HILLINGDON APPLICATION PACK PROVIDES YOU WITH INFORMATION ON HOW TO APPLY FOR A PRIVATE STREETWORKS LICENCE. A PRIVATE STREETWORKS LICENCE GIVES PERMISSION TO EXECUTE OR OPEN THE FOOTWAY OR CARRIAGEWAY TO CARRY OUT VARIOUS WORKS ON THE HIGHWAY.

HILLINGDON
LONDON

Section 50 Licence Application Pack

SECTION 50 APPLICATION PACK

LONDON BOROUGH OF HILLINGDON

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Why You Need a Licence

The aim of licensing is to balance the needs of business and residents with the public expectation of an unobstructed footway.

London Borough of Hillingdon has provided this pack to help you make your application. Because the licences are issued in accordance with various legal requirements, the council is sometimes obliged to quote the relevant legislation. **New Road & Streets Works Act 1991**, Sect 50, Highways act 1980, Local Government Act 1982, Licensing Act 2003 and Local Government Act (Miscellaneous Provisions) 1982, Traffic Management Act 2004, and Disability Discrimination Act 2005.

Excavations on the pubic highway are not permitted until a licence has been agreed and issued.

The Application Process

In order to process the licence and ensure the co-ordination of works you will need to apply at least **TWO WEEKS** in advance. Failure to enclose the correct documentation could delay the process.

Licence Documentation Requirements

a) Completed Street works request of details form

- Exact location of where excavation is to take place (with drawings attached)
- Complete description and extent of works carried out on site
- Estimated date licence required ϖ Prove of Streetworks accreditation (one operative and one supervisor)
- Opening notice
- Method statement
- Risk Assessment
- Plans of plant
- Confined spaces certificate (if applicable)
- Signs agreement forms for fees, deposits and public liabilities. All applicants must hold a public liability policy in for the sum of £10 million or above.
- Licence fee and deposit amount
- Traffic Management plan
- Emergency Contact number (24Hrs)
- Parking suspension details –parking.suspensions@hillingdon.gov.uk
- Closing notice and as built drawings of any plant on completion of works

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Contact and Address Details

NRSWA Team
Civic Centre, 2E
High Street
Uxbridge
UB8 1UW
Telephone:
Street Works Coordinator 01895 277549

Deposits
£300 per linear metre of surface of excavation. Deposits are held to cover the costs of any damage caused to the highways that may occur during works or on completion of works. Deposits are held for the period of two years and three years for deep excavations (over 1.5 metres). The guarantee period of the permanent reinstatement is under the New Roads and Street Works Act 1991. Failure to complete a closing notice on completion or works could result in a non-refund of your deposit.

Licence Fee Schedule

- £932 Licence fee for openings deeper than 0.9 metres deep
- £2,293 Licence fee for openings over 1.5 metres deep (excavations of this depth are considered to be deep excavations and deposits will be held for three years)

Extensions/Overstay Charges

Provision is granted under Section 74 of the New Roads and Street Works Act 1991 to charge overstay fees for unauthorised occupation of the public highway. This refers to works which have exceeded the agreed completion date. These fees will be charged on the category of the road. If an extension of the licence is required applications must be agreed within a reasonable period before expiry of the existing licence period. Extensions will be subject to a fee of £50 per month. Non-agreed extensions are subject to £100 per inspection and will be deducted from your deposit.

Complaints
Any inspection carried out following a valid complaint, however received, will be subject to a £100 inspection fee which will be deducted from the deposit.

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Completion of Works Process

Once site works are finished, the council needs to be informed by completion of a CLOSING NOTICE. The notice must give the exact date of permanent reinstatement in order for the guarantee period to start. A site inspection will take place on receipt of this notice. Should any apparatus have been placed below or on the footway or carriageway, the council requires as built drawings as to the location of the plant. Failure to comply with these requirements will affect the return of your deposit.

Payments

All cheques are to be made payable to London Borough of Hillingdon

Parking

Where the excavation is to be sited in a designated parking bay you will require a suspension of an on-street parking place. To obtain a suspension you must contact Parking Services by email; parking.suspensions@hillingdon.gov.uk . A separate application and payment will be required for parking suspensions. It is an offence to place an obstruction on a parking bay, which has not been suspended. The Council has the authority to remove the obstruction and persecute the person responsible.

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Site and Applicant Details Request Form

Name of Applicant: .....

.....

Address of Applicant: .....

.....

.....

Telephone No. .....

Office: .....

Mobile: .....

Email: .....

24 Hour Emergency Number.....

Site Details

Business Name: .....

.....

Site Address: .....

.....

.....

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Opening Notice

Your Reference:.....

Notice Type: (Please Tick) Standard Works Minor Works with Excavation

Description of Works: .....

.....

Estimated dates required for licence

Start Date .....

End Date .....

Address of Opening

Street Name: .....

Outside: .....

Estimate of excavation measurements

Depth: .....

Length: .....

Width: .....

Traffic Management.....

Excavation……FW…….. CW……..Verge……

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Completion of Works Notice

To be completed and returned on completion of works

Licence Number: .....

Street Name: .....

Outside: .....

Notice Type: (Please Tick) Standard Works Minor Works with Excavation

Measurement of Permanent Reinstatement

Depth: .....

Length: .....

Width:.....

Date of Permanent Reinstatement: .....

As Built Drawings Supplied (please circle) Yes No

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Agreement of Licence Fees and Deposits

Deposits

Any damage to the public highway, caused by the works carried out under this licence, will be repaired by the council and full costs will be taken from the deposit. I agree to pay the full costs for any damage on the pubic highway.

Licence Fee

I agree to pay the cost of the licence fee.

Signature of applicant:

Date:

Agreement of Ownership of a Public Liability Insurance Document

I agree that I hold a Public Liability insurance policy for the said amount of £5 million and that I will cover for the period in which I occupy the public highway, as required in the conditions.

Signature of applicant

Date

Declaration of Application

I confirm that the above details are correct, and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the Street Authority. I also acknowledge the need for me to pay the prescribed fees that are imposed by the Highway Authority.

Signature of applicant

Date

Please note all declarations must be signed by a validated person.

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Conditions of Licence

In accordance with the Highways Act 1980, we MAY grant permission to carry out an excavation in the public highway.

The licence does not relieve the licensee from compliance with or being subject to the London Building Act, The Town and Country Planning Act, or ant other Acts, regulations, other By Laws and General Statutory provisions in the area and shall not be dispensing with such compliance.

A deposit is required and held to cover the costs of any damage to the highways that may occur during works. Should the Council carry out remedial works, if the deposit exceeds the cost of the works, that remainder will be refunded. Deposits are held for the period prescribed for permanent reinstatement under the New Roads and Street Works Act 1991 and refunded on a written request once the site has been inspected. Failure to request an inspection could result in a non-refund of your deposit.

Any disturbance or damage to utility plant will be the responsibility of the licence.

The signatory of this application is the person accepting responsibility for the compliance of all conditions and regulations associated with excavations in the public highway.

Should the excavation site in a designated parking bay, the suspension of that parking bay/space is to be arranged by the applicant with the parking department.

The licence agreement will become invalid if any of the conditions are not adhered to or licensee no longer has an interest in the project.

The licence granted must be exercised in such a manner as not to cause a nuisance or danger to the users of the highway.

The Highway will at all times be kept in a neat and tidy condition and free from obstructions.

Any form of pedestrian management must have clear signage agreed with the Highways Officer.

The Council is indemnified against all claims resulting from any incident caused by the excavations. All applicants must have public liability insurance of £5 million to work on the public highway. Failure to have insurance would result in your licence becoming invalid.

All licences issued MUST be displayed on site.

The works are carried out entirely at the applicant's risk, and have been specified by the applicant. The London Borough of Brent has no liability for the works or the maintenance of the works (either now or in the future) and has no liability for damage caused to private property by the works.

The applicant must satisfy him/herself that undertaker's equipment will not be affected (by consultation and with trial holes where appropriate), or if such equipment is affected, the applicant shall carry out any works or take any necessary measurements as required by the affected undertaker. ALL REINSTATEMENTS TO BE TO THE STANDARD REQUIRED IN THE NRSWA 1991 CODE OF PRACTICE.

The works will be signed, guarded and lit to the standards detailed in Chapter 8 of the Traffic Signs Manual. Open excavations must be covered when works are not taking place. Operatives with NRSWA accreditation must undertake works.

Safe access must be provided for pedestrians. Pedestrians must not be diverted across any carriageway.