

**Section 50 New Roads and Street Works Act 1991**

Street Works Licence Application



|  |
| --- |
|  |
|  |
|  |
| **Street Works Coordination** |
|  |
|  |
|  |
|  |
|  |
| **Section 50 New Roads and Street Works Act 1991** |
| **Street Works Licence Application and Guidance to Place or Retain Apparatus Within the Highway** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**1 INTRODUCTION**

* 1. Anyone other than a Statutory Undertaker requiring to install any apparatus or maintain any existing apparatus either above or below ground in the publicly maintained highway (the Applicant) must apply for permission from City of Doncaster Council (the Council) under Section 50 and Schedule 3 of the New Roads and Street Works Act 1991 (NRSWA). The term apparatus includes drains, cables, tubing, ducts, sewer pipes, water and gas pipes etc.
  2. A person granted a Street Works Licence (the Licensee) becomes an undertaker for the purposes of NRSWA and must comply with the relevant duties and responsibilities imposed by NRSWA and the associated codes of practice, the Traffic Management Act 2004 and the Doncaster Permit Scheme (DPS).
  3. The Council operates a permit scheme on all parts of the publicly maintained highway. Appropriate permits will be obtained through the DPS on behalf of the Applicant. The DPS document can be viewed through following link:

<https://www.doncaster.gov.uk/services/transport-streets-parking/the-yorkshire-common-permit-scheme>.

The Applicant’s attention is drawn to sections 12 & 14 of the DPS regarding the financial penalties associated with scheme and the **Charges for Unreasonably Prolonged Occupation of the Highway** (Appendix 8 of this document).

1.4 It is the function of the Council as Street Authority to monitor undertakers’ operations under NRSWA and ensure the rights of the highway user are protected.

1.5 Those Applicants not familiar with the requirements of NRSWA are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf. The works must be undertaken by an accredited operative and overseen by an accredited supervisor.

1.6 Significant financial penalties may arise to the Licensee for non-compliance with the relevant statutory duties or licence conditions. Applicants should note that this liability cannot be delegated to any other person or organisation.

1.7 Officers in the Council’s Highway Network Management Service will provide advice and assistance to Applicants. Contact information is provided on the **Street Works Licence Application Form** (Appendix 1).

1.8 Although the Council will give assistance, the Licensee is legally responsible for compliance with NRSWA. The Licensee may employ a sub-contractor to install apparatus, however, the legal responsibility remains with the Licensee and any legal proceedings the Council may instigate.

1.9 The Council may require the Applicant to provide a cash bond to a pre-specified sum to secure the performance of the reinstatement works and cover the Council’s liability to safely reopen the highway to traffic where works are abandoned by the Licensee. The bond will be released on satisfactory completion of the works and the reinstatement guarantee period. The Applicant will be contacted should such a bond be required.

**2 PLANNING THE INSTALLATION OR MAINTENANCE OF APPARATUS**

2.1 The Applicant should firstly complete the **Street Works Licence Application Form** (Appendix 1) and produce plans at minimum scale 1:1250 to clearly show the proposed location of the relevant apparatus. The application form and plans should be sent to the Council at the postal or email address provided within the form.

2.2 The Licensee is required to indemnify the Council against all and any claims made by a third party in connection with any aspects of the works. This liability extends to the end of the guarantee period for the reinstatement. The Licensee has an ongoing liability for the apparatus, should it fail and cause injury to another person or damage another person's property.

2.3 The Applicant must supply a copy of their current **Public Liability Insurance Certificate** along with their application. This should provide a minimum level of cover of £10 million. Such insurance must indemnify the Council from and against all actions, claims, losses and expenses whatsoever in respect of loss of life or personal injury or damage to property, howsoever caused, arising out of or in any way attributable to the activity.

2.4 One of the obligations placed on the Licensee requires that the works be carried out by a Street Works Accredited Operative and Supervisor. The Accredited Supervisor has the specialist knowledge required to work within the highway and should be able to advise the Licensee on the planning of the works. The supervisor and operative must be two individual persons; copies of their relevant **accreditation cards (both sides)** must be supplied with the application and these must include for the type of surfaces being reinstated.



• If excavation is less than 2 square metres, the reinstatement can be done in cold lay materials in some circumstances. Check the back of the card for cold lay.

• If excavation is more than 2 square metres, the reinstatement must be done in hot lay materials. Check the back of the card for hot and cold lay.

• If excavation is in a concrete slabs. Check the back of the card for concrete.

• If excavation is in a modular surface (brick paving, pavement slabs). Check the back of the card for modular.

• Firstly check that the expiry date on the front of the card has not expired.



2.5 To comply with NRSWA the Licensee must take reasonable steps to avoid damage to another person’s apparatus which may be within the highway. A **Schedule of** **Statutory Undertakers** (Appendix 2) provides the details of the statutory undertakers who have installed apparatus in the Doncaster Borough. The Applicant is required to make a **declaration** in Section 5 of the application form that relevant statutory undertakers have been contacted and that the details of other apparatus affected by the works have been obtained.

2.6 Any licence issued by the Street Authority must not be interpreted as a right for the Applicant to make any connection to a sewer, drain, pipe, cable or other apparatus. Should the application include for the connection to a public sewer for example, then separate permission will be required to undertake this from Yorkshire Water or Severn Trent Water. Proof of the separate permission is required as part of the Street Works Licence Application.

2.7 Applicants should consult the Council regarding the road reinstatement category. Advice will be provided, if required, regarding reinstatement options, any special requirements, restrictions on working hours and any co-ordination with other planned activities within or near the highway. Licensees are encouraged to carry out a permanent reinstatement of the highway immediately on completion of the works. Care must be taken to follow the requirements of the NRSWA Code of Practice Specification for The Reinstatement of Openings in Highways (SROH), particularly those relating to layer thicknesses and compaction**.** To demonstrate that the works have been planned to be undertaken in a satisfactory manner please refer to the Code of Practice SROH and input the relevant details within the **Method Statement Form** (Appendix 3) for inclusion with the application.

2.8 The Licensee is responsible to sign, guard, light and maintain the works in accordance with the Safety at Street Works Code of Practice issued by the Secretary of State for Transport under section 65 of NRSWA and section 174 of the Highways Act 1980.

2.9 The Council requires a **minimum of 20 working days’ notice** of a proposed works start date to process the Street Works License Application. In certain circumstances an extended notice period of up to 3 months may be necessary, for example, where a temporary traffic regulation order is required to enable the safe completion of the works or where work’s durations are proposed to exceed 10 working days.

2.10 The Applicant must complete the **Advance Notice Form** (Appendix 4)to specify a proposed works start date and other relevant details, and include this along with the application. Confirmation of a proposed works start date will be provided by the Council following receipt of the Advance Notice Form. Thereafter, Applicants will be required to complete a further Advance Notice Form for submission to the Council should the proposed start date need to be amended.

2.11 Authorisation to commence the works will be given by the Council in writing following receipt of the Street Works Licence Agreement under Section 50 and Schedule 3 NRSWA, **signed by both the Applicant and the Council acting as the Street Authority**. Should works commence prior to authorisation being given by the Council, then the Licensee may incur financial penalties or prosecution in accordance with the DPS (see link in 1.3).

2.12 Under Section 74 NRSWA, charges may be levied by the Council for the prolonged occupation of the highway (work overruns); the financial value being determined by the Reinstatement Category of the street and the type of works being undertaken. Should works be expected to extend beyond the end date agreed in the Applicant’s Advance Notice Form, then agreement must be obtained to extend the duration. A failure to achieve this may result in penalty charges being given by the Council (maximum of £10 thousand per day).

2.13 Should the Applicant require a **temporary traffic regulation order**, for example, to allow a road to be legally closed or a speed limit to be legally reduced to complete the works, then the Council requires that an application form be completed. Similarly, should the Applicant need to install **portable traffic light signals** or a **lane closure** within the highway, then an application form must be completed. Details on how to apply can be found on the Council’s website at:

<https://www.doncaster.gov.uk/services/transport-streets-parking/application-forms-temporary-traffic-management>

If you wish to discuss any other form of temporary traffic management please email your enquiry to [network.management@doncaster.gov.uk](mailto:network.management@doncaster.gov.uk); the team will be happy to advise.

2.14 Should the Applicant require pedestrian management, for example a temporary closure of a footway, then details of the proposals should be provided in Appendix 3 Method Statement Form under ‘Traffic Management Proposals’.

2.15 The waste material arising out of the works must be disposed of at either:

* Land with suitable planning approval;
* An authorised Waste Disposal Tip. For this, your contractor will need to complete a **Controlled Waste Transfer Note** and arrange for the material to be transferred to the Tip by a registered carrier of waste. Please follow the link below to access the form on the GOV.UK website:

<https://www.gov.uk/government/publications/duty-of-care-waste-transfer-note-template>

2.16A **Checklist of Information to be Supplied by Applicants Form** (Appendix 7) is providedto assist the Applicant.

1. **UNDERTAKING AND COMPLETING THE WORKS**

3.1 The works are to commence on the date specified on the Advance Notice Form submitted with the application. Within one working day of commencing work the Licensee must also submit to the Council the **Notice of Actual Start Form** (Appendix 5). The Council will inspect the site while work is in progress.

3.2 The Licensee is encouraged to ensure that the works are carried out to the timescale specified on the Advance Notice and Notice of Actual Start Form, including carrying out a permanent reinstatement of the highway on the immediate installation of the apparatus. A failure to complete the works to the agreed timescales may result in charges being applied by the Council under Section 74 of NRSWA. The current **maximum charge is £10,000 per day** that the works over run.

3.3 The Licensee must advise the Council that the reinstatement has been completed, indicating whether to interim or permanent standard, by completing the **Reinstatement Form** (Appendix 6). This must be done within 24 hours of the completion date of the works. Where an interim reinstatement has been undertaken, a further Reinstatement Form must be sent on completion of the permanent reinstatement works. Permanent reinstatement works must be completed within six months of completion of interim reinstatement works.

3.4 A failure to send any of the aforementioned forms may result in the issue of a Fixed Penalty Notice or Prosecution in accordance with The DPS (see link in 1.3).

3.5 The Licensee is required to guarantee the reinstatement works for a period of two years from submission of the Reinstatement Form for the permanent reinstatement or three years where the excavation is deeper than 1.5 metres.

3.6 The Council will inspect the reinstatement works on completion of the permanent reinstatement and again before the end of the reinstatement guarantee period. Any defects identified during these inspections must be resolved by the Licensee; defect inspection fees will be charged by the Council.

3.7 The Council may take a core sample from the reinstatement works to check for compliance with NRSWA. Should the core indicate any non-compliance with the NRSWA Code of Practice SROH, then the Licensee will be required to carry out remedial works. The Council will charge a fee for the taking of the core sample along with a defect inspection fee.

1. **MAINTAINING THE APPARATUS**

4.1 The Licensee is responsible for the maintenance of the apparatus until such time as the Licensee parts with interest in the apparatus.

4.2 Should any maintenance work be proposed to existing apparatus for which there is no current Street Works Licence, then the owner of the apparatus must apply for a Street Works Licence.

4.3 A Street Works Licence or consent to work on existing apparatus in the highway will be granted to the owners of apparatus or Successors in Title only. Owners should note their statutory duty to secure that the apparatus is properly maintained at all times.

4.4 Should maintenance work be required which involves working on the highway, then the Licensee must notify the Council using the Advance Notice Form (Appendix 4) and must not proceed until written approval for the work to commence has been received from the Council. The Council will provide guidance on the procedures to be followed.

4.5 The Licensee must notify the Council in writing at least six weeks prior to transferring the ownership of the apparatus or the properties which it serves. The Licensee must also notify the person(s) to whom title of the apparatus or properties transfers, advising them of their obligations.

**5 FEES**

* 1. **Licence Fees**

On submission of the relevant information, the forthcoming Licensee is required to provide an Official Order Number to cover the Street Works Licence fee of **£592.00** (zero VAT). This payment covers the administration and legal costs in preparing the licence, the permit fee under the DPS and administration and inspection fees of £150.00 (zero VAT). Extensive works durations may incur further inspection fees, so subsequently, the sum within the Official Order Number will need to be amended accordingly.

* 1. **Bond**

The Council may require the Applicant to provide a **cash bond** to a pre-specified sum to secure the performance of the reinstatement works and cover the Council’s liability to safely reopen the highway to traffic where works are abandoned by the Licensee. The bond will be released on satisfactory completion of the works and the reinstatement guarantee period. The Applicant will be contacted should such a bond be required.

* 1. **Defect Inspection Fees**

Following the reinstatement of the works, should the Council identify any defect, then the Licensee will be required to pay a fee of £120.00 per cycle up to a maximum of 2 cycles (zero VAT). This fee covers inspections the Council carries out to ensure remedial works are satisfactorily completed.

* 1. **DPS fees**

The Licensee may need to apply for a justifiable variation to the Street Works Licence, including an extension of the agreed works duration, which would require the permit to be modified by the Street Authority through the operation of the DPS. For each additional permit modification, the Licensee will be charged a fee of £45.00 (zero VAT) for works on Reinstatement Categories 1 and 2, and Traffic Sensitive Streets. This fee will be discounted to £35.00 (zero VAT) for each additional permit modification for works on Reinstatement Categories 3 and 4, and non-Traffic Sensitive Streets.

* 1. **Investigatory Works**

Where the Council chooses to core a reinstatement, the Licensee is required to pay the cost of the core if the core sample identifies a NRSWA non-compliant reinstatement. This charge is additional to the defect inspection fee.

* 1. **Emergency Work**

Should the Licensee be unable to respond to the requirement to carry out emergency work to make the works safe, then the Council has the right to carry out this work and recharge all reasonable costs incurred in doing so.

* 1. **Remedial Works**

Should the Licensee fail to carry out remedial works within 17 working days of being notified of a defect, the Council has the right to carry out further chargeable defect inspections and if necessary undertake the remedial work and recharge all reasonable costs incurred in doing so. This does not remove the Licensee’s responsibility for the reinstatement guarantee.

**Privacy Statement:**

**Personal details submitted on this form will be dealt with in line with data protection legislation. This statement sets out what you need to know about how they will be used by City of Doncaster Council. Processing of personal information provided by you is necessary for the processing of applications under Section 50 of the New Roads and Street Works Act 1991 and will be used to administer this application for a licence/permit. Your information will be shared with internal council departments and it may be shared with agencies to prevent and detect fraud. The data collected on this form is retained for as long as we need it, after which we will securely delete the information.**

**More information on your rights and how City of Doncaster Council handles your information can be found on the Council’s website. You can also contact the Council’s Data Protection Officer at** [**information.governance@doncaster.gov.uk**](mailto:information.governance@doncaster.gov.uk) **for more information.**

Appendix 1

**Street Works Licence Application Form**

**(For Placing, Retaining or Maintaining Apparatus within the Highway)**

**SECTION 1 - OWNER OF APPARATUS**

Surname: Click or tap here to enter text. Forenames: Click or tap here to enter text.

Or full registered name of company: Click or tap here to enter text.

Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone: Click or tap here to enter text. Mobile: Click or tap here to enter text.

Email address: Click or tap here to enter text.

**SECTION 2 – LOCATION OF PROPOSED WORKS (include a 1:1250 minimum scale plan)**

Location: Click or tap here to enter text.

Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

**SECTION 3 - DETAILS OF PERSON OR COMPANY CONDUCTING THE WORKS**

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone: Click or tap here to enter text. Mobile (24 hours): Click or tap here to enter text.

The work will be supervised by the following accredited supervisor and operatives:-

Supervisor Name: Click or tap here to enter text. Registration Number: Click or tap here to enter text.

Operative Name: Click or tap here to enter text. Registration Number: Click or tap here to enter text.

Operative Name: Click or tap here to enter text. Registration Number: Click or tap here to enter text.

Operative Name: Click or tap here to enter text. Registration Number: Click or tap here to enter text.

Operative Name: Click or tap here to enter text. Registration Number: Click or tap here to enter text.

NB Copies of NRSWA Accreditation for Supervisor and Operatives Cards (both sides) **must** be supplied

**SECTION 4 - INSURANCE**

I hereby agree to indemnify the Council against all and any claims made by a third party in connection with any aspects of the works. I understand that this liability extends to the end of the guarantee period for the reinstatement works and includes an ongoing liability for the apparatus, should it fail and cause injury to another person or damage another person's property.

I enclose a copy of the public liability insurance certificate.

**SECTION 5 - DECLARATION BY OWNER OF APPARATUS**

I confirm that the foregoing details are correct and acknowledge:

* The works referred to above must be conducted in accordance with the requirements of NRSWA and associated legislation and codes of practice, together with any conditions imposed in the relevant licence agreement;
* The statutory need for me to pay the prescribed inspection fees which will be imposed, including any defect inspection fees and the cost of any necessary remedial works conducted by City of Doncaster Council during the guarantee period, along with the required administration / capitalised annual charge fees;
* I have read and understood the Notes for Guidance;
* I have contacted the relevant statutory undertakers in Appendix 2 and have obtained details of other apparatus which may be affected by my works.

I attach an official order number to pay £592; the charge for the required Street Works Licence fee together with the inspection fee for routine inspections to be carried out by the Council.

Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text. Position: Click or tap here to enter text.

(Street Works Licence Applicant)

**Please return to:**

City of Doncaster Council

Directorate of Place

Street Works Coordination

Civic Office

Waterdale

Doncaster

DN1 3BU

Tel: 01302 737358

Email: [section50@doncaster.gov.uk](mailto:section50@doncaster.gov.uk)

**Appendix 2**

Schedule of Statutory Undertakers

For compliance with Section 69 NRSWA, where works are likely to affect another person's apparatus in the street, the Licensee must take all reasonable practicable steps to:

* Give the person to whom the apparatus belongs reasonable facilities for monitoring the execution of the works;
* Comply with any requirements made which are reasonably necessary for the protection of apparatus or securing access to it.

All Statutory Undertakers must therefore be contacted before the commencement of any work in the highway.

This schedule is continually reviewed as new undertakers commence installations within Doncaster, company contact details alter and companies change name due to mergers etc.

Statutory Undertakers who have installed apparatus in the Doncaster Borough are as follows:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Yorkshire Water (Promoter Prefix Code: QB01-QB043) | | | | | | | |  | |
| Address Telephone Fax  Email Website Comments | | | Yormap, PO Box 682, Bradford, BD3 7YT 01274 692334 01274 253502 [safemove@yorkshirewater.com](mailto:safemove@yorkshirewater.com)  [www.safe-move.co.uk](http://www.safe-move.co.uk)  Enclose separate requests for water supply & sewerage | | | | | | |
|  | | |  | | | | | | |
| Severn Trent Water (Promoter Prefix Code: LB012 – LB922) | | | | | | |  | | |
| Address  Telephone Fax  Email Website Comments | | | Asset Data Management, GISmapping Team, PO Box 5344, Coventry, CV3 9FT  0345 601 6616  0247 771 5862  [GISmapping@severntrent.co.uk](mailto:GISmapping@severntrent.co.uk)  <https://www.severntrent.com/>  For guidance on working near our assets follow: <https://www.stwater.co.uk/building-and-developing/regulations-and-forms/application-forms-and-guidance/> | | | | | | |
| Anglian Water Services Ltd (Promoter Prefix Code: AD01 – AD040) | | | | | |
|  | | | | | |
| Address  Telephone Fax  Email Website  Comments | | | | Enterprise House, Witham Park, Waterside North, Lincoln, LN5 7JE.  0845 714 5145  [developmentservices@anglianwater.co.uk](mailto:developmentservices@anglianwater.co.uk)  [www.anglianwater.co.uk](http://www.anglianwater.co.uk)  Complete an online form through: <https://www.anglianwater.co.uk/contact-us-form/> | | | | | |
| Northern Gas Networks (Promoter Prefix Code: XX01 – XX078) | | | | | | | | | |
|  | | | | | | | | | |
| Address    Telephone  Email Website Comments | Plant Protection, 1st Floor, 1 Emperor Way, Doxford International Business Park, Sunderland, SR3 3XR  0845 6340508 (Dial before you Dig option 6, 09:00-17:00 Monday to Friday)  [plantprotection@northerngas.co.uk](mailto:plantprotection@northerngas.co.uk)  [www.northerngasnetworks.co.uk](http://www.northerngasnetworks.co.uk)  Plans available on CD, supplied on request | | | | | | | | |
|  |  | | | | | | | | |
|  | | | | | | | | | |
| Cadent Gas Ltd (Promoter Prefix Code: AZ01 – AZ100) | | | | | | | | | |
| Address  Telephone  Email Website Comments | | Cadent Plant Protection, Block 1,Brick Kiln Street, Hinckley,LE10 0NA  0800 688 588  plantprotection@cadentgas.com  <https://cadentgas.com/help-advice/digging-safely>  We will check the location of any assets in the vicinity of the proposed works. You will then be sent a map showing the pipeline’s location. | | | | | | | |
| Northern Powergrid Electricity (Promoter Prefix Code: Q104 – Q174 and QA01 – QA802) | | | | | | | | | |
| Address  Telephone Fax Email Website | Records Information Centre, New York Road, Shiremoor, Newcastle Upon Tyne, NE27 0LP  0191 229 4294 / 4295  0191 229 4287  [safediggingplans@northernpowergrid.com](mailto:safediggingplans@northernpowergrid.com)  [www.Safedig.co.uk](http://www.Safedig.co.uk) | | | | | | | | |
| Openreach (Promoter Prefix Code: BC and BC01 – BC006) | | | | | | | | | |
| Address  Telephone Email Website  Maps by email | Notice Handling Centre, PP 404B, Telecom House, Trinity Street, Hanley, Stoke on Trent, ST1 5ND  Dial Before You Dig - 0800023 2023 opt 5 opt 1  [nnhc@openreach.co.uk](mailto:nnhc@openreach.co.uk)  [www.dialbeforeyoudig.com](http://www.dialbeforeyoudig.com)  (07:30-18:00 Monday to Friday) | | | | | | | | |
| Virgin Media (Promoter Prefix Code: NK00) | | | | | | | | | |
| Address  Telephone  Fax  Email  Comment | National Plant Enquiries, Virgin Media, Broad Lane  Bradford, BD4 8PW  0870 888 3116/0800 408 0088  01268 468557  [PlantEnquiriesTeam@virginmedia.co.uk](mailto:PlantEnquiriesTeam@virginmedia.co.uk)  Includes Telewest. Yorkshire Cable were a subsidiary of Telewest Broadband.  For Diversionary works/new developments, please contact: Virgin Media, 1 Dove Wynd, Strathclyde Business Park, Bellshill, ML4 3AL | | | | | | | | |
|  | | | | | | | | | |
| Vodafone (Promoter Prefix Code: NX031 – NX506) | | | | | | | | | |
| Address    Telephone  Email  Website  Comments | Vodafone Plant Enquiries, c/o Atkins, The Hub, 500 Park Avenue, Aztec West, Almondsbury, BS32 4RZ  01454 662881  [osm.enquiries@atkinsglobal.com](mailto:osm.enquiries@atkinsglobal.com)  <http://www.candwplantenquiries.com>  C&W became Vodafone on 1 April 2013. The Vodafone fixed network covers Cable & Wireless UK, Energis Communications Limited, Thus Group Holdings Plc, Mercury and Your Communications Limited | | | | | | | |
| CityFibre (Promoter Prefix Code: KG001 – KG011) | | | | | | | | | |
| Address  Telephone  Email  Website  Comments | CityFibre Holdings Limited, Rutherford House, Warrington Road, Birchwood, Warrington, WA3 6ZH  0333 150 7282  [plant.enquiries@cityfibre.com](mailto:nraswa@kcom.com)  [www.cityfibre.com](http://www.cityfibre.com)  Old Torch Network, Kingston Communications/Affiniti (MY01) and CityFibre | | | | | | | | |
| City of Doncaster Council (Highways and Street Lighting) (Promoter Prefix Code: DQ17 – DQ999) | | | | | | | | | |
| Address  Telephone  Email  Website | Highway, Drainage and Street Lighting, North Bridge Depot, North Bridge Road, Doncaster DN5 9AN.  01302 736000  [highways@doncaster.gov.uk](mailto:highways@doncaster.gov.uk)  <https://intranet.doncaster.gov.uk/> | | | | | | | | |
|  |  | | | | | | | | |
| This Schedule was last updated on: Click or tap to enter a date. | | | | |  | | | | |

**Appendix 3**

**Method Statement Form:**

**Description of the Works:**

Click or tap here to enter text.

**Proposed Traffic Management:**

Choose an item.

Further details: Click or tap here to enter text.

(Please note 2.13 and 2.14 above and that a traffic management drawing/plan may be required for any complex traffic management scenarios, including 3 way portable traffic light signals and pedestrian management proposals).

**Proposed Working Dates and Times**:

From: Click or tap to enter a date. To: Click or tap to enter a date.

Includes Weekend Working? Choose an item.

**Road Reinstatement Category** (Type 0,1,2,3 or 4):

Click or tap here to enter text.

**Proposed Reinstatement Details**: (materials, thickness etc.) as referred to in 3.3 above, by using the NRSWA Code of Practice, Specification for The Reinstatement of Highways:

Click or tap here to enter text.

**Consultation carried out:** (e.g. Bus operators, residents, emergency services, etc.)

Click or tap here to enter text.

**Appendix 4**

**Advance Notice Form**

|  |  |
| --- | --- |
| To: | |
| City of Doncaster Council  Directorate of Place  Street Works Coordination  Civic Office  Waterdale  Doncaster  DN1 3BU | |
| Tel: 01302 737358  Email: [section50@doncaster.gov.uk](mailto:section50@doncaster.gov.uk) | |
|  |

From: *(Insert your address):* Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Out of hours telephone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Proposed Start Date: Click or tap to enter a date.

Proposed End Date: Click or tap to enter a date.

Street Name: Click or tap here to enter text.

Locality/District: Click or tap here to enter text.

Location of Work *(e/g o/s 1)*: Click or tap here to enter text.

Works Located in: **Carriageway Footway Verge**

Please **highlight** or **circle** the selection(s) accordingly.

Average Depth of Excavation: Click or tap here to enter text.

Checked by: Click or tap here to enter text. Job title: Click or tap here to enter text.

**Appendix 5**

**Notice of Actual Start Form**

To:

City of Doncaster Council

Directorate of Place

Street Works Coordination

Civic Office

Waterdale

Doncaster

DN1 3BU

Tel: 01302 737358

Email: [section50@doncaster.gov.uk](mailto:section50@doncaster.gov.uk)

From: *(Insert your address)*

Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Out of hours telephone number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Works Reference number (*supplied on approval letter / email*):

**DQ02 -** Click or tap here to enter text.

Actual Start Date: Click or tap to enter a date.

Proposed End Date: Click or tap to enter a date.

Street Name: Click or tap here to enter text.

Locality/District: Click or tap here to enter text.

Location of Work *(e/g o/s 1)*: Click or tap here to enter text.

Average Depth of Excavation (metres): Click or tap here to enter text.

Works Located in: **Carriageway Footway Verge**

Please **highlight** or **circle** the selection(s) accordingly

Checked by: Click or tap here to enter text. Job title: Click or tap here to enter text.

**Appendix 6**

**Reinstatement Notice Form**

To:

City of Doncaster Council

Directorate of Place

Street Works Coordination

Civic Office

Waterdale

Doncaster

DN1 3BU

Tel: 01302 737358

Email: [section50@doncaster.gov.uk](mailto:section50@doncaster.gov.uk)

From: *(Insert your address)*

Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Fax: Click or tap here to enter text.

Out of hours telephone number: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Works Reference number (*supplied on approval letter / email*):

**DQ02 -** Click or tap here to enter text.

Actual Start Date: Click or tap to enter a date.

Works End Date: Click or tap to enter a date.

Street Name: Click or tap here to enter text.

Locality/District: Click or tap here to enter text.

Checked by: Click or tap here to enter text. Job title: Click or tap here to enter text.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Site No. | Location | Length (metres) | Width (metres) | C’way F’way or Verge | Deep Exc. (Y/N) | Interim Reinst. Date | Permanent Reinst. Date |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 4 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 5 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 6 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 7 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 8 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 9 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 10 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 11 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 12 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 13 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 14 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |
| 15 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. | Choose an item. | Click or tap to enter a date. | Click or tap to enter a date. |

**NB**

For **‘Location’**, enter for example: outside property number / name, business name, or landmark.

**‘Deep Exc.’** is defined as any excavation where the depth of cover over the apparatus is greater than 1.5 metres, but not including trenches with a depth of cover greater than 1.5 metres over intermittent lengths of less than 5 metres.

Checked by: Click or tap here to enter text. Job title: Click or tap here to enter text.

**Appendix 7**

**Checklist of Information to be supplied by Applicants**

Completed ‘Street Works Licence Application Form’ (Appendix 1)

Proof of permission to connect to Statutory Undertaker’s apparatus (if required)

Official Order Number for the Licence Fee

Apparatus location plan (minimum scale 1:1250)

Traffic management plan

Completed application form for portable traffic light signals (if required)

Completed application form for temporary traffic regulation order (if required)

Bond fee (if applicable)

Copy of Public Liability Insurance Certificate

Copy of NRSWA Supervisor and Operative Accreditation Cards

Completed ‘Method Statement Form’ (Appendix 3)

Completed ‘Advance Notice Form’ (Appendix 4)

**Checklist of information to be supplied once works have commenced**

Completed ‘Notice of Actual Start Form’ (Appendix 6)

Completed ‘Reinstatement Notice Form’ (Appendix 7)

Display of the Works Reference number on a site information board

**Appendix 8**

**Charges for Unreasonably Prolonged Occupation of the Highway**

Under Section 74 NRSWA, charges may be levied for work overruns according to the Category of the street. Please contact us if you require advice prior to commencement of the works and as soon as possible following commencement of the works should delays be unavoidable. Table 8.1 below details the daily overrun charges in relation to works occupying the carriageway during period of overrun. Table 8.2 details the overrun charges in relation to works outside the carriageway during period of overrun.

|  |  |  |
| --- | --- | --- |
| **Description of street** | **Amount (£)**  **(each of first three days)** | **Amount (£)**  **(each subsequent day)** |
| Traffic-sensitive street or protected street not in road category 2, 3 or 4. | 5000 | 10000 |
| Other street not in road category 2, 3 or 4. | 2500 | 2500 |
| Traffic-sensitive street or protected street in road category 2. | 3000 | 8000 |
| Other street in road category 2. | 2000 | 2000 |
| Traffic-sensitive street or protected street in road category 3 or 4. | 750 | 750 |
| Other street in road category 3 or 4. | 250 | 250 |

**Table 8.1**

|  |  |  |
| --- | --- | --- |
| **Description of Street** |  | **Amount (£)**  **(each day)** |
| Street not in road category 2, 3 or 4. |  | 2500 |
| Street in road category 2. |  | 2000 |
| Street in road category 3 or 4. |  | 250 |

**Table 8.2**