

Application to apply for a Section 50 licence

Section 50 of the New Roads and Street Works Act 1991 and Section 171 of the Highways Act 1980.

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**Section 50 of the New Roads and Street Works Act 1991 and Section 171 of the Highways Act 1980. Granted to owners of property wishing to place, maintain or retain apparatus and applicant’s wishing to make an excavation in the public highway.**

**YOU MUST ALLOW A MINIMUM 10 WORKING DAYS FOR THIS APPLICATION TO BE PROCESSED.**

**The processing time commences upon receipt of a properly and fully completed Application Form with all supporting documentation.**

**Please ensure all the required information is completed and supporting documentation submitted. Failure to complete the application form fully will result in it being returned and the process restarting. The processing time commences upon receipt of a properly and fully completed application form.**

**Please email completed application forms to: streetworks@luton.gov.uk**

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| Section 1 - Applicants Details (Licence Holder) |
| The person granted a Street Works Licence, becomes an Undertaker for the purpose of the New Road and Street Works Act 1991, and therefore attracts the relevant duties and responsibilities imposed by the Act and associated secondary Legislation and Codes of Practice. Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with appropriate knowledge and accreditation to help the application and conduct the works on their behalf, financial penalties may arise to the licence holder for non-compliance with the relevant statutory duties or and contravention of the Licence Conditions.  |
| **Name:** |  |
| Address: |  |
| **Phone number:** |  |
| **Email:** |  |

| **Section 2 –**  | **Details of the Company conduction the work** |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email:** |  |
| **Emergency 24hr contact name:** |  |
| **Phone Number:** |  |
| **Name of NRSWA accredited Supervisor** |  |
| **Supervisor Card Expiry date** |  |
| **Name of NRSWA accredited Operative** |  |
| **Operative Card Expiry date** |  |
| **Section 3** |  **Category of Proposed Works** ✓ Tick appropriate |
| **1.Placing new apparatus in the Highway**Licence £465 and £325 bond\* |  |
| **2.Conducting work on existing licenced apparatus in the Highway**Licence £465 and £325 bond\* |  |
| **3.Excavation in the highway only** Licence £182 and no bond |  |

*\*Work in excess of 5 square metres requires an additional bond of £78 per additional square metre.* *The bond is returnable (2 years) from registration) or (3 years) if the excavation is more than 1.5m deep, Subject to satisfactory reinstatement that complies with the Code of Practice Specification Reinstatements of Openings in the Highway 3rd edition 2010. (see section 4)*

*\*\** *The Licensee shall pay to the Street Authority the sum of £182.00 for inspection fees and administration fees incurred with the grant of the licence. Any works in excess of 5 square metres will be subject to additional fees of £78.00 per square metre, or part thereof.*

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| **Section 4 -**  | **Proposed Works Details** |
| **Road Name** |  |
| **Property number/reference** |  |
| You must allow a minimum 10 working days for this application to be processed.  | The processing time commences upon receipt of a properly and fully completed Application Form with all supporting documentation. |
| **Proposed Start Date** |  |
| **Proposed End Date** |  |
| **Hours of Work**  | Monday-Friday |  | Saturday |  | Sunday |  |
| *Luton Borough Council will only allow* ***3 DAYS*** *for the completion of any scheme, however if a reason for a longer duration is needed it will have to be agreed by this Authority before commencement of work, an extension will only be given on a day to day basis and if the reason is a valid.*Section 74 overstay charges of the New Roads and Street Works Act 1991 are applied in Luton and if correct procedures are not maintained, and there is unreasonably prolonged occupation of the Highway, charges may occur. |
| **Description of works**(E.g. connection to gas main) |  |
| ***❖Please attach the written approval from Thames Water/UKPN to connect on to their main/network if applicable*** |
| **Works location**(please ✓ tick) | Carriageway |  | Footway |  |  |
| **Depth of Excavation** (please ✓ tick) | Less than 1.5m  |  | More than 1.5m |  | No Excavation  |  |
| **Details of Excavation** (please state in metres) | Length |  | Width |  |
| *The required bond for excavations less than 5 square metres is £325. Work in excess of 5 square metres requires an additional bond of £78 per additional square metre.* *The bond is returnable (2 years) from registration) or (3 years) if the excavation is more than 1.5m deep, Subject to satisfactory reinstatement that complies with the Code of Practice Specification Reinstatements of Openings in the Highway 3rd edition 2010.* |
| **Bond to be paid (£)** |  |
| **Traffic management**(please ✓ tick appropriate) | Some Carriageway Incursion |  | Give & Take |  | Priority Boards |  |
| Stop/Go Boards |  | Lane Closure |  | Temporary Signals  |  |
| Road Closure\* |  | Footway Closure |  |  |
| **Will buses/bus stops be affected by the traffic management/works?** | **NO** |  | *If yes, it is the applicant’s responsibility to contact the bus operator whose route/stop is affected and make the required arrangements.* |
| **YES** |  |
| ***❖Please attach an A4 plan of the traffic management scheme being used.***  |
| *\*A road closure requires a TTRO and a minimum 12 weeks’ notice with an additional cost.* | *£1060 + advertising costs* |
| *If a switch out of existing traffic signals is required, a switch out application form needs to be completed and additional costs incurred.*  | *£200/**£400 out of hours* |
| If your work is going to obstruct a footway or part of a footway, you must provide a safe route for pedestrians that should include access to adjacent buildings, properties and public areas where necessary. This route must consider the needs of those with small children, pushchairs and those with reduced mobility, including visually impaired people and people using wheelchairs or mobility scooters.The applicant must provide and maintain a **1.2m walkway for pedestrians**; This is a requirement under the Safety at Street Work and Road Works (A Code of Practice) This applies for the entire duration of this licence.If provision of 1.2m cannot be made for pedestrians a joint site inspection will be required and additional conditions applied. |
| A walkway of 1.2m will be provided and maintained in the existing footway: | Yes |  | No |  |

**PLEASE CHECK THE BOXES TO CONFIRM YOU HAVE UNDERSTOOD ALL THE CONDITIONS AND THE CONDITIONS REQUIRMEMENTS. FAILURE TO DO THIS WILL LEAD TO YOUR APPLICATION BEING REJECTED.**

| **CONDITIONS** |  |
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| **For this Section 50 Application to be approved THE FOLLOWING conditions must be met and adhered to throughout the duration of the licence. Failure to comply with these conditions will result in this Authority withdrawing the approved licence and/or issuing of a Fixed Penalty Notices for contravention of the conditions.****Additional conditions may be imposed at the issuing of your licence specific to your works.** **These will be agreed before the issue of the licence.**  | **Check ✓** |
| **I acknowledge that I have read and understand the ‘GUIDANCE NOTES FOR SECTION 50 OF THE NEW ROADS AND STREET WORKS ACT 1991 AND SECTION 171 OF THE HIGHWAYS ACT 1980’ document**  |  |
| **Notice procedures must be strictly adhered to, in accordance with the New Roads and Street Works Act 1991** |  |
| **In the event of the works being cancelled after the application form has been submitted an administration fee of £70.00 will be charged to the applicant to cover administrative costs.** |  |
| **Any variations/amendments made to the issued licence will result in an additional £70.00 administration fee.**  |  |
| **Permit compliance: The dates issued on the licence are the dates to which the road space is to be occupied and the works to be undertaken.**  |  |
| **Permit compliance: the permit reference number on the granted Section 50 licence must be displayed on site at all times, if the permit number is not displayed or the incorrect number is displayed you will be issued a fixed penalty notice.** |  |
| **No works are to be undertaken on the highway before a licence has been granted, a criminal offence is committed if section 51(1) of the NRSWA 1991 is breached.** |  |
| **THE FOLLOWING ITEMS MUST BE ATTACHED BEFORE YOUR APPLICATION CAN BE PROCESSED** | **Check ✓** |
| **One copy of a plan clearly marking the exact location of the apparatus ( SECTION 50 ONLY)** |  |
| **Proof of Street Works Accreditation of the supervisor and the operative (please enclose a copy of the front and back of the card.)** |  |
| **Proof of public liability (photocopy of your certificate of insurance) Minimum of £10million** |  |
| **Cheque made payable to Luton Borough Council for £465.00 in respect of legal and other expenses incurred with the grant of this licence and £325.00 Bond for all openings of up to 5 square metres in the plan and an additional £78.00 for each square metre, part of or above this figure.**  |  |
| **A4 plan of the traffic management scheme being used. (Free hand drawings are not acceptable)** |  |
| **Thames Water/UKPN approval allowing connection on to their main/network if applicable**  |  |
| **Proof of request to the undertakers for approved plant information** |  |

**DECLARATION:**

 **[I am the applicant referred to above] or [I am duly authorised by the applicant being a company to give this declaration on its behalf] [please strike out whichever doesn’t apply]**

**By signing the application form, 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 & Street Works Act 1991 the Highways Act 1980 and associated legislation and codes of practice, together with any other conditions imposed by the Luton Borough Council in the relevant licence.**

**I acknowledge the statutory need for the applicant to pay the prescribed fees which will be imposed by Luton Borough Council including any defect inspection fees and the cost of any necessary remedial works conducted by Luton Borough Council during the guarantee period, and understand there is a £70.00 cancellation fee if the licence, once issued is cancelled by the applicant.**

**I acknowledge that the licence is granted on the condition, amongst others, that I hereby indemnify Luton borough Council 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 related, or**

**b) The execution by any person of any works authorised by the licence.**

**I acknowledge that this application will not be processed until Luton Borough Council have received all the relevant supporting documentation. The minimum 10 working day period will only start once all the necessary documentation is received and completed.**

**I acknowledge that I have read and understand the GUIDANCE NOTES FOR SECTION 50 OF THE NEW ROADS AND STREET WORKS ACT 1991 AND SECTION 171 OF THE HIGHWAYS ACT 1980 document.**

| Applicants Signature | x |
| --- | --- |
| Applicants Name | x |
| Date | x |
| Company | x |
| Position | x |