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| --- | --- |
| For Office Use Only  | Form No S50 / 171 / 177 / 184 Application Form  |
| Date Received |  |
|  |  |
|  |  |
|  |  |
| Ref No |  |

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**Highways Act 1980**

**New Roads and Street Works Act 1991**

**Application to Excavate the Highway / Alter Vehicle Access**

(This Form must be submitted at Least 30 Days Prior to Scheme Commencing)

Please ✓ the appropriate box(es) to indicate the type of Licence required.

|  |  |
| --- | --- |
|  | **S50:** Place or maintain apparatus in the Highway (e.g., gas, electric, water etc.)  |
|  | **S171:** Make other excavations (e.g. maintain property, to repair boundary wall footings, bore/trial holes, traffic counters, materials deposited on the highway/footway, replacing signs and poles in the verge |
|  | **S177:** Carry out building works overhanging the Highway / Install oversailing insulation |
|  | **S184:** Create or alter a vehicle access and dropped kerbs |
|  | **Retrospective Application**If form is being completed less than 30 Days Prior to Scheme Commencing a Retrospective Charge is applicable. Mark the type of Application, and the Retrospective Application boxes. |

**Section 1 – Applicant Details**

Please Note: These should be the details of the person requesting the works

|  |  |  |  |
| --- | --- | --- | --- |
| Forename |  | Surname |  |
| Landline |  | Address |  |
| Mobile no |  |
| E-mail |  | Post Code  |  |

**Section 2 - Precise Location of Proposed Works**

Please Note: A Detailed Plan is required with Application in Section 4

|  |  |  |  |
| --- | --- | --- | --- |
| Property Name/Number |  | Road/Street |  |
| District |  | Town/Village |  |
| Road Number(if known) |  | Type of works  |  |
| Estimated length of works (Metres) |  | Hours of Working | \_\_\_\_\_ to \_\_\_\_ |
| Planning permission no if applicable |  | Proposed Start Date |  |
| Depth of Excavation  |  | Up to 1.5m |  | Over 1.5m | Proposed Finish Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work Lies Within (Please ✓) | Verge | Footway | Carriageway | All |
|  |  |  |  |

Proposed Traffic Management System (Please ✓)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stop /Go Boards | Temporary Traffic Lights | Road Closure | Priority Flow | None Required |
|  |  |  |  |  |

**Section 3 - Details of Persons / Contractors Undertaking the Works including Insurance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor Name |  | Contact Name 1 |  |
| Address  |  | Contact Tel No 1 |  |
|  | Contact Name 2 |  |
| Post Code |  | Contact Tel No 2 |  |

Street Works Qualification Register

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Supervisor |  | Registration Certificate No |  |
| Copies of Supervisors Proof of Qualification enclosed  |  |
| Name of Operative |  | Registration Certificate No |  |
| Copies of Operatives Proof of Qualification enclosed  |  |

For detailed explanation please refer to Guidance Notes.

**Insurance Indemnity Certificate**

The Licensee shall indemnify the Authority against any claim in respect of injury, damage or loss in accordance with Schedule 3, Section 8 of the New Roads and Street Works Act 1991.

The Indemnity provided by the Policy should not be less than £6,000,000 for any one incident or any one claim.

I/ My Firm / Company confirm that a current Insurance Certificate is secured in respect of Third Party / Public Liability which indemnifies Ceredigion County Council in respect of any one incident or any one claim arising from my Firms / Company’s activities under this Licence and further that the limit of indemnity is not less than £6,000,000 (£6 Million).

I / We undertake to consult all applicable Statutory Undertakers.

|  |  |
| --- | --- |
| Copy of Insurance Certificate enclosed  |  |
| Signed (Contractor) |  | Date |  |

**Section 4 - Street Works Measurement and Design Details**

Please provide, below, a sketch plan of your proposed works including all necessary dimensions

|  |
| --- |
|  |

**NB. Where the applicant proposes placing apparatus along the frontage/s of any property, other than the location specified, the applicant is responsible for notifying the frontage/s.**

**Section 5 - Checklist**

|  |  |  |
| --- | --- | --- |
| **The following are to be returned with the application** | **Complete**  | **For Office Use Only** |
| 1. | Payment or Proof of Payment  * Enclosed Cheque made Payable to "**Ceredigion County Council**"
* Copy of Receipt from a Ceredigion County Council Cash Office

For our most recent list of Fees and Charges, please see the “Fees and Charges” Document; Section Street Works  |  |  |
| 2. | Completed form Including Section 4 Street Works Measurement and Design Details |  |  |
| 3. | Please provide copies of the Contractor’s * Insurance Indemnity Certificate
* Proof of Street Works Qualification for Supervisor
* Proof of Street Works Qualification for Operative
 |  |  |

**Section 6 - Declaration by Applicant**

I confirm that the foregoing details are correct and acknowledge that the works referred to above will be conducted in accordance with the requirements of the Highway Act 1980 and New Roads and Street Works Act 1991, and associated legislation and enabling Codes of Practice in conjunction with any conditions imposed by the Highway Authority (Ceredigion County Council) in the relevant consent.

I also acknowledge the statutory need for me to pay the prescribed fees which will be imposed by the Highway Authority, including any defect inspection fees that may arise and the cost of any necessary remedial works undertaken by the Highway Authority during the guarantee period.

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

(a) the placing or presence in the street of apparatus to which the consent applies,

(b) the execution by any persons of any works authorised by the consent.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed  |  | Dated  |  |

**S50 and S171**

**Guidance Notes for Applicants**

1. Legislation requires authorisation from the Highway Authority **prior to works commencing**. The Highway Authority is required to give Undertakers, and others likely to be affected by the works, at least ten days notice.
2. The requirement to obtain a Licence applies to any person or organisation (other than a Statutory Body) who wishes to place, retain apparatus and thereafter maintain, move or remove it from the Highway. The term apparatus includes drains, cables, ducts, sewer pipes, water and gas pipes.
3. A Licence to work on existing apparatus in the Highway, will only be granted to the owner(s) of apparatus or his/her Successor in Title. Owners should note their statutory duty to ensure that all apparatus is properly maintained at all times.
4. In order for Ceredigion County Council (Highway Authority) to comply with its statutory duty, all applications must be submitted at least **ONE MONTH** in advance of the proposed commencement of works. The application form must be signed by the owner of the apparatus. Applications will only be considered if the appropriate documentation (see attached forms) are completed in accordance with these written instructions.
	1. The application must be submitted to the Highway Authority with: -
		1. A scale plan outlining the proposed location of the relevant works;
		2. Payment as per the Council’s Fees and Charges;
		3. The Licensee, or the person(s) undertaking the works on his/her behalf will also be required to provide public liability / third party insurance to the sum of £6 million covering his/her liability under the terms of the indemnity as mentioned above. Therefore, the Licensee will be required to complete the Third Party / Public Liability Insurance Certificate and return it to the Street Works Section with the completed application.
	2. Location of apparatus searches will be undertaken by the NRWSA appointed contractor. Any apparatus plans can be access via [*www.linesearchbeforeudig.co.uk*](http://www.linesearchbeforeudig.co.uk) *.*
	3. The County Council requires the Licensee to indemnify the Authority against any claim in respect of injury, damage or loss arising out of:
		1. the placing or presence in the street of apparatus to which the Licence relates,

 **or**

* + 1. the execution by any person of any works authorised by the Licence.

**NOTE**

**It is an offence in Law to carry out any works on the Highway until the Licence procedure has been completed and the provisions of the Licence are adhered to.**

1. Once a Licence has been granted to lay apparatus, the Licensee becomes an Undertaker for the purposes of Part III of and Schedule 3 to the New Roads and Street Works Act, 1991 and is therefore, subject to the provisions and requirements of that Act and enabling Codes.
2. Licensees have a duty to produce records for the apparatus that they install, have an obligation to other undertakers apparatus which may be affected by the works, and must avoid unnecessary delays and obstructions during the works.
3. Applicants should note that the Highway Authority, under the regulations outlined in the New Roads and Street Works Act, 1991, may impose special conditions upon the works or programme of works as detailed below :
	1. Such conditions that will minimise the inconvenience to persons using the street having particular regard to the needs of people with a disability;
	2. certain restrictions relating to the designations of traffic sensitive routes, streets with engineering difficulties and protected routes as designated by the Highway Authority;
	3. Statutory conditions for the reinstatement categories as designated by the Highway Authority.

All applicants must adhere strictly to these conditions.

1. The attention of the Licensee is also drawn to the following:
	1. The Code of Practice "Specification for the Reinstatement of Openings in Highways" which outlines the option requirements of this Authority in relation to interim / final reinstatements as required by Section 71 of the New Roads and Street Works Act, 1991.
	2. All apparatus should be laid in compliance with National Joint Utilities Group Publication No.7 which is available from the NJUG, 30 Millbank, London, SW1P 4RI.
	3. The Code of Practice Safety at Street Works and Road Works and Chapter 8 of the Traffic Signs Manual 1991, which gives specific guidelines on the safe signing, lighting and guarding of temporary works on the Highway, as required by Section 65 of the New Roads and Street Works Act, 1991.
	4. The Street Works (Qualifications of Supervisors and Operatives) Regulations 1992 which set out the criteria of qualifications for persons excavating in the Highways required by Section 67 of the New Roads and Street Works Act, 1991.

The above mentioned Codes, together with a copy of the Act are available from HMSO.

1. Financial penalties will be imposed by the Highway Authority against the Licence holder 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.
2. The Licensee should note that all road closure applications should be directed to Road Closures, Highways and Environmental Services, at the address or email address on the letter, who may agree if appropriate to close the road subject to the payment of all legal and other costs relating to the temporary order.
3. The Licensee must notify the Highway Authority ten days in advance of the intended start date.
4. The Highway Authority has a statutory duty to monitor the Licensee's performance throughout all the stages of the programmed works. These are as follows:
	1. During the progress of the works.
	2. Within six months following interim or permanent reinstatement.
	3. Within the three month preceding the end of the guarantee.

Licensee’s must advise the Highway Authority of the completion of reinstatement, whether interim or permanent, by the end of the following working day. If an interim reinstatement is carried out, this must be made permanent within six months.

However, whilst individual inspections will be carried out at each of the defined stages listed above [13.1 -13.3] where works are found to be defective, the Highway Authority will apply the appropriate defect procedure and charge the Licensee in accordance with the laid down procedure in the Code of Practice for Inspections. There will be a cost for each inspection once found to be defective, to a maximum of three. Licensee's should be made aware of this procedure.

1. The Licensee must within ten days of finishing the work complete Section 70 (which will be sent out with your Licence) and return it to the Authority.
2. Where the apparatus, in respect of which an application for a Licence is made to the Highway Authority, is to be placed or retained longitudinally on a line along the street, and not along a line across the street, a person aggrieved by:
	1. the refusal of the Authority to grant him a Licence,
	2. the refusal to grant a Licence except on terms prohibiting its assignment, or
	3. any terms or conditions of the Licence granted to him, may appeal to Welsh Government.

Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge to help complete this application and to conduct the works on their behalf. Non-compliance with any requirements of The New Roads and Street Works Act, 1991, may result in severe financial penalties.

**S184** **Vehicular Crossing over Footways and Verges**

**Guidance Notes for Applicants**

**Specification for the construction of a crossing for domestic and medium duty use**

Reference is made to British Standards and the Department for Transport Specification for Highway Works.

In instances where British Standards or the Specification have been superseded then the updated standard should be assumed.

1. The existing kerbs shall be taken up for a distance equal to the width of the access and for a length of one kerb on either side thereof.\*
2. The area between the Highway boundary and the edge of the existing carriageway shall be excavated and removed for the whole width of the access to the necessary depth.
3. Provide and lay 127mm x 152mm or 152mm x 127mm kerbs complying with BS 7263 on a concrete BS 5328 designated mix ST1 base 300mm wide and 150mm or 177mm deep respectively. The kerb shall be backed to within 50mm of the top with concrete BS5328 designated mix ST1 140mm wide (minimum). Concrete quality E shall be one part ordinary Portland cement to eight (by volume) or ten (by mass) parts of all in graded aggregate to table 3 of BS 882.\*
4. The kerbs shall be laid true to line and level so as to be not less than 25mm nor more than 50mm above the level of the adjoining channel for width of the access. From each end of the lowered length of kerb one full or two half taper kerbs shall be laid to join up with the existing kerbline.\*
5. The sub-base shall be a minimum depth of 150mm of type 1 or 2 granular sub-base according to Clause 803 or Clause 804 of the DFT Specification.

This sub-base specification may be insufficient for the use by construction traffic. In order for the developer to reduce the risk of having to carry out remedial works as a consequence of the use of the uncompleted crossing by construction traffic it is advisable to construct a 300mm subase of 42.5mm to 100mm crusher dry stone base. (6f2 series 600 table 6/10 Specification for Highway Works). The size of the aggregate and the depth of subase should be increased for difficult or wet sites.

1. The base is to be either:
2. 75mm compacted thickness of 40mm nominal size coated macadam to BS 4987 (Part 1 Clause 5.1): or;
3. 100mm Type 1 granular sub-base material.

1. On the base prepared as above shall be laid 50mm compacted base-course of 28mm or 20mm coated macadam to BS 4987 (Part 1 Clause 6.4 or 6.5)\*\*
2. On the base-course above shall be laid a 15mm compacted wearing course of either\*\*
	1. 6mm Nominal size medium graded coated macadam to BS 4987 (Clause 7.5)
	2. 6mm Nominal size fine graded coated macadam to BS 4987 (Clause 7.7)

If the wearing course is not laid immediately on the base-course and traffic is allowed to use the crossing between times, it will be necessary to thoroughly clean the base-course and spray it with a bitumen emulsion tack coat before the top course is laid.

1. Where the existing Highway drainage is carried in an open ditch across the access this shall be piped with approved pipe, of approved diameter laid true to falls and levels with watertight joints and protected by 150mm concrete ST2 designated mix surround.
2. Where there is an existing piped drainage system this shall be carefully excavated so as to expose the pipes and 150mm concrete ST2 laid to protect them.
3. The Statutory Undertakers shall be notified of the proposed works, and any necessary alterations or protection to services will be carried out to the Undertakers’ requirements.
4. The creation of an access should not cause excessive surface water to discharge onto the Highway.

\* Items 1, 3 and 4 apply in the case of a kerbed road

\*\* Where there is an existing concrete of flagged footways items 6,7 and 8 shall be omitted and the following substituted therefore:

**Concrete Footway**

On a subase prepared as in Item 5 a 100mm thick slab of concrete shall be laid on a waterproof paper or 65m thick impermeable plastic underlay. The concrete quality shall be Grade C22.5p leveled and screened to form a texture surface finish.

**Flagged Paving**

On the base prepared as in Item 6 the flags shall be laid true to line and level and bedded on Class III mortar consisting of one part cement / one part lime to five parts sand, not less than 150mm across. Joints can be filled with 1:1 sand/cement mixture brushed in.

**Blocked Paving**

On a subase prepared as in Item 5 graded sharp sand shall be spread so that after compaction of the blocks it shall be a 50mm compacted layer.

Further details shall be obtained from the engineer.