

## SECTION 50 STREETWORKS LICENSE APPLICATION NEW ROAD AND STREET WORKS ACT 1991

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Please ensure you include all the following items in your application:

- Payment for Section 50 Application**
- Cash Security, (if applicable, must be paid prior to works starting)\*Delays to cash security payment can also delay works start date, if there are also any additional enquiries from Legal regarding application this could delay your start date.**
- SWL1 – completed in full and signed by the Land Owner**
- SWL4- signed declaration that statutory undertakers have been contacted**
- Proof of Contractor’s Insurance to the value of £10 Million**
- Copy of accredited NRSWA supervisor’s & operatives card**
- Scale plan of proposed works: must include Street, Town, Postcode as well as X and Y Coordinates. Example of 2D plan page 2**
- Evidence of Title from HM Land Registry**
- Proof of permission to connect (if applicable)**

I declare that, as the Land Owner, I have read the attached ‘terms and conditions’ and general guidance notes.

Signed ..... Date .....

Full name in capitals .....

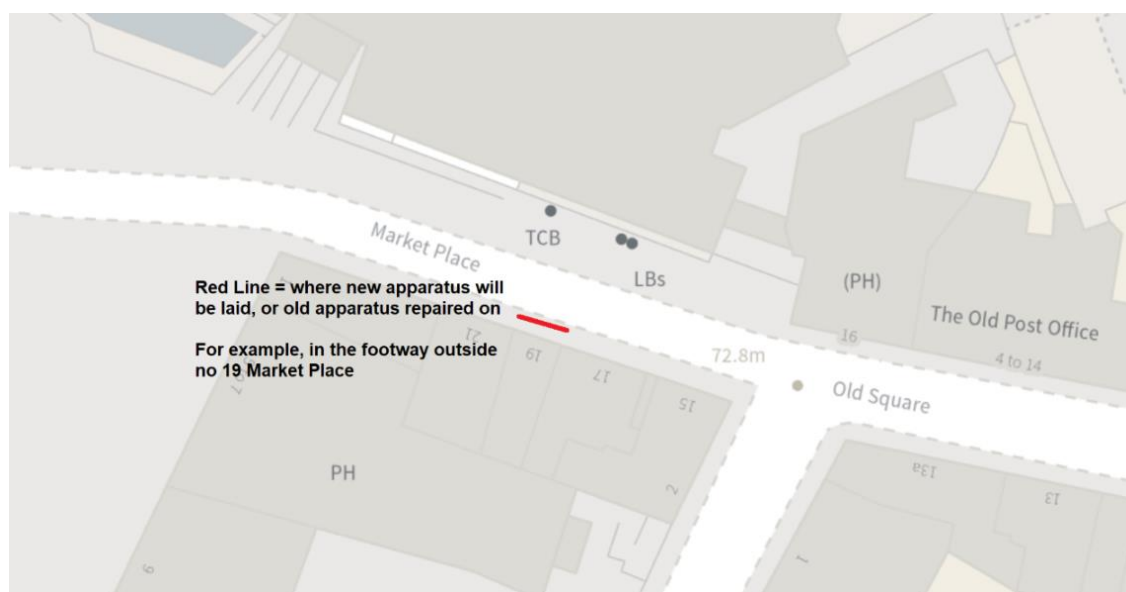
***Incomplete or incorrectly completed applications will be returned to the applicant and could result in a delay to your works.***

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## Guidance Notes for Section 50 Applications

### Part One: General Guidance

1. The application will take **40 working days** to process with a Cash Security; a minimum notice period of three months is required for major works. See Appendix A below for Works Categories. If your application is subject to a Cash Bond then **50 working days** is needed.
2. Any additional enquiries regarding your Section 50 from our legal team could delay your start date.
3. If a cash security or bond is required, delays to paying this can delay your start date.
4. The application cannot be processed unless it is accompanied by a 2D plan with an unbroken red line highlighting the apparatus. Example Plan:



5. The application will not be processed until all sections of the form have been completed, and Section 50 payment is received. A full description of the works location including grid references are essential.
6. Applicants must inform the Statutory Undertakers, who may be affected, of the proposals and request plans indicating the location of any apparatus they may have in the vicinity of the proposed works. Details of how to do this will also be forwarded with the acknowledgement of the application. No work should be carried out until this has been done. Failure to comply can result in Statutory Undertaker's apparatus being damaged – this can be expensive and dangerous.
7. No work should commence until the licence has been signed on behalf of Warwickshire County Council and returned for the retention of the applicant. Any work done prior to this will constitute an illegal opening of the highway. (This may not apply in the case of an emergency opening).
8. Following receipt of the Licence No. work should begin, notifying the Network Management Team, in accordance with The Traffic Management (Warwickshire County Council) Permit Scheme Order 2014 No.3310. If the start date has changed from the one on the original Licence Application form (SWL1) you must inform the Network Management Team immediately so that road space can be booked for the new dates.

For all types of work, a Start Notice – Form D (SWL11) shall be submitted within 2 hours of works commencing. Once the works are completed you will need to send in the Stop Notice – Form E (SWL11) within 2 hours of works being completed and the details of reinstatement returned on the Registration of Works form (SWL12) within working ten working days of reinstatement to the Network Management Team. 'Day 1' of the prescribed 10 days starts on the first working day following the date of reinstatement.

9. Failure to provide the correct notice may result in FPN charges.
10. Following completion of the works an 'AS LAID' drawing of the apparatus must be forwarded to the Network Management Team.

**Part Two: Fees**

1. To obtain a Section 50 License Applicants must complete the SWL1 in full, and it must be signed by the Land Owner. NOT the contractor.
2. Pay the Fee via BACs or Cheque.

|   |
|---|
| <b>BACS Details.</b>  |
| ACCOUNT NAME: WCC COUNTY FUND<br>LLOYDS TSB<br>CITY OFFICE<br>PO BOX 72<br>BAILEY DRIVE<br>GILLINGHAM BUSINESS PARK<br>KENT<br>ME8 0LS<br><br>SORT CODE: 30-00-02<br>ACCOUNT: 01045348<br>AGRESSO CODE: EB097 E1794 920221<br>QUOTE: Section 50 Licence |
| <b>Cheques</b>  |
| Payable to 'Warwickshire County Council'<br>Please write your address on the back as well as 'Section 50'   |

**\*\*For Receipts please call Finance 01926 410410 \*\***

|   |   |
|---|---|
|   | <b>Total Fee</b>  |
| <b>New Apparatus</b>  | £1085   |
| <b>Existing Apparatus</b>   | £760  |
| <b>Additional Fees: Durations over four weeks will incur additional Cat A and Cat B Inspections</b> | 1 x Cat A Inspection per week additional @ £50 each<br>1 x Cat B Inspection every 2 weeks additional @ £50 each |
| <b>Cash Security (if value of reinstatement is greater than £5000)</b>                              |   |

**Part Three: Forms**

1. To obtain a Section 50 License Applicants must complete the SWL1 in full, and it must be signed by the Land Owner. NOT the contractor.
2. Complete & Sign Form SWL4
3. Submit copies of the Contractors Street Works accreditations for both operatives and supervisors. All contractors must be accredited in accordance with HAUC and all permanent reinstatements must be undertaken by same and guaranteed as required by HAUC, i.e. all supervisors must be accredited and each site must have an accredited supervisor and at least one accredited operative.
4. Submit Evidence of Contractors Public Liability Insurance. Must have a minimum of £10 Million cover, and the end date must coincide with the works end date for permanent reinstatement.
5. Submit a scale 1:1250 drawing showing the location of the apparatus measured against fixed objects/structures. The plan must include an unbroken red line of the apparatus.
6. Submit evidence of title from HM Land Registry

**Part Four: Notification of Works in accordance with Wasps Works Categories**

**Major Works**

Major works either need a Temporary Regulation Order, TTRO (i.e. a road closure) or have a planned duration of 11 working days or more.

3 Months notice is required for all Major works.

If a Temporary Traffic Regulation Order, TTRO is required please complete the application on page 16, and send to [roadclosures@warwickshire.gov.uk](mailto:roadclosures@warwickshire.gov.uk)

You will need to submit a CAD drawing and your Diversion Route if requesting to close the road.

More information can be found on our website: <https://www.warwickshire.gov.uk/roadclosures>

## **Standard Works**

Standard works have a planned duration of between 4 and 10 working days

## **Minor Works**

Minor works are those activated other than Immediate or Major works that require a planned duration of 3 working days or less.

## **Immediate Works: are either Emergency Works or Urgent Works.**

These are works which have the potential to cause serious damage to persons or property. In such circumstance the applicant should contact Warwickshire County Council without delay.

In Accordance to WASP 5.2.5.2 Emergency Works are defined in Section 52 of NRSWA, are works required to end, or prevent, circumstances, either existing or imminent that might cause damage to people or property. This applies for both Street Works and Works for road purposes which fall within the definition of activities. Also, includes activities away from the emergency site that are necessary to shut of or divert a supply. Remedial Works to dangerous defective reinstatements classed as emergency works (but you will need to cross reference these to the parent permit).

In accordance to 5.2.5.3 of the WASP Urgent activities are defined in the regulations as activities;

- (not being emergency works) whose exception at the time they are executed is required (or which the person is responsible for the works believes on reasonable grounds to be required)
  - (i) To Prevent or put an end to an unplanned interruption of any supply or service provided by the activity promotor
  - (ii) To avoid substantial loss to the activity promotor in relation to an existing service or
  - (iii) To reconnect supplies or services where the activity promotor would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period.
- Includes works that cannot be reasonably severed from such works.

## **Remedial and Interim Works**

Advanced notification must be given to Warwickshire County Council prior to undertaking works to correct a defect or replace an interim reinstatement.

Reinstatements must be completed in accordance with the specification for the Reinstatement of Openings in Highways. Information on road types can be obtained from the Network Management Team by emailing [streetworks@warwickshire.gov.uk](mailto:streetworks@warwickshire.gov.uk).

## **Part Five: Start Notice, Stop Notice and Registration of Works**

- The Licensee must send the Authority a start notice within 2 hours of works commencing (SWL11)
- The Licensee must send the Authority a stop notice within 2 hours of works completion (SWL11)
- The Licensee must submit form SLW12 (Registration of Works) within 10 working days of completion of the works. They must state whether the reinstatement is 'interim' or 'permanent'. Where an 'interim' reinstatement is carried out, it must perform to the same standards as a permanent reinstatement. Interim reinstatements must be made permanent within 6 months of the interim reinstatement.

## **Part Six: Contact Statutory Undertakers**

Planned works in the highway may affect the assets/apparatus of Statutory Undertakers and Local Highways Authorities. Applicants must:

- a) contact Statutory Undertakers, Utilities and Local Highways Authorities (contact details on pages 10)
- b) provide these organisations with an accurate description and location of the proposed works;

- c) comply with any conditions specified by these organisations;
- d) notify Warwickshire County Council of any such conditions; and
- e) sign form SWL4 (page 8)

**Part Seven: Waste Management Duty of Care**

Applicants must ensure any wastes generated by the proposed works are handled and disposed of responsibly – The Waste Management Duty of Care. If wastes are generated applicants must complete form SWL5. A copy of the form must be given to the person accepting the waste. Failure to do so is an offence under the Environmental Protection Act 1990.

**Part Eight: Overrun Charges**

Works that are not completed by the agreed end date on your notice will be subject to NRSWA Section 74 charges unless prior agreement for an extension has been reached with the Network Management Team.

If the works take longer to complete than the duration agreed with Warwickshire County Council, the licensee may be subject to overrun charges of up to a maximum of £5,000 per day for the first three days, rising to a maximum of £10,000 per day for each subsequent day of overrun. Please see table of overrun charges below:

**Table 10.1 Maximum charges in relation to works occupying the carriageway during period of overrun**

| Item | Description of street   | Amount (£)(each of first three working days) | Amount (£)(each subsequent working day) |
|------|---|--|---|
| 1.   | Traffic-sensitive or protected street not in road categories 2, 3 or 4. | 5,000  | 10,000                                  |
| 2.   | Other street not in road categories 2, 3 or 4.                          | 2,500  | 2,500                                   |
| 3.   | Traffic-sensitive or protected street in road category 2.               | 3,000  | 8,000                                   |
| 4.   | Other street in road category 2.  | 2,000  | 2,000                                   |
| 5.   | Traffic-sensitive or protected street in road category 3 or 4.          | 750  | 750                                     |
| 6.   | Other street in road category 3 or 4.                                   | 250  | 250                                     |

**Table 10.2 Maximum charges in relation to works outside the carriageway during period of overrun**

| Item | Description of street                  | Amount (£) (each working day) |
|------|--|-------------------------------|
| 1.   | Street not in road category 2, 3 or 4. | 2,500                         |
| 2.   | Street in road category 2.             | 2,000                         |
| 3.   | Street in road category 3 or 4.        | 250                           |

**Part Nine: Road Closures and Temporary Traffic Signals**

For works that require temporary traffic signals complete the Portable Traffic Signals Application form (Pages 12-15) For works that require a road closure complete the Road Closure Application form (page 16)

**Your attention is drawn to the following documents; The Traffic Management Permit Scheme Order No.3310, Operational Guidance Document F1.0, HAUC Conditions & Traffic Signals Protocol.**

## **Fixed Penalty Notices and NRSWA Section 74 charges**

Please note that you may incur penalties or charges if you do not provide us with accurate and timely notification of works on the highway. Your attention is drawn to fixed penalty notices under S95A New Roads and Street Works Act 1991(NRSWA) and overrun charges under S74. Failure to comply can result in the issuing of a fixed penalty notice or an overrun charge.

### Simple explanation

If you do not submit the correct notices on time then you are liable to a fixed penalty charge. You should make sure that the date on your initial application is correct and let us know if it has changed. The works start, stop and registration forms must be sent in on time. If the works are likely to overrun the end date on your notice then you need to apply for an extension to the duration. If you do not do this and the works continue beyond the end date on your application you are liable to incur Section 74 charges. The daily charges are listed in the table below.

### Detail

Section 95A gives the "Street Authority" (which in the case of maintained highways is the same as the Highway Authority), the power to issue fixed penalty notices for certain specified offences under NRSWA. These are at present the seven offences under sections: 70(6); 74A(11).and 74(7B). Explanations are given below of the offences:

s.70(6) - Failure to provide registration details (Partial or Full) of interim or permanent reinstatement within 10 working days from the date on which the reinstatement is completed

s.74A(11) This only applies if an Authority is operating a lane rental scheme (Permits)

s.74(7B) - Failure to provide a notice of Actual start date, Revised duration or works clear/closed (Works Stop)

Permit offences:

The Permit Scheme Regulations create two offences for statutory undertakers

- Carrying out activities on the street without a permit, or in the case of immediate works not applying for a permit within two hours of the works starting
- Carrying out activities on the street or highway in a way that contravenes the conditions attached to a permit, or the conditions that are applied to an immediate activity before a permit is issued for those activities.

### Working without a Permit

- Regulation 19 creates the criminal offence for an undertaker or someone acting on its behalf to undertake works without a valid permit.

### Working in Breach of Conditions

- Regulation 20 creates the criminal offence for an undertaker or someone acting on its behalf to undertake works in breach of a condition.
  - The conditions included in a permit will be recorded in the permit register. If a permit is varied, a new permit will be issued and any new conditions will be included and recorded. The Permit Authority and activity promoter will endeavour to ensure that conditions are precise so that both can easily check performance on site against the approved conditions.
  - Conditions will apply to immediate activities for the period before a permit is issued. The WaSP scheme authorities may also detail further conditions that should be applied to all immediate activities within their Addendum or as part of the WaSP scheme Operational Guidance.

The fee is £120 but if paid in less than 29 calendar days the charge will be reduced to £80, for Regulation 19 and 20 the FPN charge is £500 unless paid within 30 days, this reduces to £300. The charge will increase to £120 if payment has not been made within 29 calendar days. If after 36 calendar days the FPN remains unpaid we are able to start legal proceedings but that will not affect the outstanding charge against them.

The fixed penalty notice must be served as soon as reasonably practicable and in any event no more than 91 calendar days (not working days) after the commission of the offence, beginning with (and therefore including) the date of its commission. For example in respect of an offence under s55(5) (beginning to execute works without notice or before the end of the notice period) the date of the offence will be the day the undertaker started the work. In the case of the other offences (which all involve failures to give notices or to comply with duties) the offence will be committed on the date on which the period for serving the notice or complying with the requirement expires.

If the Street Authority is intending to proceed with formal action in a particular case then a FPN will need to be served promptly to give time for the issue of proceedings in the magistrates court if the fixed penalty is not paid.

Once the FPN is given the undertaker has 36 calendar days to pay (beginning with the date when the FPN is given) and during that time the Street Authority cannot commence magistrates court proceedings.

If the undertaker has agreed to accept service of FPNs electronically then a FPN is “given” on the day it is transmitted as long as the transmission is completed before 4:30pm. It can also be served personally or by first class post but if the latter then it is deemed to be received on the second working day after posting.

**Prescribed periods**

Major Works – 3 calendar months notice is required for works taking more than 10 working days. A minimum of 10 working days prior to the estimated start date a confirmation notice must be sent with the proposed actual start date.

Failure to do so is an FPN offence

All works, except Immediate, require a notice of actual start date, which must be received no later than the next working day from commencement of the works.

All works, including immediate, require a works stop notice which must be sent no later than the next working day that works have been completed.

A registration, full or interim, must be sent no later than 10 working days from completion of the works.

If works are cancelled or postponed a cancellation notice must be received no later than the next working day after the last day of the estimated duration.

Failure to provide any of the above notices within the prescribed period is an FPN offence.

If works cannot be completed within the original estimated duration, a notice of revised duration estimate must be sent as soon as possible, failure to do so will result in Section 74 charges being incurred for prolonged occupation of the highway. The charges are listed below:

| <b>Charges in relation to works occupying the carriageway during period of overrun</b> |   |   |  |
|--|---|---|--|
| <b>Item</b>  | <b>Description of street</b>  | <b>Amount (£)(each of first three days)</b> | <b>Amount (£)(each subsequent day)</b> |
| 1  | Traffic-sensitive or protected street not in road categories 2, 3 or 4. | 5,000                                       | 10,000                                 |
| 2  | Other street not in road categories 2, 3 or 4.                          | 2,500                                       | 2,500                                  |
| 3  | Traffic-sensitive or protected street in road category 2.               | 3,000                                       | 8,000                                  |
| 4  | Other street in road category 2.  | 2,000                                       | 2,000                                  |
| 5  | Traffic-sensitive or protected street in road category 3 or 4.          | 750   | 750                                    |
| 6  | Other street in road category 3 or 4.                                   | 250   | 250                                    |

| <b>Charges in relation to works outside the carriageway during period of overrun</b> |  |                   |
|--|--|-------------------|
| <b>Item</b>  | <b>Description of street</b>             | <b>Amount (£)</b> |
| 1  | Street not in road categories 2, 3 or 4. | 2,500             |
| 2  | Street in road category 2.               | 2,000             |
| 3  | Street in road category 3 or 4.          | 250               |

# Application for Consent to Conduct Works

The application form must be signed by the Land owner of the apparatus. (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 Traffic Management Act 2004 or New Roads & Street Works Act 1991 may result in severe financial penalties.

The License application shall only be deemed granted when the License has been signed by all parties issued

Warwickshire County Council may require a cash deposit as a security for Section 50 Licenses that are over a risk value of £5,000 to reinstate, The information provided on this application will be used to determine the risk value and therefore Bond potentially required.

Please note that applications received without the submission of all the required information will not be processed. Your application may require a site meeting with one of our NRSWA Inspectors to determine the appropriate traffic control, subsequent to this there may be further licences / applications required.

No works are permitted to start without the duly authorised licences. Any unauthorised works on the public highway may be subject to consideration for prosecution.

**Consent to work required for: (Please ✓ if applicable)**

New Apparatus

Working on existing Apparatus

## Section 1: Owner of Apparatus (Licensee as in Section 5)

The License will be subject to financial penalties for Non-Compliance with the relevant statutory duties and license conditions. Licenses cannot delegate this liability to any other persons or organisations.

|                 |                   |
|-----------------|-------------------|
| <b>Surname:</b> | <b>Forenames:</b> |
| <b>Address:</b> |                   |
| <b>Postcode</b> |                   |
| <b>Email:</b>   | <b>Telephone:</b> |

## Section 2: Precise Location of Proposed Works

(Detailed plan showing route of apparatus to be submitted with form)

|   |                    |                                    |              |
|---|--------------------|------------------------------------|--------------|
| <b>Property Name/Number:</b>                |                    | <b>Street:</b>                     |              |
| <b>Town:</b>                                |                    | <b>Postcode:</b>                   |              |
| <b>Description of Works:</b>                |                    |                                    |              |
|   |                    |                                    |              |
| <b>National Grid References X:</b>          |                    | <b>National Grid References Y:</b> |              |
|   | <b>Carriageway</b> | <b>Footway</b>                     | <b>Verge</b> |
| <b>Length in Highway Metres</b>             |                    |                                    |              |
| <b>Depth of cover to apparatus (Meters)</b> |                    |                                    |              |
| <b>Width of Reinstatement (Metres)</b>      |                    |                                    |              |

|   |                |             |                           |                   |              |              |
|---|----------------|-------------|---------------------------|-------------------|--------------|--------------|
| <b>Proposed Start Date:</b>                         |                |             | <b>Proposed End Date:</b> |                   |              |              |
| <b>Proposed Work Hours (Please tick one)</b>        | 9.30-15.30     | 08:00-17:00 | 24 Hours                  | Night-time        | Weekends     |              |
| <b>Proposed Traffic Management (Please tick on)</b> | No Carriageway |             | Some Carriageway          |                   | Give & Take  |              |
|   | Stop Go Boards |             | Two Way Signals           | Multi Way Signals | Lane Closure | Road Closure |

## Section 3: Details of Contractor undertaking the works

Include proof of NRSWA Accreditations on Application



|                                       |                   |
|---------------------------------------|-------------------|
| <b>Name:</b>                          |                   |
| <b>Address:</b>                       |                   |
| <b>Email:</b>                         | <b>Telephone:</b> |
| <b>Name of Accredited Operative:</b>  | <b>SWQR No:</b>   |
| <b>Name of Accredited Supervisor:</b> | <b>SWQR No:</b>   |

**Section 4: Insurance**

Public Liability Insurance to the minimum value of £10million is required. Expiry date must be later than the proposed completion of works. Copy of Insurance Certificate will be required on application.

|                         |            |              |
|-------------------------|------------|--------------|
| Insurance Company Name: |            |              |
| Address:                |            |              |
| Tel No:                 | Policy No: | Expiry Date: |

**Section 5: Declaration by Owner of apparatus (as in Section 1)**

**I confirm that by submitting this application:**

The foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements set out in the Traffic Management Act 2004 and The New Roads and Street Works Act 1991, The Traffic Management (Warwickshire County Council) Permit Scheme Order 2014 No 3310 and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant Licence.

I have read and understood the Guidance Notes on pages 2-4

I accept the fee of either £1085 for New Apparatus or £760 for Repairs (£229 is a non refundable admin fee)

I acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by the Street Authority including any defect inspection fees and the costs of any necessary remedial works conducted by the Street Authority during the guarantee period, along with the required administration/capitalised annual charge fees.

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

- (a) the placing or presence in the street of apparatus to which the licence relates, or,
- (b) the execution by any person of any works authorised by the licence.

I confirm that I have read and understand the Notes for Guidance and the Standard Conditions as attached (n.b further conditions may be imposed at the time of granting the licence.)

I acknowledge as the licensee I will be subject to financial penalties for non-compliance with the relevant statutory duties and licence conditions. (Licensees cannot delegate this liability to other persons or organisations.)

|             |       |
|-------------|-------|
| Signed:     | Date: |
| Print Name: |       |

**Section 6: Authorisation (office use only)**

Additional Conditions: No works contained in this License will be allowed to take place within the Public Highway until the following Conditions are met

1. Applicable cash security is in place
2. Proof of permission to connect (If applicable)
3. Payment received
4. Drawings are approved by Development Control
5. Section 38/106 Agreements are in Place
6. Evidence of Title from HM Land Registry

## **SWL4 - Statutory Undertakers Declaration**

I, the applicant, have contacted the Statutory Undertakers listed below, informing them that I intend to undertake Street Works at the following location:

|                          |       |
|--------------------------|-------|
| Property Number or Name: | Road: |
| Parish:                  | Town: |

I confirm that the responses I received from the Statutory Undertakers are highlighted below and I will take all reasonably necessary precautions to avoid damage or interference with their apparatus.

|                                   |             |
|-----------------------------------|-------------|
| Signed:                           | Print Name: |
| Position in Company (if relevant) | Date:       |

**Statutory Undertakers Responses:**

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Cadent Gas</b>           |                             |
| Apparatus Affected (Yes/No) | Special Requirements Needed |
| Contact Name:               | Date:                       |

|  |                             |
|--|-----------------------------|
| <b>Fujitsu Telecommunications Europe Ltd</b> |                             |
| Apparatus Affected (Yes/No)                  | Special Requirements Needed |
| Contact Name:                                | Date:                       |

|   |                             |
|---|-----------------------------|
| <b>Gas Transportation Company (GTC)</b> |                             |
| Apparatus Affected (Yes/No)             | Special Requirements Needed |
| Contact Name:                           | Date:                       |

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Openreach (BT)</b>       |                             |
| Apparatus Affected (Yes/No) | Special Requirements Needed |
| Contact Name:               | Date:                       |

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Severn Trent Water</b>   |                             |
| Apparatus Affected (Yes/No) | Special Requirements Needed |
| Contact Name:               | Date:                       |

|                                      |                             |
|--------------------------------------|-----------------------------|
| <b>South Staffordshire Water Plc</b> |                             |
| Apparatus Affected (Yes/No)          | Special Requirements Needed |
| Contact Name:                        | Date:                       |

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Thames Water</b>         |                             |
| Apparatus Affected (Yes/No) | Special Requirements Needed |
| Contact Name:               | Date:                       |

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Virgin Media</b>         |                             |
| Apparatus Affected (Yes/No) | Special Requirements Needed |
| Contact Name:               | Date:                       |

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Vodafone</b>             |                             |
| Apparatus Affected (Yes/No) | Special Requirements Needed |
| Contact Name:               | Date:                       |

|                                       |                             |
|---------------------------------------|-----------------------------|
| <b>Wales &amp; West Utilities Ltd</b> |                             |
| Apparatus Affected (Yes/No)           | Special Requirements Needed |
| Contact Name:                         | Date:                       |

|                                       |                             |
|---------------------------------------|-----------------------------|
| <b>Warwickshire Fire &amp; Rescue</b> |                             |
| Apparatus Affected (Yes/No)           | Special Requirements Needed |

|               |       |
|---------------|-------|
| Contact Name: | Date: |
|---------------|-------|

|                                       |                             |
|---------------------------------------|-----------------------------|
| <b>Western Power Distribution Ltd</b> |                             |
| Apparatus Affected (Yes/No)           | Special Requirements Needed |
| Contact Name:                         | Date:                       |

## STATUTORY UNDERTAKERS WITH APPARATUS IN WARWICKSHIRE

|   |   |
|---|---|
| <p><b>Cadent Gas</b><br/> Plant Protection Team<br/> Block 1, Floor 2<br/> Brick Kiln Street<br/> Hinkley<br/> Leicester<br/> LE10 0NA<br/> Email: plantprotection@cadentgas.com<br/> Tel: 0800 688 588</p>               | <p><b>Fujitsu Telecommunications Europe Ltd</b><br/> Plant Protection Team<br/> Postal Point 5,<br/> Solihull Parkway<br/> Birmingham Business Park<br/> Birmingham<br/> B37 7YU<br/> Email: plantenq@mailman.ftel.co.uk<br/> Tel: 0121 717 6065</p>                |
| <p><b>Gas Transportation Company (GTC)</b><br/> Synergy House<br/> Woolpit Business Park<br/> Woolpit<br/> Bury St Edmunds<br/> Suffolk<br/> IP30 9UP<br/> Email: plantenquiries@gtc-uk.co.uk<br/> Tel: 01359 240 363</p> | <p><b>Openreach (BT)</b><br/> Openreach NNHC<br/> 4<sup>th</sup> Floor Kiln House<br/> Pottergate<br/> Norwich<br/> NR2 1AJ<br/> Email: nnhc@openreach.co.uk<br/> Tel: 0800 800 8655</p>  |
| <p><b>Severn Trent Water</b><br/> Asset Protection East<br/> Gorse Hill,<br/> Ansty,<br/> Leicester,<br/> LE7 7GU<br/> Email: net.dev.east@severntrent.co.uk<br/> Tel: 02477 716843</p>                                   | <p><b>South Staffordshire Water Plc</b><br/> Developer Services<br/> Green Lane<br/> Walsall<br/> WS2 7PD<br/> Email: developerservices@south-staffs-water.co.uk<br/> Tel: 0845 345 1399</p>  |
| <p><b>Thames Water</b><br/> Developer Services<br/> Clearwater Court<br/> Vastern Road<br/> Reading<br/> RG1 8DB<br/> Email: developer.services@thameswater.co.uk<br/> Tel: 0800 009 3921</p>                             | <p><b>Virgin Media</b><br/> National Plant Enquires Team<br/> Ground Floor<br/> Cablephone House<br/> Small Heath Business Park<br/> Talbot Way<br/> Birmingham<br/> B10 0HJ<br/> Email: PlantEnquiriesTeam@virginmedia.co.uk<br/> Tel: 0870 88 3116 (Option 2)</p> |
| <p><b>Vodafone Plant Enquiries</b><br/> c/o Atkins<br/> The Hub<br/> 500 Park Avenue<br/> Aztec West<br/> Almondsbury<br/> Bristol, BS32 4RZ<br/> Email: osm.enquiries@atkinglobal.com<br/> Tel: 01454 662 881</p>        | <p><b>Wales &amp; West Utilities Ltd</b><br/> Plant Protection Enquires<br/> Wales &amp; West House<br/> Spooner Close<br/> Celtic Springs, Coedkernew<br/> Newport, NP10 8FZ<br/> Email: plantprotectionenquires@WWutilities.com<br/> Tel: 02920278912</p>         |
| <p><b>Warwickshire Fire &amp; Rescue</b><br/> Warwick Street<br/> Leamington Spa<br/> CV32 9NA<br/> Email; waterofficer@warwickshire.gov.uk<br/> T el: 02476 491051 Ext: 4122</p>   | <p><b>Western Power Distribution Ltd</b><br/> Records Team<br/> 3<sup>rd</sup> floor<br/> Toll End Road<br/> Tipton<br/> West Midlands<br/> DY4 0HH<br/> Email: wpdnewsuppliesmids@westernpower.co.uk<br/> Tel: 0121 623 9007</p>                                   |

# DUTY OF CARE: CONTROLLED WASTE TRANSFER NOTICE SWL5

## Section A – Description of Waste

Please describe the waste being transferred: .....

How is the waste contained?

Loose  Sacks  Skip  Drum  Other - Please describe:.....

What is the quantity of waste (number of sacks, weight, etc); .....

## Section B – Current holder of the waste

Full Name (Block Capitals):.....

Name and address of company: .....

Which of the following are you (Please ✓ if applicable)

Producer of the waste  Holder of waste disposal or waste management licence License Number Issued by:.....

Importer of the waste  Exempt from requirement to Have a waste disposal or waste Management licence Give reasons .....

Waste collection authority  Registered waste carrier Registration number: Issued by:.....

## Section C – Person collecting the waste

Full Name (Block Capitals): .....

Name and address of company: .....

Which of the following are you: (Please ✓ if applicable)

Waste collection authority  Holder of waste disposal or waste management licence. License Number Issued by .....

Exporter  Registered waste carrier. Registration Number Issued by.....

Exempt from requirement to register. Give reasons .....

## Section D

1. Address of place of transfer/collection point:.....

2. Date of transfer: ..... Time(s) of transfer (for multiples, give 'between' dates): .....

3. Name and address of broker who arranged this waste transfer (if applicable):.....

Signed:.....

Full Name (Block Capitals) .....

**TS1 FORM  
APPLICATION FOR THE USE OF  
SHUTTLE AND MULTI-PHASE  
PORTABLE TRAFFIC SIGNALS**



|    |  |  |
|----|--|--|
| 1. | Name of Utility / Contractor:<br>Applicant dealing with request (print name):<br>Telephone No:<br>Email:<br>Emergency Contact Name & No. (24hr):<br>Order Number (see note 4 below):<br>Invoice Address: |  |
| 2. | Traffic Management Company:<br>Address:<br><br>Telephone Number:<br>Email:<br>Emergency Contact No. (24hr):  |  |
| 3. | Works description  |  |
| 4. | Site Location (Street names):<br>Town:<br>Post Code:<br>Grid Reference:<br>Approximate Length and Width:   |  |
| 5  | Proposed Date and Time of Works:<br><br>Will the signals be in use 24 hours?<br>Two way or Multi phase signals<br>Manual control at the following times.   | Date(s): From.... To....<br>Times: From.... To....<br>Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i><br>Two way <input type="checkbox"/> Multi Phase <input type="checkbox"/> <i>please tick</i><br>From .....am <input type="checkbox"/> .....am and from <input type="checkbox"/> ..pm to .....pm |
| 6. | Permit reference number<br>+   |  |
| 7. | Will the portable traffic signals be located within 100m of permanent traffic signal junction or a pedestrian crossing. If so, will they be required to be switched off?                                 | Yes <input type="checkbox"/> No <input type="checkbox"/> <i>please tick</i>  |
| 8. | Purchase Order number associated with the works<br><br>See note 4<br><br>See note 4  | Purchase Order number _____<br>Switching off/on during office hours no. <input type="checkbox"/><br>Switching off/on during out of office hours no. <input type="checkbox"/><br><br>Total sum for switch off/on works _____  |

Persons completing this application form must have a working knowledge of the following:

- ◆ Safety at Street Works and Road Works – A Code of Practice (red book).2015
- ◆ Traffic Signs Chapter 8 2016
- ◆ An Introduction to the Use of Portable Vehicular Signals (pink book).
- ◆ The Traffic Signs Regulations and General Directions 2016.

Print name: - \_\_\_\_\_ Signature of Applicant: - \_\_\_\_\_  
 Date: - \_\_\_\_\_

**Notes:**

1. Authorisation of **shuttle** working portable traffic signals will be considered when in receipt of all the required information including, a scaled drawing showing the following details: - works area, location of controller and position of signal heads. **The application for the Temporary traffic signals should be made a minimum of 10 days before the granted permit.** We cannot book a signal switch off unless the **permit is granted** and therefore this is needed before applying for a switch off. This application form and associated information should be emailed to [signalswitchoffs@warwickshire.gov.uk](mailto:signalswitchoffs@warwickshire.gov.uk)
2. For **Urgent** and **Emergency** Signal Switch Off request, i.e. where there is immediate danger to persons or property:  
  
**Emergency Switch Off Monday to Sunday 05.00 to 00.00 charge will be £495**  
**Emergency Switch Off Monday to Sunday 00.00 to 05.00 charge will be £575**
3. Should permanent traffic signals or pedestrian crossings require switching off, charges of:  
  
**£260 will be made per site visit during hours (08:00 – 16:30 Mon to Thur and 08:00 – 16:00 Fri) or £310 per site visit outside office hours.**  
  
**A minimum notice period of 10 working days before a granted permit** should be given to the **Signals Team in Network Management on 01926 414018 or email: [signalswitchoff@warwickshire.gov.uk](mailto:signalswitchoff@warwickshire.gov.uk)**
4. Authorisation of **multi-phase** portable traffic signals will be considered when we are in receipt of all the required information including a scaled drawing showing the following details: - works area, location of controller, position of signal heads, signal phasing together with relevant timings, proposed temporary traffic management layout including the location of signs and barriers. (See examples in Form TS3). The application for the Temporary traffic signals should be made a minimum of **10 working days** before the granted permit. This application form and associated information should be emailed to [signalswitchoffs@Warwickshire.gov.uk](mailto:signalswitchoffs@Warwickshire.gov.uk)
5. If all relevant information has been submitted and no site visits are required by the Authority, no authorisation charge will be incurred. However, should the information submitted, be insufficient, a standard charge of **£250** will be made for the work associated with the authorisation of multi phase portable traffic signals. A purchase order number must be supplied in this instance.
6. Purchase Order Invoice address must be correct. If we have to re-invoice to a new address an additional charge of **£50** will be issued.
7. For portable traffic signals where permanent signals or pedestrian crossings are unaffected, please contact the street works team on **01926 412515** and email this form to [streetworks@warwickshire.gov.uk](mailto:streetworks@warwickshire.gov.uk)
8. You must have a granted permit before you apply for a signal switch off. Minimum notice period of **10 working days** should be provided to the Network Management Team to book in the switch off.
9. Please ensure the TS1 form includes a Purchase Order for the works.
10. In the event of a switch off/on please be aware only the first hour is covered by the initial visitation charge. Further waiting time onsite is charged at **£55** per hour during office hours (9am-5pm) and **£80** per hour out of office hours.
11. The approval of the temporary signals is **NOT** a Streetworks Permit for the works. Therefore, a Permit should be sought in the normal manner by contacting the Network Management Team.
12. Your traffic management company and contractor must be on site for your time slot. Our Engineers will only wait **30 minutes**, you will still be charged and have to re-book within the original timeframes and be charged again.
13. If you do not cancel within 48 hours or show up for your allocated signal switch off time you will be charged the full cost of signal switch off site booking.

Please return this form to **Michelle Brown, Signals Coordinator, Network Management**  
[signalswitchoff@Warwickshire.gov.uk](mailto:signalswitchoff@Warwickshire.gov.uk)

Email:  
Telephone: - **01926 414018**



## Portable Traffic Signals

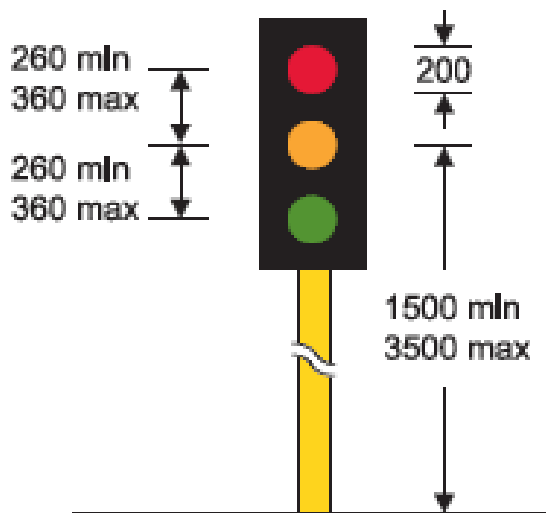
Directions for the use of temporary signals:

1. A readable scaled O.S. based drawing of the location should be submitted, detailing the position of each traffic signal head, phasing, controller position.. The signal heads are to be identified to a point within two metres of that intended to be used on site, when scaled from this drawing. All distances between stop here signs should be indicated on the drawing. See examples below showing desired details.
2. The size, type and location of all portable traffic signals, traffic management and signing are be detailed in accordance with advice given in Safety At Street Works and Road Works, A Code of Practice (red book), Chapter 8 of the Traffic Signs Manual, An Introduction to the Use of Portable Vehicular Signals (pink book) and the Traffic Signs Regulations and General Directions 2016.
3. Portable traffic signals, traffic management and signing shall be installed by suitably qualified personnel. i.e. Sector 12 Traffic Management with relevant units or equivalent Street Works Accreditation.
4. Proposed traffic signal stage timings, minimum and maximum green times and with the inter-green or the all red time period between each stage to be stated. Only use fixed time or manual operation signals at the request of the LHA.
5. Portable traffic signals must operate in the vehicle actuated mode at all times unless written approval is obtained from the Local Authority. The controller should also be capable of working in fixed time and manual modes.
6. Cable protectors must be fitted where traffic is travelling over cabling and these must be sand bagged and sited away from turning traffic or where braking/accelerating is likely to occur.
7. If there are any existing 'Give Way' or 'Stop' signs (including duplicate or advanced signs) and / or markings, they must be temporarily covered over.
8. A 'beck and call' maintenance system for the portable traffic signal equipment is required. The maintenance provision must be such that a suitably trained technician (also NRSWA accredited) will arrive on site within two hours of notification during the hours 07.00 to 19:00 hours Mondays to Fridays, and within two hours at all other times. The equipment must be returned to working condition within 30 minutes of arrival on site and the appropriate spare parts will, therefore, need to be carried in their vehicle. The signals should switch off in fault conditions and not default to an All Red state.
9. "Stop and Go" boards must be available on site to control traffic in the event of portable traffic signal failure.
10. A log of all faults must be kept detailing time reported, time repaired, time on site, nature of fault, etc. The log shall be submitted to the Highway Authority if requested when the portable traffic signals are removed from site.
11. A representative from the Local Authority may be in attendance when the portable traffic signals are being installed at the site. Therefore a 72 hours notice period is required prior to the intention to set up this equipment on the highway.
12. The controller unit and slaves must be secured by key or padlock when the site is not being attended by the contractors traffic management personnel.
13. Equipment must be of a type approved to be used on the highway and in full working order including all switches and LEDs.
14. Where the 85% speed is greater than 35 mph on any one approach, the amber height will need to be above 2.5m from the footway level; minimum clearance of traffic signal head to be 2.1m from footway level (see diagram below) and a duplicate signal heads must be provided to that approach, and on all roads 7.3m wide and above.

15. Where there are two or more lanes to any given approach then duplicate signal heads must be provided to that approach due to possibility of obstruction.
16. Where portable temporary signals are to be used at existing permanent traffic signals which have pedestrian crossing facilities, or where the works require controlled facilities to assist pedestrians through the working area then the temporary signal installation shall also incorporate temporary pedestrian crossing facilities, unless there is an alternative safe pedestrian route.

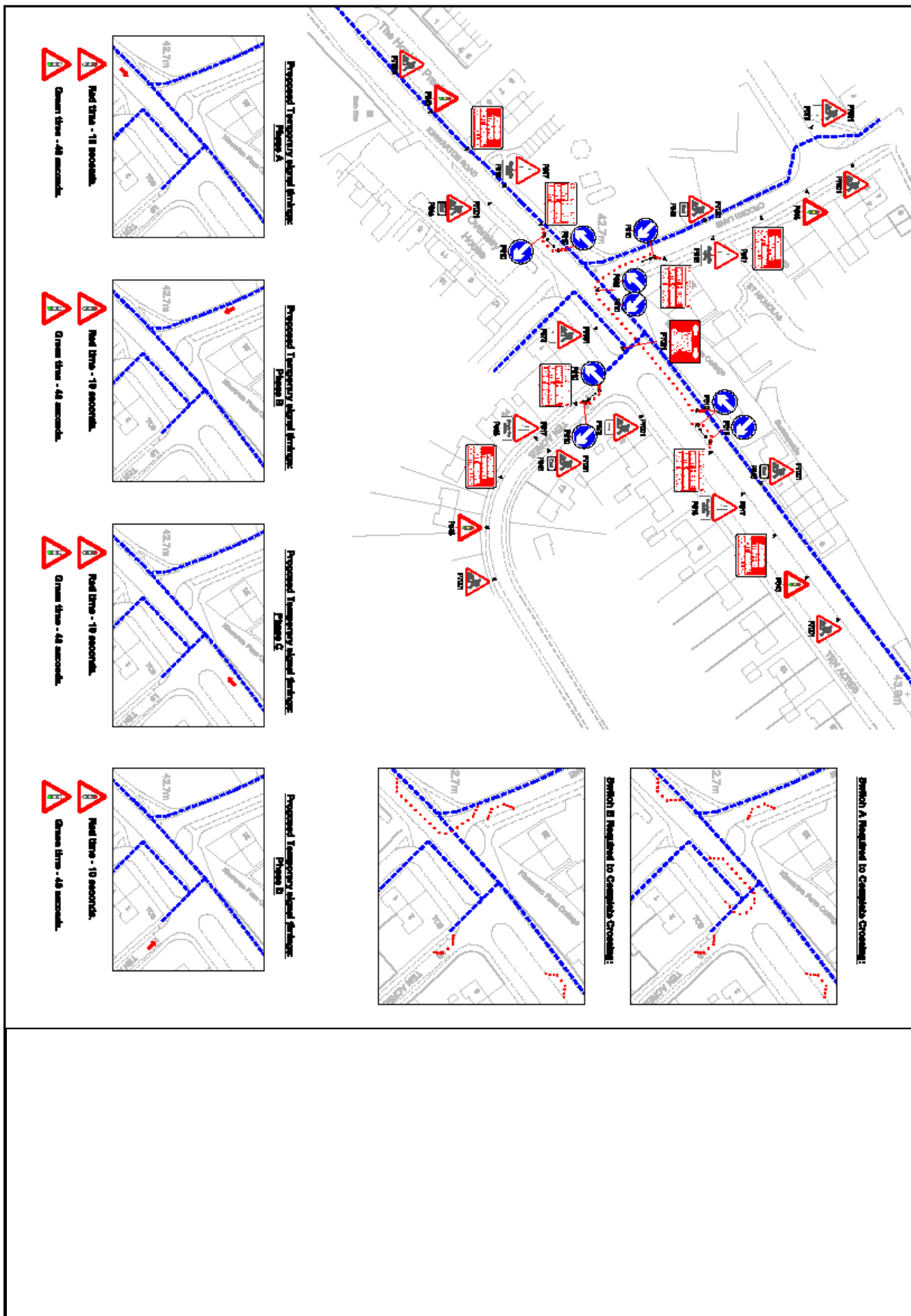
Any bus stops located within the area of the proposed traffic management will need to be either suspended or relocating for the duration of the works. All such requests should be made in writing to TfWM using their bus shelter and stop suspension procedure.

Further information can be obtained from the [Network Management Team on 01926 414018](mailto:signalswitchoff@warwickshire.gov.uk) or [signalswitchoff@warwickshire.gov.uk](mailto:signalswitchoff@warwickshire.gov.uk)



Height of amber signal from footway level.

Example – Scaled drawing (1:500) of the proposed works



# Temporary Road Closure Request Form



|  |   |                                   |  |
|--|---|-----------------------------------|--|
| <b>Please enclose fee of £1555.00 with this application for a planned road closure</b><br><b>Please enclose fee of £745 with this application for an emergency road closure</b>                    |   |                                   |  |
| Contact Name:  |   | Company Name and Invoice Address: |  |
| 24hr Tel. No:<br>(Will appear in Public Notice)  |   |                                   |  |
| <b>Purchase Order No:</b><br>(must be attached to application)   |   |                                   |  |
| <b>Location of required closure</b>  |   |                                   |  |
| Town/Village:  |   |                                   |  |
| Street:  |   |                                   |  |
| From & To:   |   |                                   |  |
| Approx Length:   |   |                                   |  |
| Type of temporary restriction required *Select the types of temporary restriction you are requesting   | <input type="checkbox"/> Road closure<br><input type="checkbox"/> Footpath closure<br><input type="checkbox"/> Cycle path closure<br><input type="checkbox"/> Speed limit reduction<br><input type="checkbox"/> Other ..... |                                   |  |
| Dates:<br><b>(Min 12 weeks from receipt of app form)</b>   | Start Date:   |                                   |  |
|  | End Date:   |                                   |  |
| Duration of Closure within these dates:  |   |                                   |  |
| Notice Number:   |   |                                   |  |
| <b>WORKS CONTRACTOR DETAILS:</b><br>Name:<br>Company:<br>Emergency 24 hour Tel No:   |   |                                   |  |
| Attach TM and suggested diversion:   | Yes/No  |                                   |  |
| <b>Cancellations:</b> <i>If PAA has been granted and you cancel minimum charge of £1000<br/>         However, if this has already been sent to advertising then you will be charged full £1555</i> |   |                                   |  |
| <b>Additional charges:</b> <i>An additional £600 will be charged if you need an extension or to request a start date change.</i>   |   |                                   |  |

Please return to: [roadclosures@warwickshire.gov.uk](mailto:roadclosures@warwickshire.gov.uk)

**NEW ROADS AND STREET WORKS ACT 1991 SECTION 50 (SCHEDULE 3)****D. WORKS IN PROGRESS - START NOTICE (SWL11)**

Permit Reference No.

PC002

Works will commence on the opening of the highway located at:

For the purpose of:

On: (date)

At approximately: (time)

*(this must be returned within 2 hours of starting works)*

Print name:

Dated:

On behalf of:

**NEW ROADS AND STREET WORKS ACT 1991 SECTION 50 (SCHEDULE 3)****E. PERMANENT REINSTATEMENT COMPLETE - STOP NOTICE (SWL11)**

Reference No.

PC002

I have today completed the filling in of the opening which I made at: (location)

Date:

Time:

*(this must be returned within 2 hours of stopping works)*

Print name:

Dated:

On behalf of:

**NEW ROADS AND STREETWORKS ACT 1991**  
**REGISTRATION OF WORKS (SWL12)** *(this must be returned within 10 days of completing works)*

Permit Reference no. **PC002-**

Location of Works:

Completion date:

Have the Start & Stop Notices (Form E - SWL11) been returned? Y/N

**Reinstatement Closing Dimensions**

| Item | Grid References: X & Y. <b>Please provide Start &amp; End points if greater than 10m in length OR one set of grid references showing the centre of the excavation if less than 10m in length</b> | Length in meters | Width in meters | Depth t top of apparatus in meters | Carriageway, Footway or Verge? | Interim (I) or Permanent (P)? |
|------|--|------------------|-----------------|------------------------------------|--------------------------------|-------------------------------|
| 1    |  |                  |                 |                                    |                                |                               |
| 2    |  |                  |                 |                                    |                                |                               |
| 3    |  |                  |                 |                                    |                                |                               |
| 4    |  |                  |                 |                                    |                                |                               |
| 5    |  |                  |                 |                                    |                                |                               |

**As Laid Record**

**Following completion of the works an 'AS LAID' drawing of the apparatus must be forwarded to the Network Management Team.**

**DUTY OF CARE: CONTROLLED WASTE TRANSFER NOTE**

 (SWL13) Waste Control Form *(must be returned within 10 days of completing works if applicable)*

Copy to be retained by licensee

**Section A – Description of Waste**

 1. Please describe the waste being transferred: 

2. How is the waste contained?

Loose

Sacks

Skip

Drum

Other - Please describe:

 3. What is the quantity of waste (number of sacks, weight, etc); 
**Section B – Current holder of the waste**

 1. Full Name: 

2. Name and address of company:

 3. Which of the following are you (please **delete** all that don't apply):

- Producer of the waste
- Holder of waste disposal or waste management licence  
 Licence No  Issued by:
- Importer of the waste
- Exempt from requirement to have a waste disposal or waste management licence:  
 Give reason:
- Waste collection authority
- Registered waste carrier - Registration number:  Issued by:
- Waste disposal authority (Scotland Only)
- Exempt from requirement to register.  
 Give reason:

**Section C – Person collecting the waste**

 4. Full Name: 

5. Name and address of company:

 6. Which of the following are you: (Please **delete** all that don't apply)

- *Waste collection authority*
- *Holder of waste disposal or waste management licence.*  
*Licence number:*  *Issued by:*

- *Waste disposal authority (Scotland Only)*
- *Exempt from requirement to have a waste disposal or waste management licence*  
Give reason:
- *Exporter*
- *Registered waste carrier.*  
Registration number:  Issued by:
- *Exempt from requirement to register.*  
Give reason:

**Section D**

4. Address of place of transfer/ collection point:
5. Date of transfer:
6. Time(s) of transfer (for multiple consignments, give 'between' dates):
4. Name and address of broker who arranged this waste transfer (if applicable):
5. Full name:   
Representing: