

SECTION 171 APPLICATION FORM

Highways Act 1980



EXCAVATION AND/OR DEPOSIT BUILDING MATERIALS AND/OR EXECUTE MISCELLANEOUS WORKS ON PUBLIC HIGHWAY

3 working days' notice is required for each application

If your application is approved you will be contacted by telephone or email to make the required Payment. Alternatively enclose a cheque made payable to “**Plymouth City Council**”

Total fee payable is calculated as follows:

The cost of the permit is £120 – This covers the administration fee of £55 per 28 day period, plus the inspection fee (signing/lighting/guarding) of £65 per work unit.

[Note: Additional fees are charged for alterations to highway (See Terms & Conditions 1)]

An additional £120 to the above will be charged if permission is given for less than 3 working days' notice / if a permit has not been applied for but works have been carried out or being undertaken / if an extension has not been requested with a valid reason 3 working days before the current permit expires, making the fee payable £240

Any form of payment made to Plymouth City Council does not mean automatic entitlement to permit or service.

Applicant contact details

Name:

Address:

Postcode:

Email:

Telephone:

Agent or Contractor

Name:

Address:

Postcode:

Email:

Telephone:

Out of hours details

Telephone number of contact and/or key holder for out of hours:

Type of operation (please tick all that apply):

Excavation: Plant: Deposit materials: Other:

Full address and position of proposed works location. (Please also attach a plan-view drawing showing location and measurements including Chapter 8 signing, lighting and guarding (cross-sections too where necessary):

Address:

Postcode:

Purpose & types of works:

Important notice: Your start and completion dates are not agreed until you have submitted an N Notice (you must complete page 3 of this document) and it has been **approved** by Plymouth Transport and Highways.

Intended start date:

Estimated completion date:

[Also see (Part N) overleaf]

Agreement

I/we agree to comply with the standard terms and conditions attached to this application.

Signed:

Position in firm:

For and on behalf of:

Date:

Standard terms and conditions

1. Fees payable are calculated as follows:
 - Administration fee is £55 per 28 day period plus the Signing/Lighting/Guarding
 - Inspection fee is £65 per work unit.
2. Works supervisor and operatives are to be accredited under NRSWA 1991 when carrying out excavations in the public highway.
3. Signing and guarding is to be carried out in accordance with Chapter 8 of the Department for Transport's Traffic Signs Manual 2009.
4. Reinstatement is to be carried out in accordance with the NRSWA 1991 Specification for the Reinstatement of Openings in the Highway.
5. Guarantee period is to be two years if the excavation is 1.5 metres deep or less and three years for excavations of deeper than 1.5 metres.
6. Works are not to commence until the permit has been approved and the consent form has been received.
7. A notice of completion is to be submitted within seven days of the end of the works (reinstatements only).
8. Any inspections carried out at the request of the applicant or as a result of any malpractice (e.g. mud deposited on the road, no traffic control etc.) will be charged for at £50 per separate inspection.
9. Any damage caused to the highway as a result of any of the applicant's works carried out under this permit must be made good at the expense of the applicant.
10. Any additional conditions to be applied to the permit will be detailed on the Permit.
11. All excavations are to be carried out in accordance with Health & Safety G47.
12. If you are suspending a bus stop, notices should be in place at a minimum of five working days. You will be required to contact the public transport officer directly to find out if a temporary bus stop is required. If required, you must supply and install the temporary bus stop and ensure the bus stop is uncovered and temporary bus stop is removed at the end of the works.
13. Works must be in accordance with Planning Permission conditions.

Have you supplied all of these with your application (please tick)?

- Completed and signed application form.
- A completed N Notice.
- Payment of administration/inspection fees.
- A copy of your current public liability insurance certificate (£5 million minimum).
- A plan view drawing showing the location and measurements of proposed works (cross-sections too where necessary).
- A plan showing all proposed traffic management and signing/lighting/guarding for the public highway affected.
- A risk assessment and method statement in respect of public highway.
- Proof that one supervisor and one operative are accredited to set out signing, lighting and guarding as specified in Chapter 8 of the Department for Transport's Traffic Sign Manual 2009. (Operative must be on site all the time).

If proposing excavation works, please also attach:

- Proof that you have (a) notified **all** of the following utility companies of the location and nature of your proposed works and (b) obtained current service drawings, which must be dated within the previous 3 months, from **all** of them:

Wales and West
South West Water
Western Power
Virgin Media
British Telecom
Vodafone
Any other owners of apparatus in the street.

- Proof that one supervisor and one operative are accredited to carry out excavations in the public highway as required in the New Roads and Street Works Act 1991. (Operative must be on site all the time).

Applications will not be excepted and approved until all the above have been supplied

PART N	NEW ROADS AND STREET WORKS ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES											
TO Nicola Neale Telephone: 01752 306939 Mobile: 07824 608690	PURPOSE			Notice			Follow up Notice					
				Street Authority Response			Other Response					
	REFERENCE No. RECIPIENT'S CROSS REF No.						Part		of			
							Part		of			
	REFERENCE No. ORIGINATOR'S CROSS REF No.						Part		of			
							Part		of			
FROM	DATE OF ISSUE											
	TIME OF ISSUE (Emergency & Urgent Only)											
	EXPECTED START DATE											
	EXPECTED COMPLETION DATE											
	TYPE OF WORKS											
NOTICE PERIOD		EMERGENCY	URGENT (SPECIAL CASES)	URGENT	MINOR (WITH/WITHOUT EXCAV)		STANDARD		MAJOR		REINSTATEMENT	
					NOTICE S54	ACTUAL START DATE S55/S7	NOTICE S54	ACTUAL START DATE S55/S7	NOTICE S54	ACTUAL START DATE S55/S7	REMEDIAL DANGEROUS	REMEDIAL (OTHER)
					Duration (<4 days)		Duration (4-10 days)		Duration (>10 days)		WITHIN 2 HOURS OF WORK STARTING	
SS TRAFFIC SENSITIVE	NON TRAFFIC SENSITIVE	WITHIN 2 HOURS OF WORK STARTING	WITHIN 2 HOURS OF WORK STARTING	WITHIN 2 HOURS	N/A	3 DAYS	N/A	10 DAYS	3 MONTHS	10 DAYS	3 DAYS	3 DAYS
IS SPECIAL ENGINEERING DIFFICULTY INVOLVED?		NO	IF YES			HAS THE RELEVANT AUTHORITY APPROVED THE WORKS?		YES/NO				
LOCATION DESCRIPTION OR HOUSE NAME OR NUMBER STREET NAME: LOCAL AREA NAME: DISTRICT: POSTCODE NATIONAL GRID REF.												
DESCRIPTION OF WORKS (INCL. CONSTRUCTION METHODS – IF KNOWN) COMMENTS (TRAFFIC MANAGEMENT OR OTHER)										ESTIMATED INSPECTION UNITS <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>		

OFFICIAL

CONTACT US

Write to us at: -

Plymouth Highways,

Windsor House,

Tavistock Road,

Plymouth,

PL6 5UF

Call 01752 668000 - Monday to Friday 8.30am to 4.30pm

Email: - networkmanagement@plymouth.gov.uk