

Licence No :



Hampshire
County Council

Issuing office

Notes to be read by the applicant

1. The applicant shall read these notes, the conditions overleaf and any special conditions attached.
2. The licence shall only be granted to the individual or firm making the application. It cannot be transferred to any other person or firm.
3. The applicant shall complete parts 1 to 5 below and the whole application shall be returned to the address shown above.
4. The declaration shall be signed in the presence of a witness.
5. A fee will be charged to cover administration of the licence and to ensure compliance with the conditions. In the event of the works being cancelled after the application form has been submitted an administration fee will be charged to the applicant to cover administrative costs. No refunds shall be given for a licence withdrawn for failure to comply with the terms and conditions.

The applicant will need to include the following documents with the completed application form.

- 1 1:500 plan showing location and extent of excavation
- 2 Proof of contractors accreditation under the NRSWA 1991 Codes of Practice. See condition 1 (p.3).
- 3 A completed Appendix 1 form as proof of £10 million public liability insurance to cover the proposed works
- 4 Licence fee of £110, comprising £55 administration & £55 supervision,. See note 5 (above) and condition 10 (p.3).
- 5 Detailed planning approval. (If required by the County Council or it's Agent).
- 6 Signing and guarding proposals. (If required by the County Council or it's Agent).

I. Applicant

Name (and position in company, if applicable).....
Company name (if applicable).....
Address.....
.....
.....Post code.....
Telephone (day/office).....Telephone (evening/out of hours).....

2. Contractor

Contact name (and position in company).....
Company name.....
Address.....
.....Postcode.....
Telephone (day/office).....Telephone (evening/out of hours).....

3. Location of excavation and reason for excavation

Full description of address / location where excavation is to be made and reasons for excavation.

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.....

4. Timing of works:

Expected start date.....Duration of works.....

Declaration

I hereby apply for a licence to excavate the highway as described above subject to the conditions overleaf and special conditions attached, which I have read and accept.

Signature.....Name.....Date.....
Address.....
.....
.....
.....

Conditions of licence [SWL S50(b)]
(S50 & Schedule 3 of the New Roads & Street Works Act 1991)

- 1 The Licensee shall not carry out any excavation or other works in the highway, except in accordance with a plan, to be submitted with this application, and approved by the Highway Authority. The works shall be carried out by a contractor approved by, and under the supervision of the Highway Authority. For the purposes of carrying out the works, the contractor shall comply with the Codes of Practice for Training issued under the New Roads & Street Works Act 1991. Specifically the contractors' supervisor will be trained and accredited to the requirements of the Codes of Practice. Proof of such accreditation shall be provided with this application.
- 2 The Licensee shall indemnify the County Council as Highway Authority in respect of any Third Party actions claim demands, expenses or proceedings in respect of injury, damage or loss which may arise from his works on the highway. The Licensee shall effect insurance indemnifying the Licensee and the County Council, for the duration of the works and until the Council resumes responsibility for maintenance of the highway in accordance with Condition 14. Such insurance shall afford indemnity of not less than £10 million in respect of each and every occurrence or series of occurrences caused by or attributable to any event giving rise to a claim. A copy of the insurance certificate and policy shall be included with this application. Where the applicant is a private individual, his contractors insurers may complete Appendix 1 indicating that they are prepared to indemnify both the applicant and the County Council.
- 3 The Licensee shall regulate the works so as to minimise obstruction to vehicular and pedestrian traffic and shall guard the works in accordance with Chapter 8 of the Traffic Signs Manual published by the HMSO. The works area shall be maintained clean and tidy throughout the duration of the works.
- 4 The Licensee shall not interfere with any drain, culvert, gully, bridge, wall or other structure without the specific consent of the Highway Authority.
- 5 Except in accordance with this licence, no part of the highway may be closed, AT ANY TIME, without the consent of the Highway Authority.
- 6 The issue of a licence to make a temporary excavation in the highway does not authorise the Licensee to interfere with apparatus already existing in the street. At all times access must be maintained to any apparatus within the highway.
- 7 The Highway Authority shall serve notices to the Statutory Undertakers in accordance with the requirements of the New Roads and Street Works Act 1991 on behalf of the applicant. Except in the case of an emergency, such notices must be made at least twenty-five working days prior to the start of the works. The applicant shall be responsible for carrying out any works required by a Statutory Undertaker in their response to a notice, or subsequently to protect apparatus. Prior to the commencement of any works the applicant shall determine the precise location of any Statutory Undertakers plant. The applicant shall allow for the notification process when programming his works.
- 8 Should there be no objections to the works (including those from Statutory Undertakers), the Highway Authority will issue a licence. (Works shall not commence until this licence is approved and issued). The licence will be valid for three months from the date of issue.
- 9 Any works necessary by the Highway Authority as a result of the failure of the Licensee to comply with the conditions of the licence shall be chargeable to the applicant. The applicant shall also be

liable for any further inspections that may be necessary in the same manner as provided under Section 72 (2) of the New Roads & Street Works Act 1991.

- 10 In the event of the works being cancelled after the application form has been submitted an administration fee will be charged to the applicant to cover administrative costs.
- 11 Reinstatement of the works shall be in accordance with the specification provided by the Highway Authority. Any excavation shall be at least temporarily reinstated with bitumen macadam before removing any signing and barriers. Limestone is not permitted in the wearing course. Any temporary reinstatement shall be agreed with the Highway Authority.
- 12 Once the works are complete the area shall be left in a clean and tidy condition to the satisfaction of the Highway Authority.
- 13 Within two days of completion of the works the Licensee shall give written notice to the Highway Authority. This shall be done by way of the 'closing notice' provided by the Highway Authority.
- 14 The date and time when the Highway Authority will resume responsibility for maintenance of the highway works, distinct from the apparatus, will normally be two years from the proper date of the completion of the works. Until the Highway Authority assume responsibility for maintenance of the works the Licensee shall be responsible for any claims arising from the work or any necessary maintenance works and associated costs. The Highway Authority shall determine any necessary works.

Note

1. 'The Highway' includes the carriageway, footway and any verge.
2. If the applicant objects to these conditions or a refusal by the Highway Authority, or its Agent, to approve a licence, then an appeal may be made to the Secretary of State.
3. A criminal offence is committed if Section 51(1) of the NRSWA is breached.

Licence No. :



Hampshire
County Council

New Roads & Street Works Act 1991 - section 50[b]

Application for a licence to make an excavation in the public highway for the purpose of installing apparatus

ISSUING OFFICE

For office use onl

The applicant

Name (and position in company, if applicable).....

Company name (if applicable).....

Address.....

.....

..... Post code.....

Telephone (day/office).....Telephone (evening/out of hours).....

Is hereby granted a licence to make a temporary excavation in the public highway at

.....

.....

In accordance with the details described on the application and subject to the conditions attached.

Licence period

This licence is valid until (Date).....

Licence approved by

Signature.....Name.....Date.....

(On behalf of the County Council).....

Licence No. :

Road opening completion notice

(See condition 13 of the licence)

Please complete this form when your work (including permanent reinstatement) is complete and return it to the address shown at the top of this licence.

Work under the above licence number is now complete.

The approximate dimensions of the permanent reinstatement are as follows :

Location	Length	Width
Carriageway		
Footway		
Verge		

Please provide a sketch plan of the reinstatement below :

Signature.....Name.....Date.....
.....



New Roads & Street Works Act 1991 - Section 50[b]

Application for a licence to make an excavation in the public highway for the purpose of installing or maintaining apparatus

Insurer's Certificate of public liability insurance

For works at.....

Description of works.....

To be carried out by (contractor).....

Signature(of contractor).....Name.....Date.....

On behalf of (applicant / promoter of works).....

We(name of Insurance company).....certify that

(contractor).....holds Public Liability Insurance

valid for the Period of Insurance stated below with this Company of at least £10,000,000 in respect of

each and every occurrence or series of occurrences caused by or attributable to any event giving rise to a

claim. We further certify that this insurance has been endorsed to provide an indemnity to Hampshire

County Council, as the Highway Authority, and (name of applicant).....

as the promoter of the works during such period of insurance for the duration of those works and the

guarantee period as defined in the Conditions of the licence application attached, (falling within the said

period of insurance) in the like manner as the Insured.

The insurers

Name

Address.....

.....Post code... ..

Telephone.....Policy number

Period of insurance

(From).....(To).....(Inclusive)

Signed by insurer.....Date

Official Stamp of Insurer