

Application Ref

Submission Date

LONDON BOROUGH OF HARINGEY

Street Works Licence

**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:
 - £674.30
 - 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:
 - £674.30
 - 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 SEVENDAYS 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 his 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.

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SWL2	Application for NRSWA Licence for Excavation on the Public Highway Section 50, NEW ROADS & STREET WORKS ACT 1991
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PLEASE COMPLETE (block letters please)

Contractor	Callers and completed forms to
Name: Full Address: Tel: Fax:	Haringey Council Environmental Services Highways Maintenance Group 1 st Floor South River Park House 225 High Road N22 8HQ Tel: 0208 489 1347 Fax: 0208 489 1251

Applicant
Name: Full Address: Tel: Fax:

I/We hereby make application for a licence to excavate the public highway ...

Details of Works			
Start Date		End Date	
Purpose of Works:		Location:	
Approximate area of proposed works:			

...and I/We undertake to conform to the under mentioned conditions of permission upon which the Licence is granted.

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Declaration					
Name in BLOCK CAPITALS:					
Position Held:					
Householder		Builder		For Limited Company	
Signed:					
Date:					
SWL3	Application for Placing Apparatus in the Highway Section 50, NEW ROADS & STREETWORKS ACT 1991				

(NB 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 and Street Works Act 1991 may result in severe financial penalties

Section 1: Owner of Apparatus	
Name:	
Full Address:	
Tel Work: 03303801150	Tel Home:
Fax:	

Section 2: Precise Location of Proposed Works
Full Address:
National Grid Reference:

Application Ref _____

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Section 3: Details of Proposed Works (tick boxes where necessary)										
Category of Works						Major				
Emergency						Special Urgent				
Minor /w Excavation				Minor w/o Excavation				Standard		
Purpose of Works										
Depth of Excavation		<input type="checkbox"/> Up to 1.5m		<input type="checkbox"/> Over 1.5m		<input type="checkbox"/> None				
Estimated Length of Works _____ metres										
When will proposed works be carried out										
Start Date						End Date				
Estimated Duration										
8						Days		Months		
Hours of Working										
Daylight		<input type="checkbox"/> 24 Hours		<input type="checkbox"/> Night time		<input type="checkbox"/> AM only				
PM only										
Works Lies Within										
Verge		<input type="checkbox"/> Footway		<input type="checkbox"/> Carriageway		<input type="checkbox"/> All				
Proposed Flow Control										
Stop/Go Boards		<input type="checkbox"/> Temp Signals		<input type="checkbox"/> Road Closure		<input type="checkbox"/> Priority Flow				
Not to be used										

Section 4: Details of person conducting the works	
Name:	
Full Address:	
Tel:	

Section 5: Insurance		
Public Liability insurance of a minimum of £2 million must be provided up to completion of the permanent reinstatement (Proof to be submitted with this form)		
Company Name:		
Full Address:		
Tel:	Policy No.:	Expiry Date:

Application Ref _____
Submission Date _____

Section 6: Declaration by owner of apparatus

I 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 and Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant consent

I also acknowledge the statutory need for me 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 which shall be deducted from the deposit.

I also acknowledge that the consent is granted on the condition and I 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 consent relates, or
- (b) The execution by any person of any works unauthorised by the consent.

I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL1)

Signed:

Date:

Application Ref _____

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Section 7: Conditions

1. The London Borough of Haringey, who are called the Street Authority for the Highway mentioned in Section Two of Form SWL3 (hereinafter called "the Highway") hereby grant to the party named in Section One of Form SWL3 (hereinafter called "the Licensee") in Section Two of Form SWL3 consent under the Section 50 of the New Roads and Street Works Act 1991 short particulars of which are set out in Section Two of Form SLW3 hereto 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 provision contained in Schedule 3 of the said Act and the Licence hereby accepts the consent upon and subject to the said terms, conditions and provisions.
2. This consent is granted to the owner of apparatus
3. The owner or his agents 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) Pay particular regard to compliance with the Code of Practice for "Safety at Street Works and Road Works" available from HMSO (*Ref. ISBN 0-11-551144-X*) as required by the New Roads and Street Works Act 1991.
 - c) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by any person of any works authorised by the consent.
4. The Licensee shall pay the Street Authority in connection with the grant of consent
 - a) The sum of £153.58 in respect of administrative expenses (non returnable)
 - b) The sum of £100.80 for the chargeable inspection fees, per unit of inspection.
 - c) The sum of £419.92 which the Street Authority will accept as capitalised payment in lieu of the annual fee for administering the Licence recoverable under Schedule 3, Section 2b of the New Road and Street Works Act 1991.
 - d) A returnable deposit to be determined on application See Form SWL1 paragraph. 6
 - e) The cost of any remedial works or defect with respect to the excavation and reinstatement of the highway to be deducted from the deposit.
5. The Street Authority may determine this consent anytime where:-
 - a) The Street Authority considers the withdrawal of the licence is necessary for the purpose of the exercise of their function as Street Authority.
 - b) Licensee has made false declaration or has not obtained any other consent or Licence required under any other enactment i.e. Telecommunications Licence.
6. Any consent issued under this procedure by the Street Authority must not be construed as conferring any right for the applicant to make any alteration or addition to the apparatus which would require a street works licence.
7. In this Licence, the term—

"Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the section 2 of Form SWL3 hereto.

SWL4

Application for Consent to Conduct Works on Existing Apparatus
Section 50, NEW ROADS & STREET WORKS ACT 1991

Application Ref _____
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(NB 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 and Street Works Act 1991 may result in severe financial penalties

Section 1: Owner of Apparatus	
Name:	
Full Address:	
Tel Work:	Tel Home:
Fax:	

Section 2: Precise Location of Proposed Works
Full Address:
National Grid Reference:

Application Ref _____

Submission Date _____

Section 3: Details of Proposed Works (tick boxes where necessary)				
Category of Work			Major	
Emergency		Urgent	Special Urgent	
Minor w/ Excavation		Minor w/o Excavation	Standard	
Purpose of Works				
Depth of Excavation	Up to 1.5m	Over 1.5m	None	
Estimated Length of Works _____ metres				
When will proposed works be carried out				
Start Date			End Date	
Estimated Duration				
Hours		Days	Months	
Hours of Working				
Daylight	24 Hours	Night time	AM only	
PM only				
Works Lies Within				
Verge	Footway	Carriageway	All	
Proposed Flow Control				
Stop/Go Boards	Temp Signals	Road Closure	Priority	
Not to be used	Flow			

Section 4: Details of person conducting the works
Name:
Full Address:
Tel:

Section 5: Insurance		
Public Liability insurance of a minimum of £2 million must be provided up to completion of the permanent reinstatement (Proof to be submitted with this form)		
Company Name:		
Full Address:		
Tel:	Policy No.:	Expiry Date:

Application Ref _____
Submission Date _____

Section 6: Declaration by owner of apparatus

I 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 and Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant consent

I also acknowledge the statutory need for me 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 which shall be deducted from the deposit.

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

- (c) The placing or presence in the street of apparatus to which the consent relates, or
- (d) The execution by any person of any works unauthorised by the consent.

I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL1)

Signed:

Date:

Section 7: Conditions

Application Ref _____

Submission Date _____

1. The London Borough of Haringey, who are called the Street Authority for the Highway mentioned in Section Two of Form SWL4 (hereinafter called "the Highway") hereby grant to the party named in Section One of Form SWL4 (hereinafter called "the Licensee") in Section Two of Form SWL4 consent under the Section 50 of the New Roads and Street Works Act 1991 short particulars of which are set out in Section Two of Form SWL4 hereto 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 provision contained in Schedule 3 of the said Act and the Licence hereby accepts the consent upon and subject to the said terms, conditions and provisions.
2. This consent is granted to the owner of apparatus
3. The owner or his agents shall
 - d) 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.
 - e) Pay particular regard to compliance with the Code of Practice for "Safety at Street Works and Road Works" available from HMSO (Ref. ISBN 0-11-551144-X) as required by the New Roads and Street Works Act 1991.
 - f) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by any person of any works authorised by the consent.
4. The Licensee shall pay the Street Authority in connection with the grant of consent

£674.30

A returnable deposit to be determined on application See Form SWL1 paragraph. 6

The cost of any remedial works or defect with respect to the excavation and reinstatement of the highway to be deducted from the deposit.
5. The Street Authority may determine this consent anytime where:-
 - a) The Street Authority considers the withdrawal of the licence is necessary for the purpose of the exercise of their function as Street Authority.
 - c) Licensee has made false declaration or has not obtained any other consent or Licence required under any other enactment i.e. Telecommunications Licence.
6. Any consent issued under this procedure by the Street Authority must not be construed as conferring any right for the applicant to make any alteration or addition to the apparatus which would require a street works licence.
7. In this Licence, the term—

"Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the section 2 of Form SWL4 hereto.

Section 8: Additional Consent

Application Ref

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Signed:	Date:

Application Ref _____

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SWL5	Notice of Works Section 50, NEW ROADS & STREET WORKS ACT 1991
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From:		Reply to:	
Name: Full Address:		Haringey Council Highways Maintenance Group 1 st Floor South River Park House 225 High Road London N22 8HQ	
Tel			
Fax			
Your Ref.:		Tel	020 8489 1347
		Fax	020 8489 1251

Notice Type			
Tick if applicable	Minor w/o excavation		Minor w/ excavation
Tick if applicable	Standard		Major
Date of issue			
Proposed start date		Proposed finish date	

Emergency and Urgent Works only			
Emergency (2hours)		<i>Tick if applicable</i>	Urgent (24 hours)
Time of Issue			<i>Tick if applicable</i>
		Time of issue	

Street Status			
Traffic sensitive		<i>Tick if applicable</i>	Off-peak
Non-traffic sensitive		<i>Tick if applicable</i>	Weekend
Engineering difficulty	Yes	No	
Has the relevant authority approved your works? (If yes, please enclose copy of approval)		Yes	No

Details of Works

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Purpose of Works:		Location:	
		National Grid Ref:	
Trench Dimensions (app oximate)			
C/W Length		C/W Width	
F/W Length		F/W Width	

Construction methods and Traffic Management layout to be included on separate sheets.

SWL6	Registration for Completion of Works Section 50, NEW ROADS & STREET WORKS ACT 1991
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From:		Reply to:	
Name: Full Address:		Haringey Council Highways Maintenance Group 1 st Floor South River Park House 225 High Road London N22 8HQ	
Tel			
Fax			
Your Ref.:		Tel	020 8489 1347
		Fax	020 8489 1251

Details of Works			
Purpose of Works:		Location:	
		National Grid Ref	
Closing Trenches Dimension			

Application Ref

Submission Date

C/W Length		C/W Width	
F/W Length		F/W Width	

Application Ref _____

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SWL7

Declaration Form - Statutory Undertakers Requirements

Section 50, NEW ROADS & STREET WORKS ACT 1991

To comply with Section 69 of the Act where street works are likely to affect another person's apparatus in the street, applicants must take all reasonably practical steps -

- a) To give the person to whom the apparatus belongs reasonable facilities for monitoring the execution of the works, and
- b) To comply with any requirement made by him, which are reasonably necessary for the protection of the apparatus or for securing access to it.

All Statutory Undertakers must therefore be contacted before the commencement of any work. Space is provided below for them to indicate their requirements (if any) and these conditions, complete with endorsements, should be presented with your application form. Alternatively, a copy of relevant correspondence should be supplied.

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SWL8	Duty of Care - Controlled Waster Transfer Note Section 50, NEW ROADS & STREET WORKS ACT 1991
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Section A: Description of Waste/Excavated Material

Note: In general all excavated shall be replaced from site and replaced with suitable back fill material where applicable

Description of waste to be disposed	How waste is to be contained (please)			
	Loose		Sacks	
	Skip		Drum	
Quantity of Waste (number of sacks, weight etc)	Other, please specify:			

Section B: Current Holder of Waste

Full Name:

Company Name

Company Address:

Which of the following are you? (please one or more boxes)

Producer of Waste		Importer of Waste	
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Holder of Waste Disposal or Waste Management Licence	
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Licence Number:		Issue By:	
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Exempt from requirements to have a licence?

If Yes, please provide a reason

Waste Collection Authority		Registered Waste Carrier	
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Registered Number:		Issued By:	
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Exempt from requirements to register?

If Yes, please provide a reason

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Section C: Person Collecting the Waste			
Full Name:			
Company Name:			
Company Address:			
Which of the following are you? (please one or more boxes)			
Waste Collection Authority		Exporter of Waste	
Holder of Waste Disposal or Waste Management Licence?			
Licence Number:		Issue By:	
Exempt from requirements to have a licence?			
If Yes, please provide a reason			
Registered Waste Carrier			
Registered Number:		Issued By:	
Exempt from requirements to register?			
If Yes, please provide a reason			

Section D			
Address of place of transfer/collection point		Name and address of Broker who arranged this waste transfer (if applicable)	
Full Address:		Name:	
		Full Address:	
Date of Transfer			
Time(s) of Transfer (for multiply consignments, give "between" dates) below			
1.	2.	3.	4.
Signatories			
Full Name:		Signed	

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Representing:		
Full Name		Signed
Representing		

Application Ref _____

Submission Date _____

Data Protection Act 2018 Right to be Informed - Privacy Notice

Organisation collecting your information	Haringey Council's Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the Data Protection section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights.
Why we need your personal information	Process your application for Street Work Licences - permission to work on public highway
Data Protection Act 2018 basis for processing	Processing is necessary for compliance with a legal obligation
Details of statutory or contractual obligation	New Roads and Street Works Act 1991
Consequences of not providing the information	Haringey council would be unable to process your application.
Who we might share your information with	Haringey council staff
Will your information be transferred overseas?	No, the information is held locally by Haringey Council
How long we will we keep your information	years from date licence expires
Details of automated decision making, if applicable	N/A