**NRSWA 1991 Works – Road Space Booking Request Form**

Please complete this form if you are planning to undertake works on the highway **without excavation**, and with traffic management that includes barriers, cones, signs, stop and go boards, or further methods as indicated below. Temporary signals must be applied for using the application available here: <https://beta.bathnes.gov.uk/apply-set-portable-traffic-signals>.

If your works require excavation in the public highway please apply for either a Section 50 or Section 171 licence as appropriate. The relevant details and application forms are available here:

<https://www.bathnes.gov.uk/services/streets-and-highway-maintenance/licences-and-permits/excavation-highway-licence>

Applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge with proof of relevant training and accreditation to help complete the application and conduct the works on their behalf.

All applicants and contractors must produce details of public liability insurance cover to a minimum value of £5,000,000 per incident. Failure to supply details will result in the application being refused.

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| --- | --- | --- |
| **Client Contact Details:** | **Contact Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone:** |  |
| **Contractor Contact Details:**  | **Contact Name:** |  |
| **Address:** |  |
| **Postcode:**  |  |
| **Telephone:** |  |
| **Works Category:** (please indicate the type required) | **Minor** (1 to 3 working days) |  |
| **Standard** (4 to 10 working days) |  |
| **Major** (11+ working days) |  |
| **Immediate Urgent** (Risk to equipment) |  |
| **Immediate Emergency** (risk to life) |  |
| **Forward Planning (Major)** |  |
| **Proposed Start Date:**  |  |
| **Start Time:** (only required for **Immediate Urgent & Emergency** Notice types) |  |
| **Estimated Finish Date:** (date that works are due to finish by) |  |
| **Out of Hours Working:** (e.g., Overnight or weekend): |
| **Works Description:** (please give brief details of the works to be undertaken)  |
| **Location Street USRN:**  |
| **Location Street Name:**  |
| **Easting:** | **Northing:** |
| **Location Description:** (i.e., Verge, footway, carriageway.) |
| **Traffic Management Type:** (please indicate the type required; only one type per Initial Notice per form please) | **1 – None / Signing Only** |  |
| **2 – Traffic Control (Stop/Go Boards)** |  |
| **3 – Traffic Control (Give & Take)** |  |
| **4 – Traffic Control (Priority Working)** |  |
| **5 – Traffic Control (Convoy Working)** |  |
| **6 – Lane Closure** |  |
| **7 – Contra-Flow** |  |
| **8 – Road Closure (TTRO Required)** |  |
| **9 – Temporary Traffic Signal Controlled Crossing** |  |
| **10 - Other** |  |
| **Comments:** (any relevant additional notes) |
| Please email your form to: **street\_works@bathnes.gov.uk** **(subject – Road Space Booking) Please provide a minimum of 10 days notice before work start - failure to issue this notice could result in a delay of the works. A fee of £35 is to be paid by B&NES portal link which will be sent via email following approval of your application by a Street Works Coordinator.** |
| **Approved: Yes / No****Approval Reference: ARN-114-** |
| **Response Comments/Conditions:** |
| **Approved by:****Date:** |