

# Section 184 Licence

Under S184 of the Highways Act 1980

**This is an application to create or amend a vehicular crossing over a footway or verge to gain access to the public highway.**

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

- Payment of fee
- Plan of works to scale, including engineering construction details
- Traffic Management Plan
- Street Works photo cards of accredited operative(s) and supervisor
- Proof of Public Liability Insurance (minimum £5 million)
- Completed application
- Confirmation that Statutory Undertakers have been contacted and no clashes encountered.

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 184 Licence application

**Return completed application to:** South Gloucestershire Council, Department for Environment & Community Services, PO Box 1954, Development Implementation, Bristol, BS37 0DD or by email: [NewDevelopmentHighways@SouthGlos.gov.uk](mailto:NewDevelopmentHighways@SouthGlos.gov.uk)

**Wherever possible we will process the licence in 10 working days so please ensure that you are complying with the required notice periods as detailed in Section 3**

**This application must be completed by the contractor undertaking the works.**

## Section 1

Fill in contact details and registered address of contractor carrying out the works, please be aware that the Contractor / Licensee has overall responsibility for any works taking place in the public highway. Ensure the contact details are for 24hr access, should there be a problem or any need to make contact out of normal working hours.

All contractors working on the public highway 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.

## Section 2

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

**Include both a scale plan showing the exact location and extent of works and a separate plan showing engineering details.**

## Section 3

Indicate whether the works are to create a new vehicular crossing or amend an existing access. Give full details of the works to be carried out and include any planning reference numbers.

Please note the required notice period for your work as outlined below:

Notice	Duration of works	Required period of notice
Minor	1 to 3 working days	3 working days
Standard	4 to 10 working days	10 working days
Major	11+ working days	3 calendar months

Give the exact dates that you wish to work – **we will not accept "as soon as possible"**. Your licence must be in place throughout the notice period.

For the purposes of giving notice a working day is 08:30 - 16:30. Please note that restricted working hours may be imposed on primary network roads.

#### Section 4

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 of the Traffic Signs Manual 2009. Traffic sensitive times are outside of 09:30 - 15:30. Should you require temporary traffic lights please read the conditions and fill in the form in Section 12.

#### Section 5

The standard charge for a Section 184 is £1343.00 . Large scale works may require additional funds and may require the works to be undertaken instead under Section 278. You will be advised on application if either is the case.

If you have not enclosed a cheque for payment, please give details of the person to contact to make payment.

#### Section 6

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 application confirms you have made the necessary enquiries as required under NRSWA 1991 and have received the details showing where all utility apparatus is located. Details of the up to date statutory undertakers addresses can be found in Section 10.

#### Section 7

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

## Section 8

Read carefully and ensure you understand your responsibilities under this licence. The contractor undertaking the works must sign and date this section.

Once the works are complete the future maintenance of the crossing will be the responsibility of this Authority. If within 12 months remedial works need to be carried out due to poor workmanship or because the works have not followed the specification the Contractor / Licensee will be notified of required works / action and will be liable for any costs associated with such.

## Section 9

This section will be signed and dated by South Gloucestershire Council once satisfied with the information returned. Your road space will not be allocated and you may run the risk of either clashing with other permitted works or prosecution by the Highway Authority.

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

## Section 10

This is a list of statutory undertakers which must be contacted prior to working in the highway

## Section 11

This is the closing notice which must be completed and returned to South Gloucestershire Council once the works have been completed.

Information relating to the use of temporary traffic lights is now separate to this application. Please download and complete the Traffic Signals Form in Word format.

**Once you have fully completed this form return only pages 1 - 5 along with all other requested information. Page 7 must be returned once the work has been completed. Traffic Signal information must be provided if temporary traffic lights are to be used.**

# Highways Act 1980 – Section 184

Application N/184/..... (Office Use)

## Section 1 Contractor / Licensee

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

Supervisors Name:	Accreditation no:
Operatives Name:	Accreditation no:
Operatives Name:	Accreditation no:
Operatives 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 2 - Detailed Location of Works

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

Include a scale plane showing exact location, extent of works and engineering details as required.

## Section 3 - Details of works

Are the works to amend or create a Vehicular crossing? *(please tick)*      Create  Amend

Description of works

Planning reference:

Requested start date:	Finish date:
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Works lie within: *(please tick all that apply)*

Carriageway       Footway       Verge

## Section 4 - Traffic Management

Please indicate the method of traffic management that will be used: *(please tick)*

Give & Take       Stop/Go Boards       Road/Footway Closure       Lane Closure  
 Temporary Traffic Signals\*       Priority Flow       Signing/Lighting & Guarding Only

Please enclose with your application a scale drawing showing the proposed traffic management plan.

\* If you have ticked Portable Traffic Signals then you are required to complete a separate form located in Section 12.

## Section 5 - Payment

If you have not enclosed a cheque as payment please provide us with an email address or telephone number so that we can contact you to arrange payment. Phone payment unavailable

Payment contact:

## Section 6 - 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.

A list of contact details can be found in Section 10.

## Section 7 - Duty of Waste Certification

Description of waste:

How will the waste be contained on site? *(please tick)*

Loose    Sacks    Skip    Drum    Other  
*(please specify)*

Where will the waste be contained?

## Current Holder of Waste

Full name:

Name & address of company:

Which of the following are you? (please tick and supply relevant information)

- Producer of waste (holder of waste disposal or waste management licence)

Licence Number:

- Importer of waste (exempt from requirement to have disposal or waste management licence)

Give reasons:

- Waste collection authority (registered waste carrier)

Registered number issued:

- Waste disposal authority (exempt from requirement to register)

Give reasons:

### Person collecting the waste

Full name:
Name & address of company:

Which of the following are you? (please tick and supply relevant information)

- Waste collection authority (holder of waste disposal or waste management licence)

Licence number:

- Waste disposal authority (exempt from requirement to have disposal or waste management licence)

Give reasons:

- Exporter (registered waste carrier)

Registered number issued:

- Exempt (exempt from requirement to register)

Give reasons:



## Section 8 - 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 (12 months).

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:
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## Section 9 - Approval

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

Signed:	Name:	Date:
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## Section 10 - Statutory undertakers

The following statutory undertakers must be contacted:

Company	Contact
Affiniti	<a href="mailto:Highwaysadmin@kcom.com">Highwaysadmin@kcom.com</a>
Bristol Water	<a href="mailto:Mappingservices@bristolwater.co.uk">Mappingservices@bristolwater.co.uk</a>
Easynet and Fibreway	<a href="mailto:Nrswa@sns.bskyb.com">Nrswa@sns.bskyb.com</a>
Global Crossing & Level 3 Communications	<a href="mailto:Plantenquiries@instalcom.co.uk">Plantenquiries@instalcom.co.uk</a>
Linesearch	<a href="http://www.linesearch.org">www.linesearch.org</a> (internet)
Lower Severn Internal Drainage Board	<a href="mailto:jdruett@lowersevernldb.org.uk">jdruett@lowersevernldb.org.uk</a> <a href="mailto:jthomas@lowersevernldb.org.uk">jthomas@lowersevernldb.org.uk</a>
MC Nicholas / Colt Communications	<a href="mailto:plantenquiries@catelecomuk.com">plantenquiries@catelecomuk.com</a>
Network Rail	<a href="mailto:opburiedservicesenquiries@networkrail.co.uk">opburiedservicesenquiries@networkrail.co.uk</a>
O2 / Telefonica	<a href="mailto:Plantandequipenquiries@cornerstonemobile.net">Plantandequipenquiries@cornerstonemobile.net</a>
South Gloucestershire Council	<a href="mailto:adminstreetcare@southglos.gov.uk">adminstreetcare@southglos.gov.uk</a>
Virgin Media	<a href="http://vm.digdat.co.uk">http://vm.digdat.co.uk</a> (internet)
Vodafone	<a href="mailto:osm.enquiries@atkinsglobal.com">osm.enquiries@atkinsglobal.com</a>
Wales & West	<a href="https://radar.wwutilities.co.uk">https://radar.wwutilities.co.uk</a> (internet)
Wessex Water	<a href="mailto:asset.enquiries@wessexwater.co.uk">asset.enquiries@wessexwater.co.uk</a>
Western Power Distribution	<a href="http://wpd.beforeudigonecall.co.uk">http://wpd.beforeudigonecall.co.uk</a> (internet)

**Section 11 - Closing Notice Reference N/184/.....**

**Highways Act 1980 - 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

## Temporary Traffic Signals (TTS)

Should you require temporary traffic signals then the information detailed below must be included with this application. Please use the Traffic Signals Form (which can be found on our webpages and provide this in Word format.

### Notes on the use of temporary traffic signals

The provision, operation and maintenance of all signing, lighting and guarding associated with portable signals must be in accordance with the NRSWA 1991, "Safety at Street Works and Road Works - a code of practice" which should be read in conjunction with chapter 8 of the Traffic Signs Manual 2009.

The supervisor and operatives for the works must be qualified as required under section 67 of the New Roads and Street Works Act 1991.

All portable traffic signal equipment must conform to the latest issue of Department of Transport (DfT) specification TRO111A for traffic controllers and TR2147A for detectors.

All items of equipment (controllers, signal heads and microwave defectors) must be fitted with a label as shown in DfT publication "An introduction to the Use of Vehicle Actuated Portable Traffic Signals".

An emergency telephone number for those doing the works shall be displayed on an information board at every site.

The minimum notice periods for portable traffic signals and shuttle working is as follows:

- Emergency/urgent works to be informed within two hours (if traffic sensitive - two hours in advance).
- Planned works - seven days notice wherever possible.

Written site approval is not required for normal shuttle working, however notification must be made. The applicant may assume that an application/notification has been successful unless notified otherwise by South Gloucestershire Council within 24 hours of receipt.

Written site approval is required from South Gloucestershire Council for the use of portable traffic signals where the following circumstances apply:

- Shuttle working at works for a period greater than six months
- Shuttle working at works where vehicle actuation is **not** to be used
- Haul route crossings
- Where multi-phase equipment is to be used
- Where equipment is modified from its approved use

For haul route signals the equipment must conform to MCE0137

Should the works be within the boundary of a level crossing, or in the highway near a level crossing, Network Rail **must** be contacted in addition to this application as per the guidance notes of HAUC Advice Note 2.

## Charges

There is no charge for written site approval provided that the minimum notice period is given. If any application is made that does not comply with the minimum notice periods, a charge of £50 may apply. Should the service of South Gloucestershire Council be requested to assist with the design of the installation then a charge will be applied for the work required.

We will publish the contact details for the application and preferred method of contact on the SWHAUC website.

Applications must be made within the following timescales

Planned works:

- Minor/standard application must give 10 working days notice
- Major works must give one calendar month's notice

Immediate works

- Urgent/emergency works must provide as much notice as reasonably practicable

**N.B. Late applications may result in the notice & application for TTS's being rejected which could result in delaying your works.**

**Please supply the following information on the attached form:**

Location details

- Road number: Only required if this is an A or B route
- Street / Town:
- Location (eg outside no 63)
- Grid reference: Must be a minimum of 12 figures. The centre point of the site should be used.

Site set up detailing:

- Crossing / junctions: Must be checked and any special requirements to manage the junction noted
- Permanent signals: e.g. Permanent signal heads to be switched off
- Signal heads: Only 1 application will be accepted per street and per set of signals e.g. if moving from 2 to 3 way signals, 2 applications must be sent together

Site plans

- The minimum requirement is one site plan.
- The street map must be to an appropriate scale and indicate the start / finish of the shuttle lane.
- If changes occur whilst works are ongoing on site the works promoter must undertake a risk assessment and log all justifications for slight amendments on an audit document. If the changes are significant e.g. two way to three way traffic flow, affecting another street, then approval from South Gloucestershire Council is required.

Work details (to be included with the plan)

- Start / finish date: To represent actual days on site. N.B. Dates must correspond with the Notice and be a reasonable duration to avoid challenge by South Gloucestershire Council. By 'correspond' the dates may not reflect the exact dates on the Notice, but should be within the dates (e.g. dates 01-10/03/13. TTL dates 05-10/03/13)
- Days in use: Must indicate the number of working days the TTS's are in use on the highway. Working days mean Monday-Friday excluding Bank Holidays.
- Works description: As per the EToN Technical Specification. Must be in layman's terms (no technical jargon) and justify the duration of any works requested.
- Timings of traffic lights: Must reflect when the lights will be operational **not** the times that the applicant intends to be working on site.
- Environmental health: This requires the applicant to consider any additional impact on the local community due to the works e.g. noise, if works are proposed for unsocial hours. The comments box allows the applicant to advise the street authority of any action taken to reduce the impact.
- Emergency / out of hours: Must be a number that can be contacted 24/7 in case of traffic hours contact management concerns, or signal failure. This cannot be an individual's mobile.
- Street Authority: This box must be blank on submission of the application.

Authorisation for use of temporary traffic lights is only given if confirmation is returned to the applicant with 'authorisation' and relevant conditions attached.