

# **The New Roads and Street Works Act 1991**

## Application for Licence to Place, Retain and Maintain Apparatus in a Street under Section 50 and Schedule 3 of The New Roads and Street Works Act 1991

### **Section one: Owner of apparatus**

(please write in)

Name and address of applicant:

Tel no:

Name and address of agent if applicable:

Tel no:

### **Section two: Location and description of proposed works**

(please write in)

Property name/number:

Street name:

Town:

Post code:

Road number:

O.S. Grid reference:

Areas of the street affected: (please tick)

* Verge
* Footway
* Carriageway
* Unmade

Proposed works:

Planning application reference:

Estimated length of works (metres):

Depth of excavation (please tick)

* Up to 1.5 metres
* Over 1.5 metres

Estimated duration of works (days):

Proposed start date (no works to start until consent is granted:

### **Section three: Details of persons/contractor undertaking works**

(please write in)

To satisfy the requirement of the Act the Licensees must arrange for work to be carried out by a person having a prescribed qualification as 'supervisor' and in addition, they must ensure that a person having a prescribed qualification as a trained 'operative' is present on a site at all times when work is in progress (**seeExplanatory Notes**).

Name and address of the contractor:

Tel no:

Mobile no:

e-mail address:

Name of supervisor:

NRASWA Certificate no:

Name of operative:

NRASWA Certificate no:

### **Section four: Indemnification and insurance**

#### **Indemnification**

The Licensee shall indemnify the Authority against any claim in respect of injury, damage or loss arising out of:

1. the placing or presence in the street of apparatus to which the consent applies, or
2. the execution by any person of any works authorised by the consent.

The indemnity provided by the Policy should not be less than £6,000,000for any one accident or any one claim.

#### **Insurance certificate**

I/we hereby certify that I/we hold the undermentioned policy with (Name of Insurance Company):

Policy No:

Expiry date:

(The applicant or agent will be required to provide proof of the insurance cover)

### **Section five: Plans**

The following plans must be submitted with this application.

* Copy of Site plan to a Scale not less than 1/500 showing the applicants property marked in Red and proposed siting of apparatus marked in Blue: and
* Copy of location plan to a scale not less than 1/1250 or 1/2500 or 1/10,000 showing location of site in relation to it's surroundings.

The plans must clearly indicate exact location of proposed works

We also require a Full Traffic Management Plan submitted with your application, your application will not be considered unless the Traffic Management plan is submitted

Please supply a copy of any Utility agreement (i.e. DCWW 104/106), with your application.

### **Section 6: Declaration**

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, enabling Regulations and Codes of Practice, and associated Legislation, together with any conditions imposed by the Street Authority in the relevant licence.

I enclose a fee of £\_\_\_\_\_\_\_\_ (See Attached Fees Schedule) cash/cheque or card. Please note: If you are paying by card, we will contact the applicant to take the card payment, as soon as we have received the application.

(All payments to **Pembrokeshire County Council**)

Signed: Date:

Please return this application to the:

**Streetcare and Parking Manager**

Transportation & Environment

Street Care Section,

County Hall,

Haverfordwest,

SA61 1TP

All information that we hold concerning you as an individual will be retained and processed by the Streetcare Section strictly in accordance with the provisions of the General Data Protection Regulation 2016, as set out in our [Privacy Notice](https://www.pembrokeshire.gov.uk/privacy-promise/privacy-statement-departmental-privacy-notices), alternatively a paper copy can be provided on request.

All applicants should check that they have enclosed the following documentation, in order that the approval process is not delayed.

(Please tick)

* Application Form
* Advance Notice of Works Form (Part N)
* Proof of Accreditation/Qualification of Supervisor & Operative
* Proof of Insurance Cover
* Plans of Proposed Installation
* Fee (Receipt no. if paid by card via our Contact Centre)
* Traffic Management Plan
* Any other Utility Agreements (i.e. New apparatus only)
* Planning Application Reference Number

No work shall be executed until the applicant has received consent from the Highway Authority