

**Section 50 Licence For Existing Apparatus**

Checklist and application form


**Plymouth  
Highways**


Please give a contact name and number in case of queries with the application.

**Applicant contact details**

Contact name:

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Contact number:

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Queries should be directed to: Nikki Neale or Terrie Outhwaite on 01752 668000.

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

**Checklist**

Have you enclosed the following? – Please tick  
Please return this checklist with the application.

 Payment
 

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 Proof of accredited operative
 

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 Proof of accredited supervisor
 

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 Proof of public liability insurance (£5million)
 

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 Scale plan of works
 

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 Completed SWL2/3 signed by licensee
 

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 Method Statement
 

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**SWL6 and copies of all current service drawings:**
 BT
 

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 WPD
 

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 SWW (Inc. sewers)
 

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 Wales & West
 

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 Virgin Media (Telewest)
 

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 Cable & Wireless
 

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 University of Plymouth (if in vicinity of works)
 

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 CCTV in City Centre
 

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 Plymouth City Airport (if in vicinity of works)
 

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 Proof of permissions to connect (if applicable)
 

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## New Roads and Street Works Act 1991

### Section 50 Street Works Licence

Part 1	Guidance note for applicants	Form SWL1
Part 2	Street works licence: application, conditions and authorisation (not included)	Form SWL2
Part 3	Consent to work on existing apparatus	Form SWL3
Part 4	Advance notice of works (not included)	Form SWL4
Part 5	Registration of works	Form SWL5
Part 6	Statutory undertaker's declaration/requirement	Form SWL6
Part 7	Controlled waste transfer note (where applicable)	Form SWL7
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## Section 50 Licence for Existing Apparatus

**Please note that this licence is only issued for privately owned apparatus.**

When submitting your application please ensure that you have included all of the following:

1. If existing apparatus – SWL3 form to be completed and signed by owner of apparatus. (Note: If owner is a company then form must be completed and signed by the director of that company).
2. Plan of works.
3. Copies of all current service drawings from:
  - BT
  - WPD
  - SWW (including sewers)
  - Transco
  - Telewest Eurobell
  - Cable and Wireless
  - University of Plymouth (if in vicinity of works)
  - CCTV in City Centre
  - Plymouth City Airport (if in vicinity of works)
4. Declaration form SWL6 completed by each of the statutory undertakers listed above.
5. Evidence of owner's current public liability insurance (minimum £5 million).
6. Evidence of contractor's current public liability insurance (minimum of £5 million).
7. Proof of works supervisor's and operative's accreditation in respect of excavations in the public highway.

**Failure to submit all of the above information will result in the application being delayed or refused.**

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

## Form SWL1

### Part 1

#### New Roads and Street Works Act 1991 - Section 50 Street Works Licence

#### Guidance notes for applicants

1. The person granted a Street Works License becomes an undertaker for the purpose of the New Roads and Street Works Act, 1991 and thereafter attracts the relevant duties and responsibilities imposed by the act and associated secondary legislation and codes of practice, including the requirement to secure that the work is supervised by an accredited supervisor. (N.B. Those applicants not familiar with the requirements of this legislation must appoint a contractor with appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf).
2. Financial penalties may arise to the licence holder for non-compliance with the relevant statutory duties or licence conditions. Applicants should note that this liability couldn't be delegated to any other person or organisation.
3. The requirements to obtain a Street Works Licence applies to any person or organisation (other than anyone acting under a statutory right) 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 pipes, water and gas pipes etc. both under, over, across, along and upon the highway.
5. Form SWL2 must be completed by the applicant for authorisation to place and retain apparatus in the highway, and must be submitted to the street authority with:
  - a. A copy of a scale plan at 1/200 or greater of the proposed location and depth of the relevant apparatus marked by a red line.
  - b. Proof of public liability insurance. This must provide a minimum of £5,000,000 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 in advance (payable to "Plymouth City Council" together with completed form SWL2) of:
    - i. **Total of £255 for the licence** – includes £155 Administration fee and £100.00 Inspection fee for each 200m length (non-returnable)
    - ii. Should works be undertaken without a licence being issued or during works being undertaken, the fee for a licence will be double, £510
    - iii. If you require a license earlier than the 7 working day requirement an additional £60 will be charged to the £255 fee, this fee will also apply to any extension requests that are approved given a valid reason
  - d. Completed declaration form (statutory undertaker's declaration/requirements).
6. A Street Works Licence to place apparatus 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.

7. In order for the street works authority to comply with its statutory duty, all applications must be submitted at least **one month** in advance of commencement of the proposed works. A shorter period may be agreed by the street authority in conjunction with the other undertakers likely to be affected. The application form must be signed by the owner of the existing or proposed apparatus.
8. Applicants should note that special conditions may be imposed by the street authority:
  - a. In the interest of safety.
  - b. To minimise the inconvenience to persons using the street, having regard to people with a disability in particular.
  - c. For traffic sensitive streets, streets with special engineering difficulties and protected streets and to protect the structure of the street and the integrity of the apparatus in it.

NB. The applicant must **strictly** adhere to these conditions.

9. 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.
10. The licensee must give **seven days** advance notice of the intended starting date to the street authority.
11. The licensee must permit the street authority to monitor his or his contractor's performance throughout all stages of street works. These are:
  - a. Signing, guarding and excavation.
  - b. Signing, guarding and reinstatement.
  - c. Immediately after permanent reinstatement.
  - d. Between 6 and 9 months after permanent reinstatement and;
  - e. 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 and will be for 2 years for excavations up to 1.5m deep and 3 years for deeper).
12. The licensee must inform the street authority of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent.
13. The licensee must complete and submit form SWL5 to the street authority within 7 days of completion of the works and clearing the site.
14. 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 on a line crossing the street and not along 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.



15. When submitting form SWL5 the licensee must provide detailed drawings showing the actual depth of the apparatus and its location measured against fixed objects/structures.
16. Prior to issue of the licence form SWL6 must be circulated to all statutory undertakers to identify whether their apparatus will be affected by the proposed works. This circulation will be undertaken by the applicant who will provide the divisional surveyor with the undertaker's responses, together with plans at least 1 month before commencement of works.
17. 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.

## Form SWL3

### Part 3

### Street Works Licence application for placing existing apparatus in the highway, Section 50, New Roads and Street Works Act 1991

NB Those applicants not familiar with the requirements of this legislation must appoint a contractor with the appropriate knowledge and accreditation 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: Owners apparatus

Name:

Address:

Postcode:

Work telephone:

Home telephone:

#### Section 2: Precise location of proposed work (detailed plan to be submitted with form)

Property reference/No:

Road/Street:

Postcode:

National Grid Ref:

Please tick as necessary:

Category	Traffic Control	Works Details	Hours of Working
<input type="checkbox"/> Emergency	<input type="checkbox"/> Stop/Go boards	Estimated length of work in metres	<input type="checkbox"/> Daylight
<input type="checkbox"/> Urgent	<input type="checkbox"/> Temp traffic signals*	Average depth of excavation:	<input type="checkbox"/> 24 hours
<input type="checkbox"/> Minor with excavation	<input type="checkbox"/> Road closure*	<input type="checkbox"/> Up to 1.5m	<input type="checkbox"/> Night only
<input type="checkbox"/> Minor without excavation	<input type="checkbox"/> Priority flow	<input type="checkbox"/> Over 1.5m	<input type="checkbox"/> AM only
<input type="checkbox"/> Standard works	<input type="checkbox"/> None	<input type="checkbox"/> No excavation	<input type="checkbox"/> PM only
<input type="checkbox"/> Major project			

\* Please see guidance notes. These will need to be applied for separately.

<input type="checkbox"/> Verge	<input type="checkbox"/> Footway	<input type="checkbox"/> Carriageway	<input type="checkbox"/> All
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Proposed start date:

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Proposed finish date:

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Description of works:

**Section 3: Details of person/company conducting the works (proof to be submitted with this form)**

Name:

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Address:

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Postcode:

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Work telephone:

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Fax:

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Name of accredited operative:

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SWQR no:

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Name of accredited supervisor:

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SWQR no:

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**Section 4: Insurance (public liability insurance of a minimum of £5 million must be provided up to the completion of the permanent reinstatement and included with this form)**

Company name:

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Address:

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Postcode:

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Telephone:

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Policy number:

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Expiration date:

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**Section 5: 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, associated legislation and code of practise together with any conditions imposed by the street authority in the relevant licence, which includes my duty to secure that the work is supervised by an accredited supervisor.

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 cost of any necessary remedial works conducted by the street authority during the guarantee period.

I also acknowledge that the licence is granted on the condition that I will indemnify the street authority against any claim in respect of injury, damage or loss arising out of:

- The placing or presence in the street of apparatus to which the licence relates, or
- The execution by any person of any works authorised by the licence.

I also acknowledge that I have read and understood the guidance notes contained in Part 1, form SWL1.

Signed:

Date:

Print name:

In the capacity of:

**Section 6: Consent to work on existing apparatus**

Additional Conditions:

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Signed:

Date:

On behalf of street authority

Important: all communications relating to this consent should be addressed to:

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**Form SWL5****Part 5****New Roads and Street Works Act 1991****Registration of Works**

To:  Plymouth Highways Windsor House Tavistock Road Plymouth PL6 5UF	From:          
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Description/house name/number: \_\_\_\_\_

Street/road name: \_\_\_\_\_

Local area name: \_\_\_\_\_

District: \_\_\_\_\_

Postcode: \_\_\_\_\_

National grid ref: \_\_\_\_\_

**Description of works (including construction methods if known):** \_\_\_\_\_

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Reinstatement		Closing dimensions		Location		Guarantee start date				
Item	Location	Length (m)	Width (m)	CF or V	Deep exc.	Interim			Permanent	
1										
2										



**As laid record:**

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Depth of top apparatus in metres:

Sketch of location (including measurements to fixed objects)



**Form SWL6**

**Part 6**

**Statutory Undertaker's Response**

**Western Power Distribution:**

Apparatus affected:

Special requirements:

Company stamp:

Date:

**Wales and West:**

Apparatus affected:

Special requirements:

Company stamp:

Date:

**South West Water:**

Apparatus affected:

Special requirements:

Company stamp:

Date:

**British Telecom:**

Apparatus affected:

Special requirements:

Company stamp:

Date:



**Virgin Media:**

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Apparatus affected:

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Special requirements:

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Company stamp:

Date:

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**Cable and Wireless:**

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Apparatus affected:

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Special requirements:

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Company stamp:

Date:

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**Energis:**

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Apparatus affected:

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Special requirements:

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Company stamp:

Date:

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**Form SWL7****Part 7****Duty of Care Waste Transfer Note****Section A: Description of waste**

1. Please describe the waste being transferred:

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2. How is the waste contained?

Loose     
  Sacks     
  Skip     
  Drum     
  Other

3. What is the quantity of waste (number of sacks etc.)?

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**Section B: Current holder of waste (transferor)**

Full name and address (BLOCK CAPITALS):

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Name and address of company (if applicable):

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

<input type="checkbox"/> Producer of waste	<input type="checkbox"/> Holder of waste disposal or waste management licence	Licence number issued by:
<input type="checkbox"/> Importer of waste	<input type="checkbox"/> Exempt from requirement to have a waste disposal or waste management licence	Give reason:
<input type="checkbox"/> Waste collection authority	<input type="checkbox"/> Registered waste carrier	Registration number:
Issued:		

**Section C: Person collecting the waste (transferee)**Full name and address (BLOCK CAPITALS):  
\_\_\_\_\_  
\_\_\_\_\_Name and address of company (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

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

	<input type="checkbox"/> Authorised for transport purposes	Specify which of those purposes
<input type="checkbox"/> Waste collection authority	<input type="checkbox"/> Holder of waste disposal or waste management licence	Licence number:
		Issued by:
	<input type="checkbox"/> Registered waste carrier	Registration number:
		Issued by:
	<input type="checkbox"/> Exempt from requirement to register	Give reason:

**Section D: The transfer**Address of place of transfer/collection point:  
\_\_\_\_\_  
\_\_\_\_\_

Date of transfer:

Times of transfer (for multiple consignments):	:	:	:	:
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Name and address of broker who arranged the waste transfer:  
\_\_\_\_\_  
\_\_\_\_\_

Transferor signature:

Transferee signature:

Full name (BLOCK CAPITALS):

Full name (BLOCK CAPITALS):

Representing:

Representing:

## New Roads and Street Works Act 1991

### Address list for letters – Amendment No 39 (24/10/2008)

a) Location of apparatus  
 b) Granting of Licences  
 c) Diversion of plant  
 Western Power Distribution  
 Map Response Team, Network Records  
 Mapping Centre, Lamby Way  
 Rumney  
 Cardiff  
 CF3 2WQ

a) Location of apparatus  
 b) Granting of Licenses  
 c) Diversion of plant  
 Wales & West Utilities  
 Spooner Close  
 Celtic Springs  
 Coedkernew  
 Newport  
 NP10 8FZ

#### In respect of: -

a) Location of apparatus (C2 notices)  
 b) Section 50 Licence  
 BT NNHC  
 Postpoint 404, Telecom House  
 Hanley  
 Stoke-on-Trent  
 ST1 5HD

#### In respect of: -

Diversion of plant C3 and C4 notices  
 British Telecom  
 Network Alteration Projects  
 PP E206R Eastlake House  
 Eastlake Street  
 Plymouth  
 PL1 1BQ

# C2 notices should be obtained via maps by e-mail in respect of Plymouth City Council departments

#### **Cable & Wireless**

c/o Atkins Telecom  
 PO Box 290, The Hub  
 500 Park Avenue  
 Aztec West  
 Bristol  
 BS32 4RZ

#### **South West Water**

NRSWA Enquiries  
 Peninsula House  
 Rydon Lane  
 Exeter  
 Devon  
 EX2 7HR

#### **FAO Mr C Bunce**

University of Plymouth  
 Drake Circus  
 Plymouth  
 PL4 8AA  
 (In respect of locations shown on  
 attached plan in vicinity of campus only)

#### **Virgin Media**

National Plant Enquiries  
 Unit 12, Mayfair Business Park  
 Broad Lane  
 Bradford  
 BD4 8PW

#### **FAO Mike Artherton**

Parking Team  
 Plymouth City Council  
 Civic Centre  
 Plymouth  
 PL1 2AA  
 (in respect of CCTV information city  
 centre area only)

NB – All amendments to be authorised by Nikki Neale (01752 234446)

JE8 – NRSWA Addresses

## APPENDIX A

### Suggested legislation to be read by applicant

1. New Roads and Street Works Act 1991 (ISBN 0-10-542291-6)
2. Code of Practice: "Safety at Street Works and Road Works". (ISBN 0-11-551144-X)
3. Code of Practice: "Specification for the Reinstatement of Openings in Highways". (ISBN 0-11-551143-1)
4. "Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters". (ISBN 0-11-551162-8)
5. "Code of Practice for Inspections". (ISBN 0-11-11-551184-2)
6. Code of Practice: "Measures necessary where Apparatus is affected by Major Works (diversionary works)". (ISBN 0-11-551149-0)
7. "Waste Management, The Duty of Care, A Code of Practice". (ISBN 0-11-753210-X)



<b>PART N</b>		<b>NEW ROADS AND STREET WORKS ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES</b>										
<b>TO</b>  Nicola Neale Tel 01752 306939 Mob 07824 608690		<b>PURPOSE</b>				Notice		Follow up Notice				
		Street Authority Response						Other Response				
		<b>REFERENCE No. RECIPIENT'S CROSS REF No.</b>				<b>Part</b>				<b>of</b>		
						<b>Part</b>				<b>of</b>		
		<b>REFERENCE No. ORIGINATOR'S CROSS REF No.</b>				<b>Part</b>				<b>of</b>		
<b>FROM</b>				<b>Part</b>				<b>of</b>				
				<b>Part</b>				<b>of</b>				
		<b>DATE OF ISSUE</b>										
		<b>TIME OF ISSUE (Emergency &amp; Urgent Only)</b>										
		<b>EXPECTED START DATE</b>										
<b>EXPECTED COMPLETION DATE</b>												
<b>NOTICE PERIOD</b>		<b>TYPE OF WORKS</b>										
		EMER'CY	URGENT (SPECIAL CASES)	URGENT	MINOR (WITH/WITHOUT EXCAV)		STANDARD		MAJOR		REINSTATEMENT	
					NOTICE S54	ACTUAL START DATE S55/57	NOTICE S54	ACTUAL START DATE S55/57	NOTICE S54	ACTUAL START DATE S55/57	REMEDIAL DANGEROUS	REMEDIAL (OTHER)
SS TT RA ET EU TS	NON TRAFFIC SENSITIVE	WITHIN 2 HOURS OF WORK STARTING	WITHIN 2 HOURS OF WORK STARTING	WITHIN 2 HOURS	Duration (<4 days)		Duration (4-10 days)		Duration (>10 days)		WITHIN 2 HOURS OF WORK STARTING	BY DAILY WHERE- ABOUTS
	TRAFFIC SENSITIVE SITUATION		2 HOURS IN ADV.	N/A	3 DAYS	N/A	10 DAYS	3 MONTHS	10 DAYS		3 DAYS	
<b>IS SPECIAL ENGINEERING DIFFICULTY INVOLVED?</b>		NO	IF YES	HAS THE RELEVANT AUTHORITY APPROVED THE WORKS?			YES/NO					



**New Roads and Street Works Act 1991**
**Application Form for use of portable Traffic Signals - Issue 1 - Approved by SWHAUC 26/10/2000**

To: Nikki Neale Plymouth Highways Network Manager	Name:
	Organisation:
	Address:
	Post Code:
	Tel No:
	Email address:
	Works Ref:

**Location Details**

Road Number:	A	B	C	Unclassified		
Location/NSG Ref: Reference:	Grid	Easting:	Northing:			
Nature of Work:						
Work Type:	Emergency?	Yes	No	Planned?	Yes	No
Start Date:	End Date:		Duration (in days only):			
Are the works in the vicinity of any permanent signals or pedestrian crossings				Yes*	No	
*If yes, please contact Plymouth Transport and Highways traffic control:				01752 305555		

**Timing of Traffic Lights Use – Tick Box or enter details**

24 Hr – Weekdays only	24 Hr – Weekends Included
Restricted: 09.30 – 16.00	During normal working hrs.
Night Time: 19.30 – 07.00	Other

**Signal Details – Circle Details**

<b>NB – if heads &gt;2 ALL THE FOLLOWING DETAILS MUST BE PROVIDED</b>									
Number of heads	2	3	4	If >2 see notes on portable signals					
Included with this application are: 4 site plans 1:1250				Yes	No				
Showing:									
Head controller positions	Yes	No	Stage diagram details	Yes	No				
Proposed timings	Yes	No	Crown label details	Yes	No				
Stop and Go boards on site				Yes	No				

**Emergency/Out of Hours Contact for Traffic Management**

Name:	Organisation:	Tel:
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**Declaration**

I have completed <b>ALL</b> the above sections, have read and understood the Notes on Portable Traffic Signals and have provided any additional information as required. I understand that incomplete applications will be refused and will notify the Street Authority if any change is made to the date or time given on this application.		
Name:	Signature:	Date:

**Street Authority**

Comments
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Name:	Signature:	Date:
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**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](mailto:networkmanagement@plymouth.gov.uk)