include and apply to each and every Highway, when more than one Highway is specified in the Section 2 of the form SWL2 hereto.

SECTION 7: AUTHORISATION

Additional Conditions

Signed _____ Dated: _____

On behalf of Street Authority

IMPORTANT: All communications relating to this licence should be addressed to:

STOCKTON-ON-TEES BOROUGH COUNCIL
Street Works Licence Application for work to EXISTING 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: | Forename(s): | |
| Or full Registered Name of Company: | | |
| Address: | | |
| Postcode: | Tel Work: | Tel Home: |

| SECTION 2: PRECISE LOCATION OF PROPOSED WORK tick boxes where necessary (Detailed plan to be submitted with form) | | | | | | | | | | |
|---|----------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------|--------------------------|
| Property Reference | | Road/Street | | | | | | | | |
| District | | Town/Village | | | | | | | | |
| Postcode | | National Grid Reference (12 figure): | | | | | | | | |
| Category of Works | Emergency | <input type="checkbox"/> | Special Urgent | <input type="checkbox"/> | Urgent | <input type="checkbox"/> | | | | |
| | Major Project | <input type="checkbox"/> | Minor with excavation | <input type="checkbox"/> | Minor with Excavation | <input type="checkbox"/> | | | | |
| | No excavation | <input type="checkbox"/> | | | | | | | | |
| Type of works (e.g duct. Pipe, cable) | | | | | | | | | | |
| Estimated length of works (m) | | | | | | | | | | |
| Average depth of Excavation | | Up to 1.5m | <input type="checkbox"/> | Over 1.5m | <input type="checkbox"/> | None | <input type="checkbox"/> | | | |
| Proposed Start Date: | | Estimated duration of works _____ Hours _____ Days _____ Months | | | | | | | | |
| Planned finish date: | | | | | | | | | | |
| Hours of working: | Daylight | <input type="checkbox"/> | 24 hours | <input type="checkbox"/> | Night-time | <input type="checkbox"/> | AM only | <input type="checkbox"/> | PM only | <input type="checkbox"/> |
| Work lies within: | Verge | <input type="checkbox"/> | Footway | <input type="checkbox"/> | Carriageway | <input type="checkbox"/> | All | <input type="checkbox"/> | | |
| Proposed Traffic Control | Stop Go Boards | <input type="checkbox"/> | Temp Traffic Signals | <input type="checkbox"/> | Road Closure | <input type="checkbox"/> | Priority low | <input type="checkbox"/> | None | <input type="checkbox"/> |

SECTION 3: DETAILS OF PERSON/COMPANY CONDUCTING THE WORKS

Name:

Address:

Tel No:

PART 3 - FORM SWL3

SECTION 4: INSURANCE

Public Liability Insurance of a minimum of £5 million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form).

Company Name:

Address

Tel No:

Policy No:

Expires (date)

SECTION 5: DELCARATION BY OWNER OF APPARATUS

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 and 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.

I also acknowledge that the licence is granted on the condition that I will indemnify the Street Authority against any damage in respect of injury, damage or loss arising out of

a) the placing of presence in the street of apparatus to which the licence relates

b) the execution by any person of any works authorised by the licence

I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL1)

Signed:

Date:

In the capacity of:

SECTION 6: Consent to work on existing apparatus

Additional Conditions:

Signed _____ Dated: _____

On behalf of Street Authority

IMPORTANT:

All communications relating to this licence should be addressed to:

**NEW ROADS AND STREET WORKS ACT 1991
SECTION 50 – STREET WORKS LICENCE**

I have applied to Stockton-On-Tees Borough Council for a Street Works Licence to place/maintain apparatus at:

Address:

Location (e.g. carriageway, footway or verge)

And would ask you to indicate below whether you have any apparatus at the location in question which may be affected by these works. Plan attached.

Signed:

Date:

Address:

(If different from above)

STATUTORY UNDERTAKER'S RESPONSE

Statutory Undertaker:

Apparatus affected:

Special Requirements:

Company Stamp:

Date:

ADDRESSES OF STATUTORY UNDERTAKERS AND OTHER FOR USE WITH FORM SWL4 (OVERLEAF)

You must send a completed form SWL4 to the following bodies, and be in receipt of their replies before an application will be processed:

| | |
|--|---|
| <p>Northern Powergrid (NEDL) New York Road Shiremoor Newcastle-Upon-Tyne NE27 0LP Tel: 0845 4020691</p> | <p>National Grid Company PLC NRSWA Enquiries PO Box 3484 NGT House Warwick Technology Park Gallows Hill Warwick CV34 6TG Tel: 0800 7312961</p> |
| <p>Northern Gas Networks (United Utilities) 1 Emperor Way Doxford Park Sunderland SR3 3XR Tel: 0191 5014349</p> | <p>Virgin Media Operational Support Unit 12 Mayfair Business Park Broad Lane Bradford BD4 8PW Tel: 0870 8883116</p> |
| <p>British Telecom (Open Reach) Incoming Notices PP3WW18 Telecom House Trinity Street Hanley Stoke-on-Trent ST1 5ND Tel: 0800 800865</p> | <p>Northumbrian Water Limited Abbey Road Pity Me Durham DH1 5FJ Tel: 0191 3016051 Danielle.lawrence@nwl.co.uk</p> |
| <p>Vodafone (including Cable & Wireless Worldwide, Mercury Communications, Thus PLC, Scottish Telecom, Your Comms, Norweb Telecoms, Energis) Aktins Global PO Box 290 500 Aztec West Almondsbury Road Bristol BS32 4RZ Tel: 01454 662881 Osm.enquiries@atkinsglobal.com</p> | |

**STOCKTON-ON-TEES BOROUGH COUNCIL
DUTY OF CARE : CONTROLLED WASTE TRANSFER NOTE**

| | | | |
|---|--------------------------|-------|-------------------------------|
| SECTION A – DESCRIPTION OF WASTE | | | |
| 1. Please describe the waste being transferred: | | | |
| 2. How is the waste contained | | | |
| Loose | <input type="checkbox"/> | Sacks | <input type="checkbox"/> |
| | | Skip | <input type="checkbox"/> |
| | | | Drum <input type="checkbox"/> |
| Other (please describe) <input type="checkbox"/> _____ | | | |
| 3. What is the quantity of waste (number of sacks, weight, etc) | | | |

| | | | |
|--|--------------------------|--|----------------------------|
| SECTION B – CURRENT HOLDER OF WASTE | | | |
| 1. Full Name (BLOCK CAPITALS) | | | |
| 2. Name and Address of Company: | | | |
| 3. Which of the following are you? (please tick one or more boxes) | | | |
| Producer of 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 reason: |
| Waste Collection Authority | <input type="checkbox"/> | Registered Waste Carrier | <input type="checkbox"/> |
| | | | Reg Number: Issued by: |
| Waste Disposal Authority | <input type="checkbox"/> | Exempt from requirement to Register | <input type="checkbox"/> |
| | | | Give reason: |

| | | | |
|--|--------------------------|--|----------------------------|
| SECTION C– PERSON COLLECTING THE WASTE | | | |
| 1. Full Name (BLOCK CAPITALS) | | | |
| 2. Name and Address of Company: | | | |
| 3. Which of the following are you? (please tick 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: |
| Exporter | <input type="checkbox"/> | Exempt from requirement to have a waste disposal or waste management licence | <input type="checkbox"/> |
| | | | Give reason: |
| | | Registered Waste Carrier | <input type="checkbox"/> |
| | | | Reg Number: Issued by: |
| | | 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 waste transfer (if applicable): | |
| 5. Signed: | Signed: |
| Full Name (BLOCK CAPITALS) Representing | Full Name (BLOCK CAPITALS) Representing |

**NEW ROADS AND STREET WORKS ACT 1991
NOTICE OF WORKS INCLUDING RESPONSES**

To
From
REFERENCE
Works Reference

| |
|--|
| |
| |
| |

| | | |
|-----------------|-----------------|---------------|
| PURPOSE | | |
| Initial Notice: | Conf Notice SA: | Response: |
| Cancellation: | | |
| Start Notice: | Stop Notice: | Revised Dur.: |
| Other: | | |

| | | | |
|---------------------|--|--------------------------------|--|
| TIMING | | | |
| Date of Issue: | | Time of Issue (immediate only) | |
| Expected Start Date | | Expected Completion Date | |
| Actual Start Date | | Revised Completion Date | |
| Actual Stop Date | | | |

| | |
|------------------------|--|
| WORKS CATEGORY | |
| Emergency (2hrs after) | |
| Urgent (2 hrs after) | |
| Minor (3 days) | |
| Standard (10 days) | |
| Major (10 days) | |

| | |
|-------------------------------|--|
| REMEDIAL REINSTATEMENT | |
| Dangerous (2hrs after) | |
| Other (3days) | |

| | | |
|---------------------------------------|--|---|
| SPECIAL ENGINEERING DIFFICULTY | | |
| Is SED Involved? (Y/N) | | If YES has the relevant authority approved the works? (Y/N) |

LOCATION DETAILS

Description or House Name or Number

Street Name

Locality, Town

Country

USRN

Post Code

NGR

| |
|--|
| |
| |
| |
| |
| |
| |
| |

DESCRIPTION OF WORKS & STREET AUTHORITY COMMENTS

| |
|--|
| |
|--|

**NEW ROADS AND STREET WORKS ACT 1991
REGISTRATION OF WORKS**

| | | | | | |
|---|---|------------------------------------|-------|-----------|----------------------|
| TO STOCKTON ON TEES BOROUGH COUNCIL, PO BOX 229, KINGSWAY HOUSE BILLINGHAM, STOCKTON ON TEES, TS23 2YL | Has part N been sent? (Y/N) | | | | |
| | Part R2 | Give number of continuation sheets | | | |
| | REFERENCE NO. RECIPIENTS CROSS REF. NO. | Part | | of | |
| | | Part | | of | |
| Part | | | of | | |
| FROM | REFERENCE NO. ORIGINATORS CROSS REF. NO. | Part | | of | |
| | ALL WORKS ON THIS NOTICE COMPLETE? (Y/N) | | | | |
| LOCATION DESCRIPTION OR HOUSE NAME OR NUMBER | | | | | |
| STREET NAME | | | | | |
| TOWN | | | | | |
| COUNTY | | | | | |
| POST CODE | | NATIONAL GRID REF. | | | |
| DESCRIPTION OF WORKS, COMMENTS (TRAFFIC MANAGEMENT OR OTHER) | | | | | |
| REINSTATEMENT LOCATION CLOSING DIMENSIONS GUARANTEE START DATE | | | | | |
| Item | Location | Length | Width | C, F or V | Permanent (d.m.y) |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |