# Section 50 road opening licence application

Please make sure that you include all the following items with your application:

|  |  |
| --- | --- |
|  | Payment of fee |
|  |  |
|  | Plan of works - to scale |
|  |  |
|  | Traffic management plan (Complying with Chapter 8) |
|  |  |
|  | Photo cards of accredited operatives and supervisor |
|  |  |
|  | Proof of public liability insurance (minimum £5 million) |
|  |  |
|  | Completed, signed licence |
|  |  |
|  | Evidence of statutory undertakers’ responses |

I declare that I have read the terms and conditions and understand my responsibility under the New Roads and Street Works Act 1991 and any other associated Secondary Legislation and Codes of Practice. \*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |  | | Date |  | |
| Full name in capitals | |  | | |

*Incomplete or incorrectly filled out applications will be returned to the applicant and could result in the delay of your works.*

\* Disclaimer: should you be unsure as to any of the terms and conditions then you are advised to seek legal advice.

# Guidance notes for completion of Section 50 licence application

**Return completed application to:**

**South Gloucestershire Council  
Department for Place**Streetcare  
PO Box 1954  
Bristol  
BS37 0DD

Or

TechSupportStreetcareBMR@southglos.gov.uk

**Allow 10 working days for processing of your application. Please ensure that you are complying with the required notice periods as detailed in Section 4.**

## Section 1

Please give full details of the person wanting to carry out the works.

Please be aware that the licensee / owner of apparatus has overall responsibility for any works taking place in the publicly owned highway.

## Section 2

Fill in contact details and registered address of contractor carrying out the works, please ensure the contact details are for 24hr access, should there be a problem and they need to be contacted out of normal working hours.

All contractors working on the road must hold valid New Roads and Street Works Act (NRSWA) 1991 work cards - provide colour copies of the front and back of the Street Works Qualification Register cards.

All contractors working on the public highway must hold valid Public Liability Insurance to a minimum amount of £5 million - include a copy of your policy certificate.

Any works to the gas pipeline network can only be carried out by operatives with relevant qualifications.

## Section 3

Fill in the full details of where the works will be taking place, giving as much locality detail as possible.

Include a scale plan showing the exact location of works.

## Section 4

Let us know which application you require by ticking the appropriate box:

* To place a new service connection, for example a new drainage connection
* To repair an existing service, for example repair a drainage leak

For works exceeding 200m in length there will be an additional charge per every 200m.

Give full details of the works to be carried out.  
  
Ensure you have the correct notice for your works, detailed in the box below:

**This is separate to our required 10 working day notice required to process the application.**

|  |  |  |
| --- | --- | --- |
| Type of works | Advance notice prior to working | Duration of works |
| Emergency | 2 hours post | Up to 2 days |
| Minor without excavation | 3 days | 1 - 3 days |
| Minor with excavation | 3 days | 1 - 3 days |
| Standard | 10 days | 4 -10 days |
| Major | 3 months | 11 days or more |

Give the exact dates that you wish to work – **we will not accept ‘as soon as possible’**. The dates can be amended later.

Indicate where the works will be taking place and their approximate dimensions and the times at which the works will be taking place.

For new connections please confirm that you have permission to connect into the third party’s network e.g., Bristol Water / Wessex Water / Wales and West Utilities.

## Section 5

Indicate the method of traffic management you will be using and enclose a scaled drawing with your proposed traffic management layout, ensuring it is in accordance with Chapter 8.

Should you require temporary traffic lights please read the conditions and fill in the relevant form.

Should you require road or lane closure, please contact Streetworks@southglos.gov.uk

## Section 6

All fee information is detailed on the webpage.

Please pay online quoting site address and reference number. Please wait until you receive this information from us before you try to pay.

## Section 7

It is your responsibility as the licensee to ensure that all statutory undertakers (such as water and gas companies) have been contacted to ensure you do not affect their property.

We do not need to see these responses but signing this form means that you have made the necessary enquiries as required under NRSWA 1991 and received back the details showing where all utility apparatus is located.

## Section 8

As licensee you are responsible for the safe removal and disposal of all waste material from your site, include the relevant details.

## Section 9

Read carefully and ensure you understand your responsibilities under this licence. The owner of the apparatus must sign and date this section.

## Section 10

This section will be signed and dated by South Gloucestershire Council once satisfied with the information returned.

Until this licence is signed, and a copy is returned to you, you do not have permission to start work.

## Section 11

This is the closing notice, which needs to be completed and returned to South Gloucestershire Council once the work and required reinstatement works have been completed.

Full details of reinstatement are required including the length, depth, and width. It is the responsibility of the licensee to produce this information, however the contractor should give you this information.

**Once you have fully completed this form, return only pages 1 – 6 along with all other requested information.**

# New Roads and Street Works Act 1991 – Section 50

## Application N/50/………… (office use) Section 1 - Owner of apparatus / licensee

|  |  |
| --- | --- |
| Applicant Name: | |
| Company Name: | |
| Applicants Address: | Postcode: |
| Email Address: | Telephone No: |

## Section 2 – Contractor / person conducting the works

|  |  |
| --- | --- |
| Company Name: | |
| Contact Name: | |
| Company registered address: | Post code: |
| Email Address: | Tel No. (24 hour): |

|  |  |
| --- | --- |
| Supervisor Name: | Accreditation no: |
| Operative Name: | Accreditation no: |
| Operative Name: | Accreditation no: |
| Operative Name: | Accreditation no: |

Public Liability Insurance details

|  |  |
| --- | --- |
| Insurance Company Name: | |
| Policy Number: | Exp. Date: |

I confirm that as contractor I am responsible for:

* Completing the works in accordance with the Regulations of the New Roads and Streetworks Act 1991 and its associated regulations and codes and practices.
* Providing current public liability insurance to the value of £5 million.

|  |  |
| --- | --- |
| Signed: | Date: |
| Please print name: | |

## Section 3 - Detailed location of works

Include a scale plan showing the exact location of works.

|  |  |
| --- | --- |
| Property name/number: | Road/street: |
| Town: | City: |
| Postcode: | Grid Ref: |

## Section 4 - Details of works

Are the works to *(please tick)*

|  |  |
| --- | --- |
|  | Connect new apparatus |
|  |  |
|  | Repair existing apparatus |
|  |  |
|  | Other (please give more details below) |

Description of works

|  |
| --- |
|  |

Category of works *(please tick)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Emergency |  | Minor (without excavation) |  | Minor (with excavation) |
|  |  |  |  |  |  |
|  | Standard |  | Major |  |  |

|  |  |
| --- | --- |
| Start date: | Finish date: |

Works lie within: (please tick)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Carriageway |  | Footway |  | Verge |

|  |
| --- |
| Estimated length of works (in metres): |

Depth of excavation: *(please tick)*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Up to 1.5m |  | Over 1.5m |

|  |
| --- |
| Estimated width of works (in metres): |

Hours of working: *(please tick)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Daylight |  | 24 Hr |  | Night-time |  | AM only |  | PM only |

If applicable, please tick to confirm that you have contacted and gained permission to join the network.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

Will any highway structures be affected?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If you require a full search for council trees/structures & apparatus, queries must be made to [plantenquiries@southglos.gov.uk](mailto:plantenquiries@southglos.gov.uk) (this will take a minimum of 3 weeks to be completed).

## Section 4a - Phases of works

Please only fill in this section if it is applicable to your proposed works.

We require all changes in traffic management marked below, with accurate dates. Please indicate the method of traffic management using the coding in Section 5.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phase | Start and end date | Location | Traffic management | Type of works |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Section 5 - Traffic management

Please indicate the method of traffic management using the following coding:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A:** | | Give & take | **B:** | Stop/go boards\* | | | **C:** | | Road/footway closure | | **D:** | Lane closure | |
| **E:** | Portable traffic signals\* | | | | **F:** | Priority flow | | **G:** | | Signing/lighting & guarding only | | |

**Please enclose with your application a scale drawing showing the proposed traffic management in accordance with Chapter 8.**

\* If you have indicated you require portable traffic signals or stop/go boards*,* you are required to complete the separate form.

Should you require road or lane closure, please contact [Streetworks@southglos.gov.uk](mailto:Streetworks@southglos.gov.uk)

## Section 6 - Payment

Please pay online quoting site address and reference number. Please wait until you receive this information from us before you try to pay.

## Section 7 - Statutory undertakers notification

As the licensee I can confirm that by signing this form I have contacted all relevant statutory undertakers and have reviewed their responses to enable me to work safely and in compliance with the New Road and Streetworks Act 1991 and the Highways Act 1980.

## Section 8 - Duty of waste certification

**Description of waste**

How will the waste be contained? *(Please tick)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Loose |  | Sacks |  | Skip |  | Drum |  | Other (please specify) |

Where will the waste be contained if not remaining on site?

|  |
| --- |
|  |

Current holder of waste

|  |
| --- |
| Full name: |
| Name & address of company: |

|  |
| --- |
| Licence number: |

Person collecting the waste

|  |
| --- |
| Full name: |
| Name & address of company: |

|  |
| --- |
| Licence number: |

Transferee

|  |  |
| --- | --- |
| Address of place of transfer/collection point: | Date of transfer: |
| Time of transfer: (for multiple consignments give between dates) | |
| Name and address of broker who arranged this transfer (if applicable): | |

|  |  |
| --- | --- |
| Signed: | Signed: |
| Full name (capitals): | Full name (capitals): |

## Section 9 - Declaration

I declare:

That the information provided within this application is correct.

The appointed contractor will adhere to the requirements of the New Roads and Street Works Act 1991 associated legislation and codes of practices, together with any other conditions imposed by South Gloucestershire Council.

That all practicable steps have been taken to ensure that other owners of apparatus which may be affected by these works have been contacted.

I take ownership of the permanent reinstatement for the required guarantee period.

I indemnify South Gloucestershire Council against any claim in respect of injury, damage, or loss.

I confirm that I have read and understand the terms & conditions and the associated guidance notes connected with this licence.

|  |  |  |
| --- | --- | --- |
| Signed: | Name: | Date: |

## Section 10 - Approval

|  |
| --- |
| Additional conditions of licence: |

This licence is hereby granted to the licensee named under Section 1 of this form.

|  |  |  |
| --- | --- | --- |
| Signed: | Name: | Date: |

## Section 11

### Closing notice reference N/50/……… NRSWA 1991 - R Notice

|  |
| --- |
| From: |

To: South Gloucestershire Council

Works type:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Emergency |  | Minor (without excavation) |  | Minor (with excavation) |
|  |  |  |  |  |  |
|  | Standard |  | Major |  |  |

Works Status:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Permanent reinstatement |  | Interim reinstatement |

|  |
| --- |
| If Interim - what method did you use |

|  |
| --- |
| Description of works: |

|  |  |  |
| --- | --- | --- |
| Start date: |  | Completed date: |

|  |
| --- |
| Number of inspection units: |

|  |
| --- |
| Site address: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location | Position | Excavation Depth | Length | Width |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |