

## Street Works Licence Application Guidance Notes

These guidance notes are to help you make a successful Street Works section 50 Licence application to Surrey County Council. Following these notes will enable your submission to be processed without undue delay. **Please do take time and read them carefully.**

You should plan your works noting that a Licence application will take a minimum of 30 working days **from the point we receive a full set of completed documentation** and relevant payments.

Please do not send in documents individually, please send as a complete pack and please do not send documentation that is not requested, this will slow your application down.

A Street Works Licence is issued under Section 50 of the New Roads and Street Works Act 1991 (NRSWA) and allows a person or organisation to excavate, install, adjust, maintain, and remove apparatus and to reinstate following completion of the works. Apparatus includes drains, cables, ducts, sewer pipes, water and gas pipes etc.

By submitting an application to SCC for a s50 Licence you are agreeing to abide by the Terms and Conditions for this type of Licence.

Persons carrying out works under a Street Works s50 Licence are governed by NRSWA its duties and responsibilities, associated Secondary Legislation and Codes of Practice. This includes the Department for Transport publications Safety at Street Works and Road Works, (Red Book) and the Specification for Reinstatement of Openings in the Highway, the SROH.

### Applications

Applications are made via our website, please search for “Road Opening Licence”. Or copy and paste the link - <https://www.surreycc.gov.uk/roads-and-transport/road-permits-andLicences/road-opening-licence>

If your works cover more than one road, you will need to submit applications for each road affected.

### Payment / Deposit

Fees can be found on our website and payment made via the website using a Debit / Credit Card or alternatively by Bankers' Automated Clearing Services (BACS). The cost of the Licence is inclusive with no extra fees for inspections or transcriptions.

To use BACS you should contact us via e-mail at “[section50@surreycc.gov.uk](mailto:section50@surreycc.gov.uk)”. There is no additional handling charge for either method. (We cannot take payment by cheque).

Once you have made your application you will receive a reference number and asked to pay a monetary Deposit. We will hold this Deposit until the end of the NRSWA Guarantee Period when provided all the requirements of NRSWA have been met, we will refund in full.

**When making the Deposit payment it is essential that the application reference, (typically, for example “1067ELM”), is used in the Application Reference box on the web page.**

If you do not do this, we may not be able to trace the payment made and delays will occur.



Application Reference \*

Deposit payment is made online via the link below or by BACS. It should be noted that it can take 3 to 4 days for a BACS payment to be processed through the system. For current deposit values please refer to our website

<https://online.surreycc.gov.uk/esuite/esuite.nsf/openOnlineForm?open&fcuid=B7D3D6B7870F8FA3802581AA003CABFD>

### **Qualified Persons**

At least one Supervisor should be in control of the works site and there must be at least one qualified Operative on site at all times. We need to see copies of the Street Works Qualification Register (SWQR) cards for these persons showing qualifications covering the tasks being undertaken. Cards should be available on site during the works for inspection by an identified Surrey County Council Officer. We do not allow one person to cover both the role of Supervisor and the role of Operative at the same time.

Please send colour copies of SWQR cards to support your application clearly showing front and back and with a recognisable photo. Please do not send certificates or cards other than SWQR cards. This will delay your application.

### **Traffic Management Requirements**

Traffic management requirements by law have to be in accordance with the publication Safety at Street Works and Road Works. (Oct 2013 or later).

There are procedures for certain traffic management methods which are separate to this Licence application and which could cause delays to the start date of your works. If you need

Portable Traffic Signals or a Road Closure, then details can be found via the Roads and Transport section of the SCC web site under road-permits-and-licences

There is a minimum time for processing an application for a Temporary Traffic Regulation Order of eight weeks and an approximate cost of circa £2.5k

There will be additional costs if the traffic management used require permanent traffic signals to be switched off. Costs are available for this on our website.

Where Portable Traffic Signals are used, there must be a contact number provided on the signal units themselves to report any problems that may arise.

A clear accurate site layout plan including traffic management proposals, even for the simplest of works, such as those exemplified later in this document will enable the assessment of your works to be carried out quicker.

### **£10 million public liability insurance**

We require proof that all contractors involved with these works have a minimum of £10 million public liability insurance cover. This insurance cover must indemnify the Street Authority against any claim in respect of injury, damage or loss arising from the works.

### **Requesting Information on Apparatus in the Highway**

It is a requirement to contact statutory undertakers that may have equipment in the area of the proposed work to request information on apparatus that they may have in the highway. This is to make certain that the contractor is aware of all apparatus that they are likely to come across when conducting the works. This will safeguard the Operatives and the public against any potential accidents involving underground apparatus.

You can download a list of statutory undertakers for you to contact from our website. The responsibility for obtaining this information lays entirely with the works promoter.

It may be that unidentified apparatus exists under the surface and obtaining information from the listed statutory undertakers does not remove the need to carry out the appropriate pre dig surveys and to employ suitable safe working practices whilst undertaking the works.

### **Conditions**

We have a Duty in legislation to ensure traffic can move as freely as possible around the roads on our highway network. To assist this we may impose Conditions on a Licence.

If your work needs a road closure or portable traffic signals and is on our A, B or C road network it is very likely we will ask for signage to be placed on site at least a week in advance of the start date to warning motorists of the upcoming works.

Where traffic volumes are high we may request that a competent operative is on site to manually override any automated function of portable traffic signals. In some areas we may also ask that letters are delivered to local premises advising of the works. We may request different working hours to reduce the overall duration or to avoid peak traffic times.

The Conditions will be included on the Licence and will reflect National Permit Conditions used by the Department for Transport in relation to Permit Schemes. Any Condition(s) is a Term of the Licence. Non-compliance with Conditions could result in your Licence being withdrawn

## Information Required

Please refer to our website for a list of documentation required to support your Application. The following are typical examples of what we need to receive.

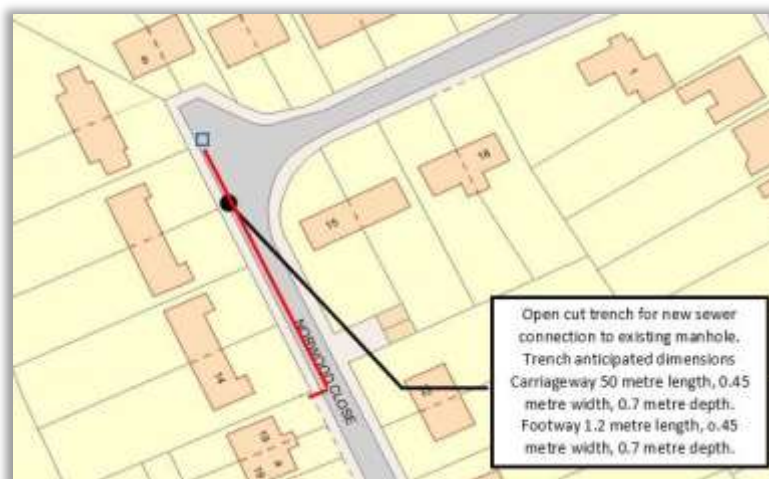
### Location of Works

We require a simple plan showing the location of the proposed works. The plan should be 1:1250 scale (1cm = 12.5m) for land in urban areas and 1:2500 scale (1cm = 25m) for land in rural areas. This plan should include road names and property numbers/names for easy identification.



### Engineering Details

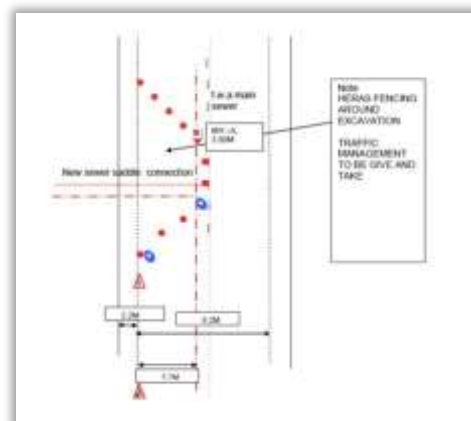
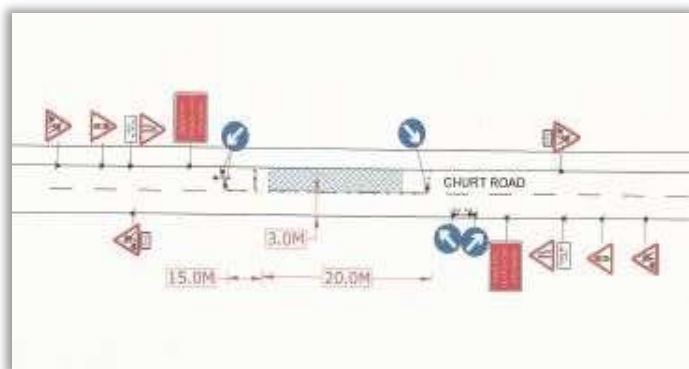
We need to know the anticipated size of the excavation in terms of length, width and depth. This will need to include separate details for verge footway and carriageway. It will need to detail the type of works such as sewer connection, broadband installation, electrical supply and the works methodology for example open cut, thrust boring, moling etc.



### Traffic Management layout

We have to be sure that your works will have as little impact on highway users as possible. To help us do this we need to fully understand your proposed traffic management. The more detail you can give the quicker we can process your application. (By law any traffic management used must comply with the Department for Transport publication Safety at Street Works and Road Works. (The Red Book)).

A traffic management drawing does not have to be electronically generated but we do need to be able to clearly understand what is being proposed.



### Street Works Qualification Register (SWQR) Cards

We need to see copies of SWQR cards to a sufficient quality to be able to identify the owner of the card when on site. (Please do not send certificates) In all cases the qualification on the reverse of the card must be appropriate for the activity being undertaken, typically as shown below.

*Supervisors – qualified to monitor:*

- Excavation in the road/highway
- Excavation, backfilling and reinstatement – Construct layers
- Reinstatement - hot and cold lay bituminous materials

*Operatives:*

- Excavation in the road/highway
- Excavation, backfilling and reinstatement – Construct layers
- Reinstatement - hot and cold lay bituminous materials

Typical examples of additional qualifications where appropriate would be:

- Reinstatement of modular surfaces and concrete footways
- Reinstatement of concrete slabs

### Environmental Health

The standard on site Street Works working day is 08:00 to 18:00 Monday to Friday excluding Bank Holidays. If you intend to work outside these hours you will need to contact the Local Environmental Health Authority to ensure there are no objections.

### What Happens Next?

When we have received all the documents and the necessary monies we will review them and check to see if the dates you require are available and that the duration requested is deemed suitable and whether any specific Conditions need to be applied to the Licence.

## **Registration**

It is very important that when you have finished your works you send in a fully completed Registration Form. You have 10 working days to this following the end of the works before we may elect to impose fines. The Guarantee Period for the works can only start if we have received a complete accurate Registration Document. (Registration Form SWL5)

## **Revised duration request**

If you think you are going to overrun the agreed end date, you must contact us with the reason. If we agreed that this is due to circumstance beyond your control and there is no clash with other works we will extend your Licence duration. There is no charge for this process.

If we do not agree and the works continue past the agreed end date we will apply overrun charges in accordance with NRSWA at rates published by the Department for Transport.

## **End of Works Inspections**

Inspections of works will be undertaken against the relevant DfT publications. We will carry out the end of works inspection in a period of up to six months after receiving the

Registration Form. If everything is satisfactory the Guarantee Period will start from the date given via the Works Clear/Closed Notice.

We will inspect the works again before the end of the Guarantee Period. If everything is satisfactory we will then arrange for the refund of the Deposit.

To refund the Deposit we will write to the e-mail address supplied on the application requesting the relevant bank details.

## **Defective works**

If works are defective at any point we will contact the Licensee detailing the defect and the process to arrange remedial works. We reserve the right to take a core sample from any reinstatement to establish that the construction is correct.

## **Data Protection**

Any data/information we receive will be used for the sole purpose of processing Street Works Licences pursuant to section 50 of the New Roads and Street Works Act 1991.

## **Contact Information**

If possible, we would ask that a generic mail address is used, it can be that we find that personal emails are sometimes not answered due to sickness and leave which delays the application.

We will also need an emergency contact number which will need to be answered 24 hours a day should a significant problem arise with the works.