



New Roads & Street Works Act 1991 - Section 50 **Street Works Licence Application for Placing or Repairing Apparatus in the Highway** **(SWL2)**

Please read the 'Notes on Guidance for Applicants' before completing this application form. This can be found online at telford.gov.uk

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 requirement of the New Roads & Street Works Act 1991 may result in severe financial penalties. 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.

Please note that all applications (including payment and associated documentation) must be submitted at least 4 weeks in advance of the proposed start date for Minor or Standard works or 12 weeks in advance of the proposed start date for Major works.

Where works are in relation to a new development, before submitting your application, please consult with Telford & Wrekin Council Development Management team to establish whether any further permissions are required for the works.

Please note, that, for proposed works in association with new sewer connections, we will require confirmation of an agreement between the applicant & Severn Trent Water.

Section 1 – Owner(s) of Apparatus

Name:		Telephone no:	
Address:		Mobile no:	
		Email address:	

Section 2 - Proposed Works

Property Name/No:		Road/Street:	
District/Parish/Ward:		Town/Village:	
Postcode:		National Grid Ref:	/

Category of Works:

Immediate/Emergency	Minor Works (up to 3 days)	Standard Works (4-10 days)	Major Works (11+ days and/or Road Closure/TTRO)	
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Description of Works (must be completed):	
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Estimated Length of Works (metres)	m	Excavation Depth of up to 1.5m		Excavation Depth of over 1.5m		Works with No Excavation	
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Proposed Start Date:			Estimated Duration:	Hours:
Proposed End Date:				Days:
				Months:

Proposed Hours of Work:	Working Day Only (8am-4:30pm)		Out of Hours Working		Weekend Working	
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Work Lies Within:	Verge		Footway		Carriageway	
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Proposed Traffic Control:	No/Some Carriageway Incursion		Give & Take		Stop/Go Boards	
	Temp Traffic Signals		Lane Closure		Road Closure/TTRO	

Work in the vicinity of traffic or pedestrian lights?	Yes		No		If Yes will your work necessitate switching off of these lights?	Yes		No	
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PLEASE NOTE:

APPLICANTS MUST SUBMIT THE RELEVANT APPLICATION FORM FOR STOP/GO BOARDS, TEMPORARY TRAFFIC LIGHTS, SWITCH OFF/ON OF PERMANENT SIGNALS AND ROAD CLOSURES (Additional charges may apply)



Section 3 – Details of Person/Company Conducting the Works

Name:		Telephone no:	
Contact Name:		Mobile no:	
Address:		Email address:	

Section 4a – Details of Accredited Supervisor (Scan of NWRSA card required)

Name:		Card No:	
Address:		Expiry Date:	

Section 4b – Details of Accredited Operative(s) (Scan of NWRSA card required)

Name:		Card No:	
Address:		Expiry Date:	

Section 5 - Insurance

Public Liability Insurance of a minimum of £5m must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form)

Name of Insurer:			
Address:		Tel No:	



Expiry Date:		Policy Number:	
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Section 6 - Declaration by Owner(s) of Apparatus

I/We confirm that the foregoing details are correct and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads & Street Works Act 1991, and associated Legislation and Codes of Practice, together with any other conditions imposed by the Street Authority in the relevant licence.

I/We also acknowledge that I/we have read and understand the Notes on Guidance for Applicants (SWL1)

I/We accept the fee of £825 for new apparatus or £525 for existing apparatus

I/We accept that there is a non-returnable admin fee of £200

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

I/We also acknowledge that the licence is granted on the condition that I/we 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;
- (b) The execution by any person(s) of any works authorised by the licence.

Name:			
Signed:		Date:	

Section 6 - Conditions

In order for Telford & Wrekin Council (Street Authority) to comply with its statutory duty, all applications must be submitted at least 4 weeks or, where the planned works are 11 days or over or where a road closure is required, 12 weeks in advance of commencement of the proposed works. The application form must be signed by the owner of the Apparatus.

1. The Street Authority for the Highway mentioned in Section Two of Form SWL2 (hereinafter called "the Authority") hereby grant to the party named in Section One of Form SWL2 (hereinafter called



"the Licensee") with the intent that the same shall benefit and run with the property described in Section Two of Form SWL2 hereto Licence under Section 50 of the New Roads and Street Works Act 1991 to place and leave in the Highway in the position shown by a red broken line on the plan attached hereto the apparatus (hereinafter referred to as "the Apparatus") short particulars of which are set out in Section Two for Form SWL2 hereto and to maintain repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon the terms and subject to the conditions hereinafter specified and subject also to the relevant conditions and provisions contained in Schedule 3 of the said Act and the Licensee hereby accepts the Licence upon and subject to the said terms conditions and provision.

2. This licence is granted to the owner of apparatus and his Successors in Title and where he proposes to part with his interest in the apparatus, he shall before doing so give at least 6 weeks written notice to the Street Authority of the intention to abandon the apparatus and transfer the licence stating to whom the benefit of the licence is to be transferred, and also given written Notice to the Street Authority of the date of transfer.
3. The Licensee shall:-
 - a) Conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991, and its associated Secondary Legislation and Codes of Practice.
 - b) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:-
 - i) the placing or presence in the street of apparatus to which the licence relates, or
the execution by any person of any works authorised by the licence, and the former licensee shall indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by the Authority or the licensee of any works under Paragraph 7.
 - c) Give at least 6 weeks written Notice to the Street Authority of his intention to cease using or abandon the apparatus.
4. The Licensee shall pay the Street Authority in connection with the grant of the licence:-
 - £825 for new apparatus or £525 for existing apparatus
 - This includes a non-returnable admin fee of £200
 - Works in excess of 200 metres length will be subject to additional Inspection Fees of £100.00 per 200 metres or part thereof.
 - Please note that should an Early Start be required, a payment of £75 is required in addition to the above, and is only payable upon receipt of approval by Street Works.



5. Any licence issued under this procedure by the Street Authority must not be construed as conferring any right for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus.
6. The licence hereby granted shall remain in force until withdrawn by the Street Authority under Schedule 3 of the New Roads and Street Works Act 1991 or surrendered to the Street Authority by the Licensee.

The Licence

7. The Street Authority may determine this licence at any time:-
 - a) on the expiration of such period as may be specified in the Notice being a period of not more than seven working days beginning with the date of service of the Notice on the Licensee if any condition of this licence is contravened by the Licensee or if the Street Authority becomes aware of the fact that the licensee intends to cease using or has abandoned the apparatus or intends to do so, or
 - b) the Licensee has parted with or intends to part with his interest in the apparatus in a case where assignment of the licence is prohibited, or
 - c) the Street Authority considers the withdrawal of the licence is necessary for the purpose of the exercise as their function as Street Authority.

N.B. Under sub-paragraph c) not less than 3 months' notice will be given by the Street Authority.

8. Where a licence expires or is withdrawn or surrendered the Street Authority:-
 - a) may remove the apparatus to which the licence relates or alter it in such manner as they think fit and reinstate the street and may recover from the former Licensee the expenses incurred by them in so doing.
 - b) if satisfied that the former Licensee can, within such reasonable time as they may specify, remove the apparatus and alter it in such a manner as they may require and reinstate the street, they may authorise him to do so at his own expense. A further licence will be required for such works.
9. The Licence does not confer any right on the Licensee, as against the owners of land on which the highway is situated, to use the land. The Licensee must make his own arrangements with such owners in cases where their consent is needed.
10. In this Licence the terms:-



"Licensee" shall include the Successor in Title - Personal Representative - Receiver - Liquidator or Trustee of the Licensee.

"Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the Section 2 of Form SEL2 hereto.

Additional Conditions

- a) The Licensee is to furnish the Street Authority (Telford & Wrekin Council) with an as constructed drawing at a 1:500 min. scale of the proposed works after completion of the said works and including details of a line and level section.
- b) The Licensee is responsible for recording any UNKNOWN PLANT that he/she may find when executing the said works and for furnishing this information to the Street Authority (Telford & Wrekin Council).
- c) The category for Road Reinstatement for which this License applies will be ROAD Category Specification can be found in the Code of Practice. "Specification for the Reinstatement of Opening in Highways".

Checklist

Important: Please do not return this application until **ALL** information below can be provided/confirmed. Any information that has not been provided will result in the Section 50 application being returned incurring unnecessary delays.

- ☐ Complete all sections of Section 50 application form
- ☐ Payment has been made (Please call 01952 384000 to make payment)
- ☐ Confirmation of consultation with Telford & Wrekin Council Development Management team if works are connected to a new development (if applicable)
- ☐ Proof of agreement with STW has been provided if works are new sewer connections (if applicable)
- ☐ Detailed plan of proposal clearly showing the proposed location (and route if applicable)
- ☐ Provide 1:500 min scale plan of proposed new apparatus (if applicable)
- ☐ Provide a copy of your company's registration or official letterhead
- ☐ Provide a copy of your Public Liability Insurance for £5 million cover (minimum)
- ☐ Obtain and provide plans of all utilities plant
- ☐ Provide copies of Supervisor/Ganger NRSWA cards
- ☐ Provide a Method Statement if works involve excavation depths of over 1.5m (if applicable)
- ☐ Complete traffic management application form (if applicable)
- ☐ Provide a comprehensive Traffic/Pedestrian Management Plan complying to Chapter 8 of Highways Act (if applicable)



Section 7 – AUTHORISATION

Streetworks Licence No:

Payment Amount:

Receipt Number: TSHW

I hereby grant a Licence under Section 50 of the New Roads and Streetworks Act 1991 to:

Name:	
Address:	

Location of Works:	
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Description of Works:	
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Agreed Start Date:		Verge		Footway		Carriageway	
Agreed End Date:		Excavation Depth of up to 1.5m		Excavation Depth of over 1.5m		Works with No Excavation	

No/Some Carriageway Incursion		Give & Take		Stop/Go Boards	
Temp Traffic Signals		Lane Closure		Road Closure/TTRO	

Standard Conditions

- TWC to be notified of any changes in traffic/pedestrian management
- Traffic Management to comply with Chapter 8 at all times
- S50 approval pack to be available on site during the works
- Courtesy board on site during the works



Additional Conditions

Signed:

pp Business Unit Manager

Date:

On behalf of Telford & Wrekin Council

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IMPORTANT

All communication relating to this Licence should be addressed to:

Telford & Wrekin Council, Streetworks, Darby House, Telford TF3 4JA / streetworks@telford.gov.uk / 01952 384000

Privacy Notice under the General Data Protection Regulations

Telford & Wrekin Councils Highways & Neighbourhood Services are collecting your personal data for the purpose of dealing with your recent enquiry/service request under Article 6(b) of the General Data Protection Regulations. The council may need to securely share relevant elements of your data with one of our contractors solely in order for them to deal with your enquiry on our behalf.

For further details on the council's privacy notice please view the privacy page on the council's www.telford.gov.uk/terms.