NRSWA 1991 Section 50 – Street Works Licence Application Form

For excavations where new apparatus is laid (e.g. new pipe connection) the fee is £519.00 this includes an admin fee of £233.00 **which is nonrefundable and payable on application** (Method of payment detailed in Section 6).

For excavations which are carried out in order to repair existing apparatus, such that the overall length of apparatus remains unchanged the fee is £377.00 this includes an admin fee of £233.00 **which is nonrefundable and payable on application for the application** (Method of payment detailed in Section 6).

For any retrospective application an additional fee of £133.00 will be charged and is payable upon application for late processing.

**Additional inspection fees may apply dependent upon the nature of works.**

Application form

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| **HIGHWAY AUTHORITY BATH & NORTH EAST SOMERSET COUNCIL** | **NEW ROADS AND STREET WORKS ACT 1991** |
|  | **Section 50 street works licence application** |
|  | **Bath and North East Somerset Council is registered as a Data Controller with the Information Commissioner’s Office (ICO). Further details can be found here:** [**https://beta.bathnes.gov.uk/council-privacy-policy**](https://beta.bathnes.gov.uk/council-privacy-policy) |
|  | **SECTION 1 – APPLICANT DETAILS** |
|  **NAME** |  |
| **COMPANY NAME** |   |
| **ADDRESS** |  |
| **POSTCODE** |  |
| **TELEPHONE (Mobile)** |  |
|  **EMAIL** |  |

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|  | **SECTION 2 - OWNER OF APPARATUS / ASSET OWNER** **(IF DIFFERENT FROM SECTION 1)** |
| **NAME** |  |
| **COMPANY NAME** |  |
| **ADDRESS** |  |
| **POSTCODE** |  |
| **TELEPHONE (Mobile)** |  |
| **EMAIL** |  |

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|  | **SECTION 3 - CONTRACTOR DETAILS / THOSE CARRYING OUT THE WORKS (IF DIFFERENT FROM SECTION 1 OR 2)** |
| **NAME** |  |
| **COMPANY NAME** |  |
| **ADDRESS** |  |
| **POSTCODE** |  |
| **TELEPHONE (Mobile)** |  |
| **EMAIL** |  |

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|  |  **SECTION 4 – TRAFFIC MANAGEMENT COMPANY IF APPLICABLE** |
|  **COMPANY NAME** |  |
|  **ADDRESS** |  |
|  **POSTCODE** |  |
|  **TELEPHONE (Mobile)** |  |
|  **EMAIL**  |  |
|  **CONTACT NAME** |  |
| **EMERGENCY/OUT OF HOURS TELEPHONE NUMBER(S)** |  |

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|  | SECTION 5 – WHAT WORKS WILL YOU BE CARRYING OUT (PLAN MUST BE ATTACHED) |
| PROPOSED WORKS |  |
| ADDRESS OF WORKS |  |
| POSTCODE |  |
| GRID REFERENCE |  |
| DETAILS AND SIZE OF PROPOSED EXCAVATION |  |
| PROPOSED START DATE |  |
| PROPOSED END DATE |  |
| WORKS TO BE WITHIN (DELETE AS APPROPRIATE) |  CARRIAGEWAY / FOOTWAY / VERGE |
| PROPOSED TRAFFIC CONTROL (CAD plan required if using multiway lights) See Section 7 for links to associated application forms if required |  |

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|  | SECTION 6 - PAYMENT |
| Admin fee payment of £233 to be made via this link:<https://www.civicaepay.co.uk/BathNESEstore/estore/default/Catalog/Index?catalogueItemReference=E0000267&showSingleProduct=True&recurringOnly=False> |
| Payment date: |  |
| Receipt Number: |  |

Declaration

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| **I confirm the details on the application are correct and acknowledge that the works referred to in the application must be conducted in accordance with the requirements of the New Roads and Street Works Act 1991 and the associated legislation and Codes of Practice, and that any reinstatements will be compliant with the Specification for the Reinstatement of Openings in the Highway and subject to the relevant guarantee periods, or as imposed by the Authority.****I confirm that there will be a qualified operative with relevant NRSWA street works qualifications on site at all times while works are in progress, and that the qualifications held will be appropriate for the work being carried out. I acknowledge that random checks may be carried out and that the operative must produce a valid street works qualification card upon request.****I confirm that a supervisor with a NRSWA Street Works Qualification will be available (that is within 30 minutes travelling distances of the site) for the duration of the works within the highway. I acknowledge that random checks may be carried out and that the supervisor must produce a valid street works qualification card upon request.****I confirm that all relevant Statutory Undertakers have been notified of these works and valid plans of their apparatus must be available on site prior to any excavations being undertaken and throughout the duration of these works.****I acknowledge the need for me to pay the prescribed fees for the licence [and, if additional, inspection fees] which will be imposed by the Highway Authority (Bath & North East Somerset Council), including any defect inspection fees and the cost of any necessary remedial works conducted by the Highway Authority should I fail to comply with the conditions of the Licence. I also acknowledge that Section 74 of NRSWA applies to these works and that this allows Highway Authorities to charge undertakers if street works are unreasonably prolonged. A Fixed Penalty Notice (FPN) may also be issued in accordance with the Code of Practice for the Co-ordination of Street and Road Works if any licence conditions are breached or the Registration of Reinstatement Form is not returned within 10 working days of completion of reinstatement of the public Highway. (The applicant will be responsible for any FPN and any Section 74 charges)****I acknowledge that the Licence is granted on the condition that I will indemnify the Highway Authority against any claim in respect of injury, damage or loss arising out of:****The placing or presence in the street of apparatus to which this Licence refers. The execution by any person of any works authorised by this Licence.****I have read and understood the terms and conditions of the Licence contained in this application.** |
| **APPLICANT SIGNATURE:** |
| **PRINT NAME HERE:** |
| **DATE:** |
| **POSITION IN COMPANY:** |
| **APPARATUS / ASSET OWNER SIGNATURE:** |
| **PRINT NAME HERE:** |
| **DATE:** |

Application checklist

NA

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| **Please confirm the following and, where necessary, return the additional information to****street\_works@bathnes.gov.uk** **in PDF format along with your application. FAILURE TO PROVIDE ANY OF THIS INFORMATION WILL DELAY YOUR APPLICATION** |
| ***You must answer yes or N/A to all of these questions before submitting your application*** |
| **Plan of proposed works** |
| **Proof of public liability insurance to a minimum cover level of £5 million for both** Y**the contractor and traffic management company where relevant** |
| **Admin fee paid/receipt details entered**YY |
| **Declaration signed by both parties** |
| **If your works connect to an existing utility service, proof of approval****by the relevant statutory undertaker who owns the asset you are** **connecting to must be provided** |
| **If the apparatus is being adopted after it has been installed, you must**YNAY**provide a letter of intent to adopt from the relevant statutory** **undertaker which includes their contact details** |
|  **Proposed traffic management plan, if required** |
|  **The Registration of Reinstatement document when issued with the licence will be** NAY **returned by the licencee within 10 working days of completion of reinstatement of** **the public Highway** |

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| **SECTION 7 – Links to associated applications (if required)**Y |
| **Temporary Signals:** [**https://beta.bathnes.gov.uk/apply-set-portable-traffic-signals**](https://beta.bathnes.gov.uk/apply-set-portable-traffic-signals) |
| **Temporary Traffic Order (Road closure):** [**https://www.bathnes.gov.uk/services/streets-and-highway-maintenance/highway-improvements-traffic-management/temporary-traffic**](https://www.bathnes.gov.uk/services/streets-and-highway-maintenance/highway-improvements-traffic-management/temporary-traffic) |
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| **OFFICIAL USE ONLY** |
| **RECEIVED BY:** |
| **LICENCE NUMBER: ARN-114-** |
| **DATE ISSUED:** |