

**LONDON BOROUGH OF HARINGEY
STREET WORKS LICENCE PROCEDURE**

**SECTION 50 - NEW ROADS AND STREET WORKS ACT 1991
FOR MAINTENANCE AND REPAIR OF EXISTING APPARATUS ETC.**

This procedure contains the following:

Part 1	Guidance notes for Applicants	(Form SWL1)
Part 2	Excavation on public highway	(Form SWL2)
Part 3	Not applicable for Existing Apparatus	(Form SWL3)
Part 4	Consent to Work on Existing Apparatus	(Form SWL4)
Part 5	Advance Notice of Works	(Form SWL5)
Part 6	Registration of Works	(Form SWL6)
Part 7	Statutory Undertakers Declaration/Requirement	(Form SWL7)
Part 8	Controlled Waste Transfer Note	(Form SWL8)

SWL1	Guidance notes for Applicants
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1. The person granted a Street Works Licence becomes an Undertaker for the purposes of the new Road and Street Works Act 1991, and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Legislation and Codes of Practice.
2. **Financial penalties will be imposed by the Street 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 organisations.**
3. The requirement to obtain a Street Works Licence applies to any person or organisation (other than a Statutory Body) who wishes to place, retain and thereafter inspect, maintain, adjust, repair, alter or renew apparatus or change its position or remove it from the Highway.
4. The term apparatus includes drains, cables, ducts, sewer pipers, water and gas pipes etc.
5. Form SWL3 must be completed by the applicant for authorisation to place and retain apparatus in the Highway, and this must be submitted to the Street Authority with -
 - a) 2 copies of a scale (plan of the proposed location of the relevant apparatus marked by the red broken line)
 - b) Proof of Public Liability Insurance. This must provide a minimum £2m cover and be maintained from commencement of the works on the highway, up to completion and acceptance by the Street Authority of the permanent reinstatement.
 - c) Payment:
 - i) £150 Administration fee (non returnable)
 - ii) £300 Capitalised fee in lieu of annual charge
 - iii) £72.50 Inspection Fee
 - d) Completed Declaration Form (Statutory Undertakers Declaration/Requirements)
6. Form SWL4 must be completed by the applicant for consent to work on existing apparatus in the highway and this must be submitted to the Street Authority with -
 - a) 2 copies of a scale (plan of the proposed location of the relevant apparatus marked by the red broken line)
 - b) Proof of Public Liability Insurance. This must provide a minimum £2m cover and be maintained from commencement of the works on the highway, up to completion and acceptance by the Street Authority of the permanent reinstatement.
 - c) Payment:
 - iv) £150 Administration fee (non returnable)
 - v) £300 Capitalised fee in lieu of annual charge
 - vi) £72.50 Inspection Fee
 - d) Completed Declaration Form (Statutory Undertakers Declaration/Requirements)
7. A Street Works Licence or consent to work on existing apparatus in the highway will only be granted to the owner(s) of apparatus or his Successor in Title. Owners should note their statutory duty to secure that the apparatus is properly maintained at all times.

8. In order for the London Borough of Haringey (Street Authority) to comply with its statutory duty, all applications must be correctly submitted at least ONE MONTH in advance of commencement of the proposed works. The application form must be signed by the owner of the apparatus.

9. Applicants should note that:-

Special conditions may be imposed by the Street Authority:

- a) To minimise the inconvenience to persons using the street, having regard to people with a disability in particular.
- b) For Traffic Sensitive Streets, Streets with Special Engineering Difficulties and Protected Streets.

NB: The applicant must strictly adhere to these conditions.

10. The Duty of Care: Controlled Waste Transfer Note must be completed where any Waste from the excavation has to be disposed of. A copy of the completed form must be retained by the Licence Holder with a copy given to the person accepting the waste.

11. The Licensee must give SEVEN DAYS advance notice of the intended starting date to the Street Authority (London Borough of Haringey) using Form SWL5.

12. The Licensee must permit the street Authority to monitor hi performance throughout all stages of street works. These are signing, guarding and excavation, signing, guarding and reinstatement, immediately after permanent reinstatement, between 6 and 9 months after permanent reinstatement and during the one month preceding the end of the guarantee period. (This period will begin from the date the Street Authority is notified of the permanent reinstatement).

13. The Licensee must inform the Street Authority by fax of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent. If an interim reinstatement is carried out this must be made permanent within 6 months at which time the guarantee period commences.

14. The Licensee must complete and submit the Form SLW6 to the Street Authority within 7 days of completion of the works and clearing the site.

15. Where the apparatus in respect of which an application for a Street Works Licence is made to the Street Authority is to be placed or retained in a line crossing the street, and not along the line of the street, a person aggrieved by:-

- a) the refusal of the Authority to grant him a licence
- b) their refusal to grant a licence except on terms prohibiting its assignment, or
- c) any terms or conditions of the licence granted to him

may appeal to the Secretary of State

16. All notifications as required above should be transmitted by facsimile on 0208 489 1251.