



1. APPLICANT

Contact Name:

Application Date:

Contact Email:

Contact Tel:

Company Name & Contact Address:

The Street Works licence fee consists of two parts:

1. Administration & Inspection fee (see below) for each opening to be paid when returning this form. In the event of cancelling the works after the licence has been granted only the inspection element of the fee will be refunded.
2. Refundable Deposit £ (amount to be confirmed) will be retained until the expiry of the guarantee period. The exact details of the deposit amount will be advised once all the relevant details have been received and approved.

This is a user-fillable PDF form. Please save it and then return it with all attachments, by email to:

Nrswa.Admin@walthamforest.gov.uk

2. LICENCE DETAILS (continue overleaf if necessary)

Site Address (including postcode):

Start Date:

Works Description & Purpose:

End Date:

With reference to the **Standard Licence Conditions** appended to this form please attach the following information (this is considered as the minimum, additional information and/or conditions may be required before an application can be granted):

- ☐ Exact location and layout of proposed works (any plans or drawings etc.)
- ☐ Specification of excavation; backfill; and surfacing materials
- ☐ Details of risk assessment / method of statements for the proposed works
- ☐ Details of proposed traffic management (plans may be required – **please note 3-months' notice may be necessary if a road-closure and traffic diversions are proposed**)
- ☐ If your works connect to an existing utility service (e.g. a Sewer connection to Thames Water Utilities) proof of your Utility connection/adoption approval must be provided.
- ☐ Proof of insurance certificate (preliminary document initially)
- ☐ Proof of operative & supervisor qualifications, in accordance with condition 6b overleaf.
- ☐ Administration and Inspection fee (based on the number of openings)

3. PAYMENT

Payment must be made on line at: <http://www.walthamforest.gov.uk/pay-highwayservice>

Follow the above link to pay the licence fee: **£680.00** for each opening.

- In the *Customer Reference* box enter your contact name or company name
- In the *Message* box enter your site address and proposed start date.

We will contact you to confirm the deposit amount, which must be paid before the licence is granted. Once approved, the licence will be sent to you. Allow at least ten working days for processing.

Contact: **Highway Network Operations:** nrswa.admin@walthamforest.gov.uk if you have any enquiries about your application or the payment process.

(Use this space to provide additional information if required)

Street Works Licence Conditions for NRSWA Section 50 Applications

1. Licence Application

- a. An application for a street works licence is made on the understanding that the applicant will be signing a binding legal document with the London Borough of Waltham Forest which follows the principles set out in the Traffic Management Act 2004 and the New Roads and Street Works Act 1991 and as amended by these conditions.

2. Works Planning/Traffic Management –

- a. It will be necessary for the following information to be submitted with a licence application:-
 - i. Purpose of the application
 - ii. Drawings/plans of the proposed works
 - iii. Traffic management plan
 - iv. Works specification/ special engineering difficulty issues
 - v. Proposed works start date
 - vi. Duration of the works
- b. Any costs with regard to the suspension of parking bays or Temporary Traffic Orders (road closures etc.), are in addition the licence costs and will need to be paid by the applicant in advance of the **works**.
- c. A licence will only be issued upon satisfactory provision of the above information together with the appropriate public liability insurance requirements described in section 3 below.
- d. A street works licence does not override any other approval, permission or consent, that may be required by the **licence holder** to carry out the **works**

3. Public Liability Insurance –

- a. The **licence holder** shall indemnify the Council in the sum of £5,000,000 against all third party claims received against work carried out under the terms of this licence from the **commencement of works** to the expiry of the **guarantee period**. Number of claims unlimited.
- b. Any dispute arising from the suitability of a submitted insurance certificate will be adjudicated through **the Councils Insurance and Risk Management Section**.
- c. The **licence holder** shall comply with these requirements for each separate licence issued.

4. Underground services –

- a. It is the **licence holder's** responsibility to comply with the requirements of the New Roads and Street Works Act 1991 to ensure all underground services are fully located and protected from damage during the course of the works.
- b. Any damage to undertakers apparatus must be reported to the relevant undertaker without delay and also reported to the Street Works Co-ordinator.

5. Licence approval –
 - a. All **works** undertaken on the **public highway** are required to follow the procedures of the Traffic Management Act 2004 and the New Roads and Street Works Act 1991.
 - b. Upon notification of the **completion of works**, a final inspection will be carried to confirm if **substantial completion** of the **pavement reinstatements** has been achieved. The guarantee period will not start until this has been confirmed in writing.
 - c. All notifiable events should be made to the **Street Works Co-ordinator**.
 - d. Any fixed penalty notices issued as the result of failure to comply with requirements of the licence, will be collected from the **licence holder**.
6. The works:-
 - a. All **works** within the public highway must be completed within the agreed timescale with the site cleared of all materials and apparatus. Failure to do so will result in action under section 74 of the New Roads and Street Works Act 1991
 - b. All **works** carried out on the public highway must be carried out using at least one qualified operative (yellow card) and be supervised by a qualified supervisor (blue card) to Section 76 of the New Roads and Street Works Act 1991
 - c. The **licence holder** shall correctly sign, light and barrier **the works** according to:-
 - i. Sections 65 and 124 of the New Roads and Street Works Act 1991
 - ii. Safety at Street Works and Road Works Chapter 8 of the Traffic Signs Manual.
 - d. All excavated materials shall be removed from site. The **licence holder** shall backfill the excavation according to Sections 71 and 130 of the New Roads & Street Works Act 1991, Specification for the Reinstatement of Openings in Highways, or as agreed in the conditions of this licence.
 - e. The final **pavement reinstatement** areas will need to take account of any additional surrounding areas that may have been damaged or have subsided during the course of the works to the satisfaction of the **Head of Highways Infrastructure** or his representative.
 - f. It is the **licence holder's** responsibility to provide replacement materials for any specialist surface finishes that are broken or damaged during the course of the **works**.
 - g. The **licence holder** must contact the **Street Works Co-ordinator** in any case when any surface water drain or sewer, pipe, manhole and / or cover is uncovered or disturbed as a consequence of the excavation. The **Head of Highways Infrastructure** or his representative will give directions on how to proceed.
7. When the **public highway** is excavated for the purpose of making a private sewer connection it is the **licence holder's** responsibility to carefully expose the sewer (or inspection chamber) to the requirements of Thames Water Utilities to allow them to make the connection with the public sewer. It is the **licence holder's** responsibility to make all necessary arrangements with Thames Water Utilities well in advance of the works. On no account may the **license holder** break into the public sewer system without written confirmation for this action.

8. Guarantee Period

- a. Should any settlement or deterioration of the pavement surfacing occur after the start of **substantial completion**, but within the **guarantee period** of two years, the **licence holder** shall be given a reasonable opportunity to carry out remedial repairs. If the repairs are not carried out within 10 working days (in case of non-urgent works) and within 24 hours (in cases where urgent action is required) the Council shall take remedial action and recover the cost from the **licence holder**. This clause does not negate the Highway Authority's responsibilities under the NRSWA and Highways Act 1980.
- b. The refundable deposit will be returned at the end of the **guarantee period** subject to reconciliation of the licence conditions.
- c. A certificate of **final completion** will be issued at the end of the **guarantee period**
- d. In the event of any financial or other default by the **licence holder**, the refundable deposit may be used to settle any outstanding claims against this licence.

Glossary of Terms

- **commencement of works** – date notified by the **licence holder** as the start of the **works**.
- **completion of works** – an inspection carried by London Borough of Waltham Forest to confirm if **substantial completion** has been achieved.
- **substantial completion** – start of the two year **guarantee period**
- **guarantee period** – two years from the date of **substantial completion** of the **pavement surfacing**
- **final completion** – **pavement surfacing** completed to the specification and accepted as complete by the **Head of Highways and Infrastructure** or his representative
- **Insurance and Risk Management Section** – Waltham Forest Town Hall, Forest Road, Walthamstow, London E17 4JF
- **pavement surfacing** – any surface, whether metalled or not on the **public highway**
- **licence holder** – applicant approved by submission of all relevant documents to carry out an agreed item of works on the **public highway**
- **Head of Highways and Infrastructure** – Person appointed by the Council to be responsible maintaining the condition of the **public highways** of Waltham Forest
- **works** – all necessary requirements to complete the task described in the licence agreement, whether by third parties, subcontractors etc., which may arise from the breaking open of the **public highway pavement surfacing** by digging, trenching, tunnelling or other processes. The provision of new equipment, pipes, chambers, the backfilling and permanent reinstatement of excavations to the agreed specifications of the **licence**.
- **licence** – an agreement to carry out works on the **public highway** under section 50 of the New Roads and Street works Act 1991
- **public highway** – land maintained at public expense by the Local Authority.
- **Street Works Co-ordinator** contact details Email: nrswa.admin@walthamforest.gov.uk