NEW ROADS AND STREET WORKS ACT 1991 – STREET WORKS LICENCE: OTHER WORKS

Please note the following:

1. You are required to apply to Greenwich Council for a Street Works Licence: Other Works at an agreed fee of £429.00 plus a commuted fee of £2200.00 per site, plus £150 for three statutory inspection fees per site (Note: Each Year – 1st of April Charges Will Be Subject

To Change), total £2940.00 per site.

2. In the event of the Section 50 Licence application being cancelled at the request of the applicant at an advanced stage, the applicant is entitled to a refund of monies paid MINUS a fee of £200 in order to cover administration and pre-inspection costs incurred by the council.

3. Please note that Greenwich Council is now a Permit Authority and adheres to the NRSWA

1991 Act and operates under the EToN Specification system. A site constitutes no greater than 200 linear metres per road.

4. Please find attached Street Works Licence Application form, which should be returned with relevant maps appropriately, marked for approval.

|  |  |
| --- | --- |
| Pages | Content summary of the application |
| 1-2  3  4  5-8  9-11  12  13 | Covering Letter  S50 Licence application to be fully completed (see page 2) and payment made with the Licence application (mandatory)  Section 50 Streets Works charge requirement and payment options  (mandatory)  Temporary Traffic Lights guidance notes (if required) Temporary Traffic Lights Application (if required) Temporary Road Closure Application (if required)  Closing Notice [to be supplied when the re-instatement is completed] (mandatory) |

The Royal Borough of Greenwich Network Management Team

5th Floor

Woolwich Centre

35 Wellington Street

Woolwich SE18 6HQ

Telephone 02089215466, Fax 02088559324, Email: [street.works@royalgreenwich.gov.uk](mailto:street.works@royalgreenwich.gov.uk)

THE FOLLOWING INFORMATION IS REQUIRED

ROAD CLOSURES and/or TEMPORARY RESTRICTIONS/PROHIBITIONS Please complete and submit Temporary Traffic Order Application form and allow 6 weeks for this separate application to be processed and an additional payment of £3314.00

PARKING SUSPENSIONS – please email parking@royalgreenwich.gov.uk; Full payment received in advance of the application being processed;

Type of works – Other Works, Sewer or both.

Site address, postcode and a brief description of the works to be undertaken indicating footway and/or carriageway etc.

Company name, address, contact person’s name, email address and site telephone number; Scaled plans with dimensions of the proposed works.

Scaled Traffic Management Plans – clearly indicating type to be used, if Temporary Traffic Lights required – please complete and submit Temporary Traffic Lights Application form; Permission sought and granted in writing from any relevant Utility Companies, to work on their network(s);

Accreditation for Works NRSWA 1991 – copies of Supervisor and operatives valid ‘Street

Works Qualification Card(s)’ and valid qualifications gained; Copy of valid Public Liability Insurance;

Proposed start and end dates, please submit a full completed application a minimum of 3 weeks before the proposed start date and allow for the additional period below depending on the works type:

– Minor works (maximum of 3 days working period) an additional 3 days.

– Standard works (maximum of 10 days working period) an additional 10 days; and

– Major works (10 days working period or more) an additional 3 months. Confirmation of ACTUAL START DATE on site; and

Confirmation of ACTUAL END DATE by submitting a completed CLOSING NOTICE.

Also note that the reinstatement carries the Licensee guarantee for two years for shallow excavation (less than 1.5 metres) and three years for deep excavation (more than 1.5 metres). If the trench is found to be defective during this time you will fully be liable for making remedial repairs. For further information on the NRSWA 1991 please see <http://www.legislation.gov.uk/ukpga/1991/22/contents>

WORKS OVERRUNS/DELAYS

Under section 74 of NRSWA legislation, financial charges may be levied for work overruns according to the category of the street where the works are taking place. Please contact us as soon as possible to notify us if the planned works start is subject to delay or contact us immediately should you become aware of any delays while the works are being undertaken which may potentially cause them to overrun the planned end dates.

————————

Should you have any other queries relating to the Section 50 application process, please contact the Network Management team on 0208 921 6313/6349 or via email to [streetworks@royalgreenwich.gov.uk](mailto:streetworks@royalgreenwich.gov.uk)

NRSWA 1991, SECTION 50 OTHER WORKS LICENCE APPLICATION

Please return to Network Management Team

The Royal Borough of Greenwich Network Management Team

5th Floor

Woolwich Centre

35 Wellington Street

Woolwich SE18 6HQ

Email: [street.works@royalgreenwich.gov.uk](mailto:street.works@royalgreenwich.gov.uk)

\* Must be completed by the applicant

Being the street authority under the above Act

I/We \*

hereby apply for a Licence to be granted under section 50 of the New Roads and Street Works

Act 1991 to place or to retain apparatus in the street known as \*

and thereafter to inspect, maintain, adjust, repair, alter or renew such apparatus, change its position, or remove it and to execute for such purposes any works required for or incidental to such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street) but not including works for road purposes.

Application is further made that the Licence [may] [may not] be assigned] [be granted to the owner of land and his successors in title].

[An initial Licence fee of £458.00] and [An inspection fee of £150.00] [A commuted sum of £2332.00 accompanies this application]

Total sum of £2940.00

Dated: \*

(Signed) \*

(On behalf of) \*

(Delete any words in square brackets which do not apply.)

NOTE: A street works licence does NOT dispense the licensee from obtaining any other consent, licence or permission which may be required; and it does not authorize the installation of apparatus for the use of which the licence of the Secretary of State is required, unless and until that licence has been granted.

Schedule 3 to the Act provides that the authority may by notice in writing withdraw a street works licence if they consider it necessary to do so for the purpose of the exercise of their functions as street authority. Also note that the reinstatement carries the Licensee guarantee for two years for shallow excavation and three years for deep excavation. If the trench is found to be defective during this time you will be fully liable for making remedial repairs.

SECTION 50 OTHER WORKS LICENCE APPLICATION DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of applicant | | \* | | | | |
| Address of company | | \* | | | | |
| Phone number | | \* | | | | |
| Site address | | \* | | | | |
| Brief description of works to be  undertaken:  (CW and FW etc.) | | \* | | | | |
| Planned works start date | | \* | | Planned works end date | | \* |
| Traffic Management type | |  | | | | |
| BACS Ref | | \* | | Date transferred | | \* |
| Credit card | | \* | | Date paid and receipt no. | | \* |
| Cheque number | | \* | | | | |
| Signature of applicant | | \* | | | Dated: | \* |
| Licence fee | £458.00 | Inspection fee | £150.00 | | Commuted fee | £2332.00 |
|  | | Total fee | £2940.00 | |  | |

Accepted payment methods

(Each Year 1st of April charges will be subject to change)

If you wish to pay by BACS transfer, please quote fund 2 code ‘135742’ on the transaction and reference ‘S50 Other Works and/or Sewer - road name(s)

(as appropriate) using the details below: - National Westminster Bank Plc

Sort Code: 60-24-26

Account Number: 11464763

If you wish to pay by credit card, please make payment using contact number

0208 921 6350 and please quote fund 2 code ‘135742’ on the transactions and reference

‘S50 Other Works and/or Sewer - road name(s) (as appropriate) using the details below: - National Westminster Bank Plc

Sort Code: 60-24-26

Account Number: 11464763

If you wish to pay by cheque, please send this fully completed application together with the cheque made payable to the ROYAL BOROUGH of GREENWICH please submit with this pages 4 and 5.

ONLY SUBMIT IF THE WORKS REQUIRE TEMPORARY TRAFFIC LIGHTS

APPLICATION PACK: PERMISSION TO PLACE PORTABLE LIGHT SIGNALS ON THE HIGHWAY

Contents

SECTION TITLE PAGE A Guidance Notes 6 - 7

B Flow Diagram 8

C Application Form 9 - 11

SECTION A - GUIDANCE NOTES

1. This process applies to the prescribed requirements for statutory undertakers to obtain approval from highway authorities before placing portable light signals (traffic lights) on the highway.

2. All street authorities and highway authorities within London require that portable light signals must not be placed on the highway by an undertaker, their contractor or other agent acting on their behalf without the approval of the relevant authority.

3. The Traffic Signs Regulations and General Directions 2002 Part II Direction 53 provides the requirement that permission is required from a traffic authority for the placement of portable light signals on the highway.

4. Application for placement of portable light signals for Categories of Work of Emergency and Remedial Dangerous will require approval. However, it is accepted that these applications will follow an agreed ‘fast-track’ approval process unique to individual authority. This may include a relevant out of hours contact number or process.

5. A retrospective approval application must still be presented for out of hours Emergency Works, where applicable, when advance approval has not been practicable. The completed application form must be received by the authority in accordance with their out of hours procedures or by 10:00 the next working day, whichever is the sooner.

6. Advance approval is required for Categories of Work of Urgent or Special Cases of Urgent and will follow the ‘fast-track’ process.

7. For the avoidance of doubt, approval must be obtained for non-excavation works. It is a statutory requirement that ‘STOP / GO’ boards must be available in case the portable traffic signals break down.

8. Applications for 2-way portable light signals where a shuttle section includes a road junction should be clearly identified under the Site Location and Details section of the form. The authority may require that multiphase portable light signals are used at these sites.

9. A plan of scale 1:1250 must be supplied for all works.

10. Proposed signal timings must also be submitted with all applications.

11. The applicant will take responsibility for ensuring compliance with any conditions associated with an approved scheme.

12. Applications must follow the agreed process and flow chart. All relevant items of the application form must be completed to enable the authority to evaluate the request.

13. Any minor changes to the approved scheme must be agreed by the authority. Major changes will require a new application to be submitted.

14. This process is in addition to NRSWA notice requirements. Normal NRSWA notice procedures must be followed, and the intention to operate portable traffic signals should be recorded on the notice.

15. Subsequent versions of NRSWA notices must be updated with the approval reference number for the application.

16. Applicants must comply with the authority procedures and time scales for advising when the portable light signals are activated and deactivated.

17. Work must be always on-going on site while signals are being used.

18. Application Process Period:

Applicants should note the following minimum notice period required for approval process:

|  |  |
| --- | --- |
| Category of Work | Period |
| Emergency, Special Urgent and Remedial  Dangerous) | Telephone before set-up  Fast track/retrospective process |
| Urgent | Fast track process |
| Minor Works Traffic Sensitive | 10 days |
| Minor Works Non-Traffic Sensitive | 7 days |
| Remedial Works (Dangerous) | Fast Track Process |
| Remedial Works (Non-Dangerous) | 10 days |
| Standard Works Traffic Sensitive | 10 days |
| Standard Works Non-Traffic Sensitive | 7 days |
| Major Works / Projects | 20 days |

Note: Days are working days I accordance with the Act.

19. Portable Light Signals Reference Material:

The following material is considered relevant information for application, approval and use of portable light signals on the highway. However, it is not an absolute definitive list.

|  |  |
| --- | --- |
| Reference Material | ISBN / Date |
| New Roads and Street Works Act 1991 | 0 10542291 6 |
| Traffic Signs Manual Chapter 8 Volume One and Two Traffic Safety  Measures and Signs for Road Works and Temporary Situations  1991 | 0 11 550937 2 |
| Safety at Street Works and Road Works Code of Practice | 0 11 551958 0 |
| S.I 2002 No. 3113 The Traffic Signs Regulations and General  Directions 2002 | 0 11 042942 7 |
| SI 1992. No. 2985 The Street Works (Registers, Notices,  Directions and Designations) Regulations 1992 | 0 11 025819 3 |
| Code of practice for the Co-ordination of Street Works and works  for road purposes and related matters | 0 11 552310 3  April 2001 |

If you have any further concerns relating to these or other relevant matters please contact the relevant authority.

SECTION B – FLOW DIAGRAM

Start

Works identified requiring portable light signals

Alternative TM solutions identified

Works are Emergency or Remedial

Dangerous NO

(in or out of hours)

Works are URGENT or Special Cases of Urgent

Works are Minor, Remedial (Non –

NO Dangerous), Standard or

Major Projects

YES YES

Applicant informs the authority of situation requiring portable light signals (in accordance with authority procedures)

Application submitted to authority or telephone agreement made for approval to place portable light signals

Application submitted to authority

Approval granted by authority. Approved reference number provided to applicant

Approval confirmed by authority. Approved authority reference number provided to applicant

Retrospective application to be submitted in accordance with item 1.5 of guidance notes.

YES

Work executed in accordance with conditions of approval.

End

SECTION C - APPLICATION FORM

The Traffic Signs Regulations and General Directions 2002 General Direction 53

Application for Permission or Scheme Design to Place Portable Light Signals on the Highway

PART A To be completed by the applicant.

Signal Application Type (Tick one item only)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2-way |  | Multiphase |  | Scheme Design & Approval |  |

Information Submitted (Tick applicable items)

Signal Timings must be submitted with the application unless request is for a Scheme Design.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1:1250 Scale Map |  | Site Plans |  | Signal Timings |  |

Site Location and Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Street Name: | Address: | | | |
| USRN: | | Road Classification & Number: | | |
| Ordnance Survey Grid Reference | | Easting | Northing | |
|  |  | |
| Will the site affect a Level Crossing or Tramway | | | YES | NO |
| Will the site affect a Bus Lane? | | | YES | NO |
| Will the site affect existing Traffic Signals? | | | YES | NO |
| Will the site affect existing Pedestrian Crossing? | | | YES | NO |
| Is there a road junction between the signal heads? | | | YES | NO |

Operating Criteria for Portable Traffic Light Signals

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Start Date of Works: | | | End Date of Works: | | | |
| Signal Operation  Periods:  (tick applicable items) | 24 Hours | Weekday | Weekend | Overnight | Peak | Off-Peak |
|  |  |  |  |  |  |

NRSWA Notice Details

|  |  |  |  |
| --- | --- | --- | --- |
| Utility Reference | Category of Work | Traffic Sensitive (Y/N) | |
|  |  | YES | NO |
| Work Description: |  | | |

Liaison and co-ordination

The following services should be contacted for comment before application is submitted:

|  |  |  |
| --- | --- | --- |
| Stakeholder | Comment (agreed, name etc) | Date |
| Police |  |  |
| Ambulance |  |  |
| Fire |  |  |
| Adjoining highway authority |  |  |
| Bus operators |  |  |
| Other affected stakeholder (name) |  |  |
| Traffic Control Centre (Directorate) |  |  |

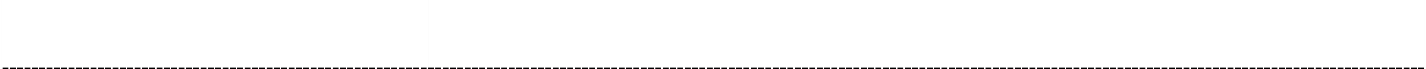
Contact Details

|  |  |  |
| --- | --- | --- |
| To (authority): | | From (applicant): |
| Name (print): | | Contact name (print): |
| Address: | | Address: |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | | Tel: |
| Tel: | Fax: | E-Mail: |
| E-Mail: | | Applicant Signature: |

|  |  |  |
| --- | --- | --- |
| Traffic Signal Supplier | | Applicants 24 hour Emergency Contact Point |
| Name: | | Name: |
| Address: | | Tel: |
|  | | Contractor/organisation undertaking works |
|  | | Name: |
| Tel: | Fax: | Tel: |
| E-Mail: | | E-Mail: |

Note: Any minor changes to the approved scheme must be agreed by the authority. Major changes will require a new application to be submitted.

SUBMITTED BY



Name: Signature: Date:

PART B To be completed by the authority

Approval

The authority has considered this application and has made the following decision:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Approved |  | Not Approved | | | |  | Authority Reference: | | |
| Conditions of Approval: | | | | | | | | | |
| Reasons for non-approval: | | | | | | | | | |
| Site Visits: | Required | | | Date of site visit | | | | Outcome of visit: | |
| Yes | | No |  | | | |
| Traffic Impact Assessment: (tick the worst case scenario) | | | | | Slight | | | Moderate | Severe |
|  | | |  |  |
| Authority signatory: | | | | | Name(print): | | | | Date: |
| Contact Number: | | | | | Out of Hours Contact Number: | | | | |

Note: This form may change with the introduction of amended working practices and regulations.

ONLY SUBMIT IF THE WORKS REQUIRE A TEMPORARY TRAFFIC ORDER

Please make the additional payment of £3536.00

|  |  |
| --- | --- |
| TEMPORARY TRAFFIC MANAGEMENT ORDER APPLICATION FO1 (FOR TEMPORARY TRAFFIC REGULATION ORDER – PLANNED WORKS)  ROAD TRAFFIC REGULATION ACT 1984 – SECTION 14/1 | |
| Operational date of order: |  |
| Expected completion of works: |  |
| Nature of works to be carried out:  (State Public Utility where appropriate) |  |
| Name/s of road/s and restrictions:  (Exact definitions of starting & finishing points of each length of road/restriction) |  |
| Any special provisions to be made:  (i.e. permanent access to premises during works, or limited access during works, etc.) |  |
| Details of alternative route for diverted  traffic: |  |
| Restrictions to be imposed on alternative  route:  (Exact definitions of starting & finishing points of each length of road/restriction) |  |
| Details of any traffic restrictions which need  suspension: |  |
| Date any emergency restriction/diversion was imposed by police: |  |

A PLAN SHOWING LOCATION OF WORKS AND ANY DIVERSIONARY ROUTE MUST BE ATTACHED

CLOSING NOTICE - Registration of Works Closure (Pro-forma)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Please submit on completion of the works | | | | | | |
| Licence no.: | |  | | Date of Completion: | |  |
| Location/property no.: | |  | | | | |
| Street name/Town: | |  | | | | |
| Description of works and apparatus  installed and reinstatement specification or construction: | |  | | | | |
| WORKS SITE REGISTRATION: | | | | | | |
| Site | Site Location (e.g., outside  location) | Length  (m) | Width  (m) | C/w, F/w,  Verge or  Other | Interim or  Permanent  (int/perm) | Deep  Excavation – "Y" if >1.5 m |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |
| Please note: the date of completion should be the day that works were completed and the site  cleared. Failure to clear site by the agreed estimated end date may result in charges under  Section 74 (overrunning works). | | | | | | |
| PLEASE ensure that an ‘as built’ drawing on OS map scale 1:500 or better showing precise location of all apparatus and limits of excavations having taken place is supplied with this form (Accuracy of recording apparatus on site should be no worse than ± 300mm. This accuracy must be represented on the map, together with a statement of co-ordinates as derived from either OS map or GPS). | | | | | | |

**Application Section 50 external Checklist**

**Section 50 Reference:**

**Applicant:** **Contractor**

|  |  |  |
| --- | --- | --- |
|  | **Please return your application form only when you have all of the information listed below available to you** | **Please Tick** |
| 1. | Signed application form   * Signed by applicant/owner and contractor |  |
| 2. | Traffic Management Plan as below   * A map showing the location of works. |  |
| * Clear details of where excavation/s are being |  |
| * proposed in carriageway with clearly marked width at works site |  |
| * What type of traffic management i.e. Traffic signals (with application if necessary) or road closure |  |
| * Plating of works when site is closed down at night etc. |  |
| * The location/positioning of signs (with type)   Site safety…work safely…use your book. |  |
| 3. | Copy of Street Works training cards for both an Operative and Supervisor **(to include hot and cold lay)**   * Back and Front of cards to be copied |  |
| 4 | Consent from Utilities for their property you will be going to work on |  |
| 5. | Copy of your Public Liability Insurance Certificate   * Must be current |  |
| 6. | Signed Statutory Undertaker Declaration   * Stats must be valid for the proposed works start date. |  |
| 7. | Map showing location of works   * Works to be marked in red |  |
| 8. | Cheques for payment   * Cheques for application attached |  |
| 9. | Paid road closure (if applicable) |  |
| 10. | Paid for Section 50 licence |  |