



LA Code \_\_\_\_\_

Receipt No \_\_\_\_\_

Fee Paid \_\_\_\_\_

Date \_\_\_\_\_

# **New Roads and Street Works Act 1991**

## **Application for a Licence To Conduct Street Works**

**AREA MANAGER  
AYLESBURY VALE AREA OFFICE  
PARK ROAD  
WINSLOW  
MK18 3RB**

# New Roads and Street Works Act 1991

## Notes for Guidance

1. Licencee: The Licencee is the applicant and their successors in title
2. Licence: The requirement to obtain a Street Works Licence applies to any person, persons or organisation acting under a statutory right, who has reasonable cause to perform works in or over the public highway. No works shall be conducted until a licence has been issued.
3. Highway: Is any road, footpath, verge or other right of way and includes any installed plant/apparatus associated therewith, maintained at public expense. As defined by the relevant Highways Act.
4. Highway Authority: Buckinghamshire County Council is the Highway Authority for the administrative county of Buckingham.
5. Qualifications: Each site shall be supervised and work conducted by persons adequately accredited and holding the appropriate Street Works qualification registration.
6. Works: Each site will be signed, guarded and conducted to comply with New Roads and Street Works Act 1991 and the associated codes of practice.
7. Insurance: **Public Liability insurance giving minimum cover of £10M is required.**
8. Cancellation: Once the Private Street Works Licence has been issued, there will be no refund of the application fee.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS OR ANY OF THE CONDITIONS IMPOSED ON THE LICENCE MAY RESULT IN PROSECUTION UNDER SECTION 95 AND SUBSEQUENT IMPOSITION OF FINANCIAL PENALTIES.**

### **(BLOCK CAPITALS PLEASE)**

NAME OF APPLICANT (Licensee).....

ADDRESS: .....  
.....  
.....

TELEPHONE NO: HOME..... BUSINESS.....

FAX NO: .....

CONTACT DETAILS FOR ISSUE OF DEFECTS, PENALTY CHARGES ETC.

FAX / EMAIL .....

NAME OF CONTRACTOR.....

ADDRESS .....  
.....  
.....  
.....

NAME, ADDRESS AND .....  
 REGISTRATION NUMBER .....  
 OF THE NEW ROADS & .....  
 STREET WORKS ACT .....  
 QUALIFIED SUPERVISOR .....  
 AGENTS NAME .....  
 TELEPHONE NO .....  
 EMERGENCY (OUT OF HOURS TELEPHONE NO) .....  
 LOCATION OF PROPOSED WORKS (Attach sketch plan)  
 .....  
 NATURE OF PROPOSED WORKS: .....  
 PROPOSED START DATE: .....

**NB: IMPORTANT NOTE:**

**Due to the implementation of the Traffic Management Act 2004 on 1st April 2008, notice periods have changed as follows:**

**For works with a duration of *less than 10 days* a minimum of 10 DAYS notification is required from the date of Licence issue.**

**For works of more than 10 days AND / OR works requiring a temporary road closure a minimum of 3 MONTHS notification is required from the date of Licence issue.**

**The Traffic Management Act 2004 requires that the Actual Start and Works Stop details are notified to the Highway Authority on the day, or following working day. Permanent reinstatement details must be notified within 10 working days of completion. Failure to do so may result in the issue of a Fixed Penalty Notice of £120.00, reduced to £80.00 if paid within 28 days.**

**Section 74 of the New Road & Street Works Act 1991 allows the Highway Authority to charge for the unreasonably prolonged occupation of the highway. This means that should these works overrun without agreement a charge may be levied as laid down in the Act.**

**Statutory inspections are made of works in accordance with the New Roads and Street Works Act. If a defect is found the cost of the inspection will be charged. The current charge is £68.00.**

**Traffic Control**

Will a road closure be required? **Y/N** If "yes" please contact Kyle White on 01296 383421 **BEFORE** completing your application.  
 Will traffic lights be required? **Y/N** If "yes" will they be 2 way / 3 way / 4 way  
 Will lights be required for 24 hours? **Y/N** If "yes" please provide a 24 hour contact telephone number  
 .....

PROPOSED COMPLETION DATE:.....

**NB: Permanent reinstatement must be completed within 84 days (3 months) or sooner if practical. The two year guarantee period will commence on the date of acceptance by Buckinghamshire County Council that the permanent reinstatement is acceptable, in accordance with the specifications imposed by the relevant codes of practice.**

**ANTICIPATED DIMENSIONS OF PROPOSED EXCAVATION (QUOTE IN METRES)**

FOOTWAY: LENGTH..... WIDTH ..... DEPTH.....  
 CARRIAGEWAY: LENGTH..... WIDTH ..... DEPTH.....  
 VERGE: LENGTH..... WIDTH ..... DEPTH.....

**WILL THE PLANT BE ADOPTED BY A PUBLIC UTILITY COMPANY?  
i.e. (Thames Water) (BT) YES / NO**

If YES a copy of the agreement to adopt must accompany this application.....  
.....

If NO a Licence to install private apparatus will be required. Application forms are available on request and should be returned with a separate fee of **£173.00** payable to Buckinghamshire County Council.

**PUBLIC LIABILITY INSURANCE**

Name of Insurer.....Policy No.....

Minimum Cover.....Expiry Date.....

Certificate of such insurance must be produced to show minimum cover of £10M.

**A FEE OF £200.00 MUST ACCOMPANY THIS APPLICATION (Valid for applications received before 31 March 2010)**

Cheques payable to Buckinghamshire County Council. This charge is made for inspections as specified by the New Roads and Street Works Act 1991.

**I/WE DECLARE THAT ADEQUATE ENQUIRIES AND SEARCHES HAVE BEEN CONDUCTED AND I/WE ARE SATISFIED THAT PLANT/EQUIPMENT ETC. THE PROPERTY OF ALL PUBLIC UTILITIES, THE HIGHWAY AUTHORITY OR OTHER LEGALLY LICENCED PERSON, PERSONS OR ORGANISATIONS WILL NOT BE COMPROMISED OR DAMAGED BY THE PROPOSED WORKS.**

(CONTACT ADDRESS OF PUBLIC UTILITIES ARE CONTAINED IN THE CURRENT TELEPHONE DIRECTORY FOR THE AREA)

I/WE UNDERSTAND THAT A SEPARATE LICENCE IS REQUIRED TO INSTALL NEW APPARATUS

.....  
I/WE.....

ACTING ON BEHALF OF .....

OF.....

HEREBY MAKE APPLICATION TO THE HIGHWAY AUTHORITY FOR A LICENCE TO MAKE AN OPENING IN THE HIGHWAY AT THE LOCATION AND FOR THE PURPOSES DESCRIBED.

I / WE ACCEPT LIABILITY FOR ALL ACTIVITIES ON SITE AND ANY DAMAGE TO THE HGIWHAY AND ANY DUCT, PIPE, CABLE, PLANT OR EQUIPMENT LAWFULLY INSTALLED RESULTING THEREFROM, TO THE SATISFACTION OF THE HIGHWAY AUTHORITY AND THAT FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN THE REVOCATION OF THIS OR ANY OTHER ASSOCIATED LICENCE, REMEDIAL WORKS AS DEEMED NECESSARY BY THE AUTHORITY AT THE EXPENSE OF THE LICENSEE.

I / WE HEREBY INDEMNIFY THE HIGHWAY AUTHORITY AGAINS ANY CLAIMS, ACTIONS, PROCEEDINGS, LOSS OR DAMAGE DEMANDS, INCLUDING DEFECT CHARGES, FIXED PENALTY NOTICES AND SECTION 74 CHARGES, ARISING AS A RESULT OF ACTIVITES TO WHICH THIS LICENCE RELATES.

DATED THIS.....DAY OF.....20.....

SIGNATURE.....