

Please email completed forms to:
streetworks@sutton.gov.uk (for London Borough of Sutton)
NRSWA_team@kingston.gov.uk (for Royal Borough of Kingston Upon Thames)

**New Roads and Street Works Act 1991, Section 50 (Streetworks Licence) and
 Highways Act 1980, Section 171 Licence (Permission to excavate on the Public Highway)**

Please ensure that the following Documentation is attached: Public Liability insurance Policy certificate (in excess of £5,000,000), Street Works accreditation, Traffic Management Plan, Fees (payable to London Borough of Sutton/Royal Borough of Kingston Upon Thames) (Normally £675.00) and two copies of a 1:1250 location plan. (See Notes for Guidance, paragraph 11).

Licence type: Section 50 <input type="checkbox"/>	Section 171 <input type="checkbox"/>
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1. Details of applicant

Name & Address of Company

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Daytime Telephone No.....Out of Hours Telephone No.....

Email.....Fax.....

Name of Person responsible for Excavation.....

Daytime Telephone No.....Out of Hours Telephone No.....

E mail.....Fax.....

2. Details of site

Site Address.....

Name & Address of Landowner.....

Description of works to be carried out

3. Details of proposed works

Is new apparatus being placed in the highway? (Section 50 NRSWA) Yes/No

Conducting work on existing licensed apparatus in the Highway? (Section 50 NRSWA) Yes/ No

Excavating in the Highway? (Section 171 Highways Act 1980) Yes/No

If none of the above, which of the following descriptions apply (delete as appropriate)

Inspection / maintenance / adjustment / repair / renewal / alteration

Further details / description of apparatus / Excavation

.....

Excavation: Length (in m)Depth (in m).....

State proposed method of traffic management: (e.g. Traffic signals, TTL, stop/go boards etc.).....

Duration:(Days), Proposed start date:..... End date:.....

4. Supervisor accreditation

Name of accredited supervisor.....

Date accredited..... Ref No.....

Indemnity and insurance cover

I hereby undertake to indemnify London Borough of Sutton/Royal Borough of Kingston Upon Thames against any claims for which I am obliged to indemnify the Council under paragraph 8 of Schedule 3 to the New Roads and Street Works Act 1991 and for this purpose to maintain an insurance policy to cover any liability up to £5,000,000 for any such claim and to produce the policy to the Council upon demand together with the receipt for the last premium.

Name of Insurance Company.....

Policy Number..... Expiry Date.....

I hereby apply for permission to carry out the above work. I have read the Notes for Guidance, which I accept and I enclose the appropriate fee as described in paragraph 19.

SignatureBlock Capitals

Position in Company Date

Notice for Proposed Works– Form SW01

From:	
To:	London Borough of Sutton – Street Works Section <input type="checkbox"/>
	Royal Borough of Kingston – Streetworks Section <input type="checkbox"/>

Date:	
Street Works Licence No.:	
Notice Type:	3 days, 10 days or 3 months (Delete as Necessary)
Works Type:	Minor (up to 3days duration) Standard (up to 10 days) Major (11 days duration or more) (Delete as Necessary)
Works Status:	Proposed Works
Description of Works:	
Anticipated Start Date:	
Estimated Completion Date:	
Contact Owner (please provide full address including post code and contact number)	
Contact Agent (please provide full address including post code and contact number)	
Street Name:	
Town:	
Traffic Management:	Signing Only / Priority Working / Stop-Go Boards / Footway Closure / Road Closure / Lane Closure / Give & Take / Two-Way Signals / Multi-Way Signals / Convoy Working / Contra Flow / Agreed Scheme (Delete as Necessary)
Site Location:	

Works in Progress – Form SW02

From:	
To:	London Borough of Sutton – Street Works Section <input type="checkbox"/> Royal Borough of Kingston – Streetworks Section <input type="checkbox"/>

Date:	
Street Works Licence No.:	
Notice Type:	
Works Type:	Minor/ Standard/ Major
Works Status: Commencement)	In Progress (To be issued by the end of the next working day following
Description of Works:	
Actual Start Date:	
Estimated Completion Date:	
Contact (Owner):	
Contact (Agent):	
Street Name:	
Town:	
Traffic Management:	Signing Only / Priority Working / Stop-Go Boards / Footway Closure / Road Closure / Lane Closure / Give & Take / Two-Way Signals / Multi-Way Signals / Convoy Working / Contra Flow / Agreed Scheme <small>(Delete as Necessary)</small>
Site Location:	

Notice of Works Clear or Closed – Form SW03

From:	
To:	London Borough of Sutton – Street Works Section <input type="checkbox"/> Royal Borough of Kingston – Streetworks Section <input type="checkbox"/>
Date:	
Street Works Licence No.	
Notice Type:	Section 74 (To be issued by the end of the next working day following completion.)
Works Type:	Minor/ Standard/ Major (Delete as Necessary)
Works Status:	Works Clear (Interim Reinstatement) / Works Closed (Permanent Reinstatement) (Delete as Necessary)
Description of Works:	
Actual Start Date:	
Actual Completion Date:	
Contact (Owner):	
Contact (Agent):	
Street Name:	
Town:	
Traffic Management:	Signing Only / Priority Working / Stop-Go Boards / Footway Closure/ Road Closure / Lane Closure / Give & Take / Two-Way Signals / Multi- Way Signals / Convoy Working / Contra Flow / Agreed Scheme (Delete as Necessary)
Site Location:	

Reinstatement Notice – Form SW04

From:	
To:	London Borough of Sutton – Street Works Section <input type="checkbox"/> Royal Borough of Kingston – Streetworks Section <input type="checkbox"/>

Date:					
Street Works Licence No.:					
Notice Type:	Registration (To be issued within 7 working days of Interim or Permanent reinstatement)				
Works Type:	Minor/ Standard/ Major (Delete as Necessary)				
Works Status:	Works Clear (Interim Reinstatement) / Works Closed (Permanent Reinstatement) (Delete as Necessary)				
Description of Works:					
Actual Start Date:					
Actual Completion Date:					
Street Name:					
Town:					
Site Location:					
Trench Length (Metres) :					
Trench Width (Metres):					
Trench Depth (Metres):					

New Roads and Street Works Act 1991, Section 50 (Streetworks Licence) and Highways Act 1980, Section 171 Licence (Permission to excavate on the Public Highway)

Notes for Guidance

General

1. It is an offence under Section 51 of the New Roads and Street Works Act 1991 to excavate in the highway without obtaining a licence from the Highway Authority.
2. The name and address of the landowner /company requiring the service is to be provided. This may be a private individual, a limited company or a partnership. If a partnership, the names and addresses of those persons in whom the land is vested are to be given. If a company, the registered office is to be given. If the land is vested in joint names, then details of both persons are required.
3. Supervisors of street works and their operatives shall be qualified to the standard prescribed in the Street Works (Qualifications of Supervisors and Operatives) Regulations 1992. Details of supervisors are to be entered in Section 4.
4. The licensee shall ensure that he or any contractor employed by him shall be aware of the obligations placed on him by the various Codes of Practice and Regulations prescribed under the New Roads and Street Works Act 1991. In particular, the licensee shall comply with the Specification for the Reinstatement of Openings in Highways.
5. The licensee shall also comply with the Code of Practice 'Safety at Street Works and Road Works' and give details of proposed traffic management measures in Section 3. If it is considered that a road closure may be required then early advice from the Council should be sought. A period of six weeks should normally be allowed for road closure applications to be processed.
6. The licence shall remain in force until it is withdrawn by the Council or terminated by the licensee giving written notice under the provisions of paragraphs 5 and 6 of Schedule 3 to the New Roads and Street Works Act 1991 (NRSWA).
7. The licensee shall be responsible for all costs of removal of the private service installed under this licence in relation to paragraph 7 of Schedule 3 to the NRSWA 1991.
8. The licence does not dispense the licensee from obtaining any other consent, licence or provision, which may be required and it does not authorize 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. As a licensee, you must comply with any instructions issued to you by the licensing authority, in the event of a breach; the licensing authority may prosecute the applicant accordingly.
9. If the property is sold, the licence may be assigned to the new owner of the property by the original licensee provided that six weeks written notice of the transfer is given to the Council by the licensee.
10. If the applicant is a contractor employed by the owner of the property, which the new apparatus serves, then the Licence should be assigned to that property owner upon completion of the work.
11. Two copies of an A3/A4 size drawing to a 1:1250 scale clearly identifying the location of the site are to be provided with the application.
12. The temporary traffic order (if applicable) is required to have a speed limit of 30mph; the correct signage must be displayed at all times.
13. Each licence is valid for the period of 30 days from the start date. A charge of £125 will be applied for every additional month the licence is required. This extension will be subject to a site visit by the Highway Authority. Please note that part of a month must be counted as a full month e.g 15/03/2020 to 06/04/2020 will be equal to 2 months.

14. Under Section 74 of the New Roads and Street Works Act 1991 a charge may be levied upon the licensee by the Highway authority where works in the publicly maintainable highway are unreasonably prolonged. It should be noted that works have not finished until all spoil, unused imported materials and any unused stores are cleared from all sites, and all signing, lighting and guarding is removed. The prescribed charges for unreasonably prolonged works range from £250 per day in category 3 & 4 roads to £750- £2, 500 per day for all other roads. (Full details of these powers are available in the 'Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters'.)
15. Whilst works are carried out on the footway/carriageway, the licensee must ensure that the footway and carriageway are swept, kept clean and free from obstructions at all times. The excavation and any materials must have barriers or cones for the duration of the works. The surroundings of the excavation must be well lit during the hours of darkness.
16. A minimum notice period of **28 days** (exemption for immediate works) should be allowed for the application to be processed and then the normal notification period applies which is 3 days for minor works, 10 days for standard works and 3 month's notice for major works (please note that notice periods are working days and do not include weekends or non-working days). It is the Licensees' responsibility to contact other statutory undertakers, whose plant may be affected by their works, informing them of what works are proposed and to obtain the location of their existing underground equipment etc.
17. The licensee shall notify the Council at the following stages of the work using the forms provided.
 - (I) Notice of Proposed Works to be submitted using form **SW01**
 - a) Major Works 3 month followed by ten working days in advance of works commencement
 - b) Standard Works 10 days advance notice of works commencement
 - c) Minor Works 3 days advance notice of works commencement
 - (II) EoT (Extension of Time) Notice - No later than the end of the next working day after the day on which the works started using form **SW02**
 - (III) Notice of Works Clear or Closed - No later than the end of the next working day after the day on which the works are clear or closed using form **SW03**
 - (IV) Reinstatement Notice – Within ten working days of reinstatement using form **SW04**

Guarantee Period

18. The licensee shall ensure that the interim reinstatement conforms to the prescribed standards referred to in Section 4 of these notes and that the permanent reinstatement conforms to the prescribed standard throughout the guarantee period. The guarantee period shall begin on completion of the permanent reinstatement and run for 2 years, or for 3 years in the case of deep openings. A deep opening is one in which the depth of cover over the buried plant or equipment is greater than 1.5 metres.

Licence Fees

19. A non-refundable remittance in the sum of **£675** to cover legal and administrative costs involved in the granting of a Street Works Licence / licence to excavate is to be provided with the application.

20. Damages

The licensee must make sure that care is taken to avoid any damages to statutory undertakers' apparatus. The licensee will be held responsible for any cost associated with damages as well as repairs necessary.

Inspection Fees

21. Inspection will be made by the Council in accordance with the Code of Practice for Inspections and it is intended that 3 inspections will be carried out at the following stages:-
 - a) Undertaken during the progress of works.
 - b) Undertaken within six months following interim or permanent reinstatement.
 - c) Undertaken within the three months preceding the end of the guarantee period.

A fee of £50.00 (or as revised from time to time) for each excavation not exceeding 200 metres in length will be charged for each inspection and the total inspection charge of £150.00 (3 x £50.00) is included within the licence fee. For excavations longer than 200 metres, an additional charge of £100.00 (2 x £50.00) per 200 metres or part thereof is payable.

If any works are found to be defective, as defined in the Specification for the Reinstatement of Openings in Highways, then the licensee will be charged for the cost of three defect inspections at £47.50 (or as revised from time to time) per inspection plus the costs of any necessary investigatory works.

As the majority of excavations are less than 200 metres in length, the total fee usually applicable will be £675.00 (£525 licence fee plus £150.00 inspections fee). However, should the excavation exceed 200 metres in length, the appropriate fee should be calculated on the basis of the aforementioned rates.