Application for Section 50 Permit

Please complete and return the application form and supporting documentation by one of the following methods:

Email  highwaypermits@southend.gov.uk

Post  Highway Permit Team, Business Support Environment, Department for Place, Southend on Sea Borough Council, 13th Floor Civic Centre, Victoria Avenue, Southend on Sea, Essex, SS2 6ER

Payment
Payment of £1250 (made up of £250 fee and £1000 deposit) can be made by credit/debit card following the link http://www.southend.gov.uk/pay_for_it and selecting ‘Section 50 application’, alternatively a cheque payment can be made payable to Southend Borough Council.

Please return the following documentation:

<table>
<thead>
<tr>
<th>Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Section 50 application</td>
</tr>
<tr>
<td>Opening notice</td>
</tr>
<tr>
<td>Sketch plan of site</td>
</tr>
<tr>
<td>Copy of public liability insurance, minimum cover £5,000,000</td>
</tr>
<tr>
<td>£250 fee (payment code R9250-7025-F808)</td>
</tr>
<tr>
<td>£1000 Deposit (payment code R9250-5105-G089)</td>
</tr>
<tr>
<td>Proof of Street works supervisor accreditation</td>
</tr>
<tr>
<td>Proof of Street works operative accreditation</td>
</tr>
<tr>
<td>Traffic management plan</td>
</tr>
<tr>
<td>A copy of the “F10 - HSE Notification of construction project” should your site require one (for example are the works over 30 days in duration). More information can be obtained from the Health &amp; Safety Executive (<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>).</td>
</tr>
<tr>
<td>Photographs of the footpath/ carriage way in its current state as evidence of current condition.</td>
</tr>
</tbody>
</table>

Deposit
The refundable deposit covers the cost of possible damage to the highway, which is calculated by the highway engineer.

Please Note
- Submission and payment of this application does NOT deem it approved.
- Please allow at least 28 days notice to process your application (more or less time may be required depending on the complexity of the application).
- N (opening) Notice is to be submitted prior to works
- R (closing) Notice is to be submitted on completion works.
- The deposit will be held for the duration of the guarantee period. 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 reinstatement and will be for 2 years for excavations up to 1.5m deep and 3 years for deeper

Contacts for other permissions:
Full Road closure/Diversions brendafrost@southend.gov.uk Taxi rank suspension anthonybyrne@southend.gov.uk Parking bay suspension davidcallaghan@southend.gov.uk Bus stop suspension aimimayhew@southend.gov.uk

Yours sincerely

@southendbc  | SouthendBCOfficial  | southendbc  | southendbc
SOUTHEND-ON-SEA BOROUGH COUNCIL

DEPARTMENT FOR PLACE

IMPORTANT: BRIEF NOTES TO ASSIST STREET WORKS LICENSEES

The Licensee: The granting of a Street Works Licence under Section 50 of the New Road and Street Works Act 1991 (the Act) confers a Statutory Right, akin to a public utility who places and maintains apparatus, which is owned by the utility, in a public highway. This includes the excavation and reinstatement of the highway. This right must be exercised in a responsible manner, in particular it is essential to observe and comply with the provisions of the New Roads and Street Works Act 1991 and Regulations, Orders and Codes of Practice made under the Act. The Act is backed up by Criminal Penalties for non-compliance.

The Street Authority: Southend-on-Sea Borough Council is the Street Authority for all highways within the Borough of Southend-on-Sea and the requirements of the Act is administered by the Director for Place.

The Street Works Licence: A Formal Agreement is entered into between the Licensee and the Council and the Agreement comes to an end when the apparatus is removed from the public highway or the Agreement is withdrawn, expires or surrendered.

Responsibilities: The Licensee, in accordance with the New Roads and Street Works Act 1991, is authorised to arrange for the excavation of the public highway to provide, replace and maintain the apparatus. The Licensee shall comply with all the Requirements of the Act particularly the following Regulations and Codes of Practice.

(a) Safety Measures at Street Works and Road Works

(b) The Qualifications of Supervisors and Operatives. (Note the Supervisor of any workmen excavating the Public Highway and all workmen must be properly trained and Certified by the appropriate nationally approved organisation).

(c) Materials, Workmanship and Standards of Reinstatement - specifies the requirements for reinstating excavations in the highway.

(d) Recording of Underground Apparatus in Streets – requires the keeping and recording of apparatus in a prescribed format and depositing a copy of the Record with the Street Authority.

(e) Code of practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters – the Licensee must give Notice to all other Undertakers who operate within the Borough of Southend on Sea and the Council as Street Authority in a prescribed format one month and 7 days before the date the work is to commence using the form N notice.

The Street Authority must be informed when reinstatement works (both interim (temporary) and permanent) are complete using the prescribed notice R1 and procedures detailed in the Code of Practice.
A Licensee shall guarantee the standard of the reinstatement in accordance with the ‘Materials, Workmanship and Standards of Reinstatement Code’ for a period of two years for excavations up to 1.5m deep and three years for excavations over 1.5m deep.

Section 74, of the Act enables the Street Authority to charge a Licensee per day for prolonged occupation of the highway in excess of the period previously agreed for the works with the Street Authority.

(f) Any Waste produced as a result of any works at any time shall be controlled under the Environmental Protection Act 1990. Duty of Care. Licensees must familiarise themselves with this legislation and use the Controlled Waste Transfer Note shown at FORM SWL7 to document waste transfers.

Note: The Guarantee Period for reinstatements commences from the date the R1 form is received by the Street Authority. This form must be completed to give details of the excavation work carried out and the date the works were complete.

<table>
<thead>
<tr>
<th>Document</th>
<th>ISBN (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. New Roads and Street Works Act 1991</td>
<td>0105422916</td>
</tr>
<tr>
<td>2. Code of Practice for Inspections</td>
<td>0115525416</td>
</tr>
<tr>
<td>3. Code of Practice for the Co-ordination of Street Works and Works for Road Purposes And related matters.</td>
<td>0115523103</td>
</tr>
<tr>
<td>4. Measures necessary where apparatus is Affected By Major Works (Diversionary Works).</td>
<td></td>
</tr>
<tr>
<td>5. Specification for Reinstatement of Openings in Highways.</td>
<td>0115525386</td>
</tr>
<tr>
<td>7. The Street Works (Reinstatement) Regulations 1992.</td>
<td>0110246918</td>
</tr>
<tr>
<td>8. Code of Practice for Recording of Underground Apparatus in Streets.</td>
<td>0115525467</td>
</tr>
<tr>
<td>9. Code of Practice on Safety at Street Works and Road Works</td>
<td>0445549580</td>
</tr>
<tr>
<td>10. The Street Works (Register, Notices, Directions and Designations) Regulations 1992.</td>
<td>0110258193</td>
</tr>
</tbody>
</table>

A Licensee should consider obtaining independent professional advice to ensure that the obligations are fully understood.

**Inspection or Works:** The Street Authority is responsible, in accordance with the Act, for inspection of any excavation and reinstatement carried out under the Licence at three stages:-

A. During excavation and whilst reinstating.
B. After permanent reinstatement.
C. One month preceding the end of the Guarantee Period.

Copies of the Council’s Inspections Check List will be forwarded post Inspection to the Licensee.

The Secretary of State prescribes by Regulation, from time to time, the Charges to be made by the Street Authority for each Inspection and the cost of inspections are borne by the Licensee.
SOUTHEND ON SEA BOROUGH COUNCIL
ACTING AS THE STREET AUTHORITY FOR THE
BOROUGH OF SOUTHEND ON SEA
DEPARTMENT FOR PLACE
STREET WORKS LICENCE PROCEDURE
SECTION 50 – NEW ROADS AND STREET WORKS ACT 1991

This procedure contains the following:-

<table>
<thead>
<tr>
<th>Part 1</th>
<th>Notes for Guidance for Applicants</th>
<th>(Form SWL1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 2</td>
<td>Street Works Licence Application/Conditions/Authorisation</td>
<td>(Form SWL2)</td>
</tr>
<tr>
<td>Part 3</td>
<td>Consent to Work on Existing Apparatus</td>
<td>(Form SWL3)</td>
</tr>
<tr>
<td>Part 4</td>
<td>Advance Notice of Works</td>
<td>(Form SWL4)</td>
</tr>
<tr>
<td>Part 5</td>
<td>Registration of Works</td>
<td>(Form SWL5)</td>
</tr>
<tr>
<td>Part 6</td>
<td>Statutory Undertakers Declaration/Requirement</td>
<td>(Form SWL6)</td>
</tr>
<tr>
<td>Part 7</td>
<td>Controlled Waste Transfer Note</td>
<td>(Form SWL7)</td>
</tr>
<tr>
<td>Part 8</td>
<td>Notification of Works to Statutory Undertakers etc.</td>
<td>(Letter SWL8)</td>
</tr>
</tbody>
</table>
SOUTHEND ON SEA BOROUGH COUNCIL
DEPARTMENT FOR PLACE
NEW ROADS AND STREET WORKS ACT 1991
SECTION 50 – STREET WORKS LICENCE
NOTES FOR GUIDANCE FOR APPLICANTS

PART 1

1. The person granted a Street Works Licence, becomes an Undertaker for the purposes of the New Roads and Street Works Act 1991, and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice. (NB Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the 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 cannot be delegated to any other person or organisation.

3. The requirement 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 changes its position or remove it from the Highway.

4. The term apparatus includes drain, cables, ducts, sewer pipes, water and gas pipes etc., both under, over, across, along or upon it and structures such as cabinets, bus shelters, support poles etc.

NEW APPARATUS

5. Form SWL2 must be completed by the applicant for authorisation to place and retain apparatus in the highway and this must be submitted to the Street authority with:-

   (a) 2 copies of a scale plan at 1/2500 or greater of the proposed location, size and depth of the relevant apparatus marked by a red broken line.

   (b) Proof of Public Liability Insurance. This must provide a minimum £5 million 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 of:

      i) £105.00 Administration Fee (Non Refundable).
      ii) £1000.00 Deposit (Returnable on Completion of Satisfactory Guarantee Period)
      iii) £145.00 Inspection Fee (Non Returnable) for each 200m length or part thereof where excavation is required.

* Please note these Fees are subject to review and therefore change from time to time.

   (d) Completed Declaration Form (Statutory Undertakers Declaration/Requirements SWL6).

EXISTING APPARATUS

6. Form SWL3 must be completed by the applicant for consent to work on existing apparatus in the highway, and this must be submitted to the Street Authority with:-

   (a) Proof of Public Liability Insurance. This must indemnify the Street Authority against any claim in respect of injury damage or loss arising from the works and provide a minimum £5 million 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.

   Ongoing indemnity must be provided for the Street Authority by the Licensee against any claim in respect of injury, damage or loss arising out of:-
(i) the presence in the street of apparatus to which the licence relates, or
(ii) The execution by any person of any works authorised by the licence.

(b) £105.00 Administration Fee (non refundable) in advance.
(c) £145.00 Inspection Fee (Non-Returnable) in advance for each 200m length or part thereof where excavation is required.
(d) £1,000.00 Deposit (Returnable on Completion of Satisfactory Guarantee Period).
(e) Completed Declaration Form SWL6 in advance (Statutory Undertakers Declaration/Requirements).

7. 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.

8. In order for the Street Authority to comply with its statutory duty, all applications using form SWL3 must be submitted at least ONE MONTH in advance of commencement of the proposed works. A short 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.

9. 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 Street, Streets with Special Engineering Difficulties and Protected Streets and to protect the structure of the street and the integrity of the apparatus in it.
(d) the size, design and appearance of any structures.

NB. The applicant must strictly adhere to these conditions.

10. The Duty of Care, Environmental Protection Act 1990: Controlled Waste Transfer Note (SWL7) 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 for a period of at least 2 years with a copy given to the person accepting/transporting the waste from the site.

11. The Licensee must give SEVEN DAYS advanced notice of the intended starting date to the Street Authority using Form SWL4.

12. The Licensee must permit the Street Authority to monitor his or his Contractors 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 reinstatement and will be for 2 years for excavations up to 1.5m deep and 3 years for deeper).
13. 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. If an interim reinstatement is carried out this must be made permanent within 6 months.

14. The Licensee must complete and submit Form SWL5 to the Street Authority within 7 days of completion of the works and clearing the site.

15. 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 line of 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

May appeal to the Secretary of State.

16. When submitting Form SWL5, the Licensee must provide detailed drawing to Scale 1/2500 showing the actual location and depth of the apparatus. The location should be measured against existing fixed objects/structures.

17. 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. The circulation will be undertaken by the Street Authority.
**SECTION 1**  
Owner of Apparatus

Surname: …………………………………………… Forename: ………………………………………………………………………..

Or Full Registered Name of Company: ……………………………………………………………………………………………

Address: ……………………………………………………………………………………………………………………………………

Postcode: ………………………. Tel: Work: ………………………………. Home/Mobile: ……………………………..

**SECTION 2**  
Precise Location of Proposed Work (tick boxes where necessary)(Detailed Plan to be submitted with form).

Property Reference: ……………………… Road/Street: ……………………………………………………………………………

District/Parish/Ward: ……………………… City/Town/Village: ……………………………………………………………………

Postcode: ……………………………….. National Grid Ref: ……………………………………………………………………………

Category of Works:  
- Emergency Urgent
- Special Urgent
- Minor with Excavation
- Minor without Excavation
- Standard Works
- Major Project

Type of Works: (eg. Duct/Pipe/Cable) ……………………………………………………………………………………………

Estimated Length of Works: [ ] M  
Estimated Average Depth of Excavation: 
- Up to 1.5m
- Over 1.5m
- Works with no Excavation

Proposed Start Date: ……………………………… Estimated Duration: Hours [ ] Days [ ] Months [ ]

Proposed Finish Date: ………………………………

Please note an alternative date(s) may be given if the proposed date clashes with other works / permits that are already in place.

Hours of Working (Please Tick)  
- Daylight
- 24 Hours
- Night-time
- AM Only
- PM Only

Work Lies Within  
- Verge
- Footway
- Carriageway
- All

Proposed Traffic Control:  
- Stop/Go Boards
- Temp. Traffic Signals
- Road Closure
- Priority Flow
- Not to be Used

**SECTION 3**  
Details of person/company conducting the works.

Name: ………………………………………………………………………………………………………………………………………..

Address: ……………………………………………………………………………………………………………………………………

Tel No: ……………………………………………

**SECTION 4**  
INSURANCE. Public Liability Insurance of a minimum of £5million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form).

Company Name: ……………………………………………

Address: ……………………………………………

Tel No: …………………………………………… Policy No: ……………………… Expires (Date): ……………………………………………
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 and associated Legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant licence.

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 the cost of any necessary remedial works conducted by the Street Authority during the guarantee period, along with the required administration/capitalised annual charge fees.

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:

(a) The placing or presence in the street of apparatus to which the licence relates, or

(b) The execution by any person of any works authorised by the licence.

I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (SWL1).

Signed: ……………………………………………………………………………  Date:  ……………………………….
In the capacity of:  ………………………………………………………………………………………………………

SECTION 6 – CONDITIONS

1. The Street Authority for the Highway mentioned in Section Two of Form SWL2 (hereinafter called “the Highway”) hereby grant to the part named in Section One of Form SWL2 (hereinafter called “the Licensee”) with the intent that the same shall benefit and run with the property described in Section Two of Form SWL2 hereto Licence under Section 50 of the New Roads and Street Works Act 1991 to placeAnd leave in the Highway in the position attached hereto the apparatus (hereinafter referred to as “the Apparatus”) short particulars of which are set out in the Section Two of Form SWL2 hereto and to maintain repairs and reinsta
t the Apparatus and break open and have access to the Highway for those purposes upon terms and subject to the conditions hereinafter specified and subject also to the relevant conditions and provisions contained in Schedule 3 of the said Act and the Licensee hereby accepts the Licence upon and subject to the said terms conditions and provisions.

2. This licence is granted to the owner of apparatus and his Successors in Title and where he proposed to part with his interest in the apparatus, he shall before doing so give at least 6 weeks written notice to the Street Authority of the intention to abandon the apparatus or transfer the licence stating to whom the benefit of the licence is to be transferred, and also give written Notice to the Street Authority of the date of transfer.

3. The Licensee shall:

(a) Conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991, and its associated Secondary Legislation and Codes of Practice.

(b) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:

(i) The placing or presence in the street of apparatus to which the licence relates, or

(ii) The execution by any person of any works authorised by the licence;

and the former licensee shall Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by the Authority or the licensee of any works under Paragraph 7.

(c) Give at least 6 weeks written Notice to the Street Authority of his intention to cease using the apparatus, together with proposals for the permanent removal of the apparatus from highway and subsequent permanent reinstatement of highway surfaces.
4. The Licensee shall pay the Street Authority in connection with the grant of the licence:
   (a) The sum of £105.00 in respect of administration expenses (non returnable).
   (b) A Deposit of £1000.00 (Returnable on Completion of Satisfactory Guarantee Period).
   (c) The sum of £145.00 for the chargeable inspection fees, per unit of inspection.
   (d) Works in excess of 200 meters length will be subject to additional Inspection Fees of £145.00 per 200 meters or part thereof.

5. Any licence issued under this procedure by the Street Authority must not be construed as conferring any right of the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus.

6. The licence hereby granted shall remain in force until withdrawn by the Street Authority under Schedule 3 of the New Roads and Street Works Act 1991 or surrendered to the Street Authority by the Licensee.

The Licence

7. The Street Authority may determine this licence at any time:
   (a) On the expiration of such period as may be specified in the Notice being of not less than seven working days beginning with the date of service of the Notice on the Licensee if any condition of this licence is contravened by the Licensee or if the Street Authority becomes aware of the fact that the Licensee intends to cease using or has abandoned the apparatus or intends to do so, or
   (b) The Licensee has parted with or intends to part with his interest in the apparatus in a case where assignment of the licence is prohibited, or
   (c) The Street Authority considers the withdrawal of the licence is necessary for the purpose of the exercise of their function as Street Authority.

NB. Under sub paragraph (c) not less than 3 months notice will be given by the Street Authority.

8. Where a licence expires or is withdrawn or surrendered the Street Authority:
   (a) May remove the apparatus to which the licence relates or alter it in such manner as they think fit and reinstate the street and may recover from the former Licensee the expense incurred by them in doing so.
   (b) If satisfied that the former Licensee can, within such reasonable time as they may specify, remove the apparatus or alter it in such a manner as they may require and reinstate the street, they may authorise him to do so at his own expenses. A further licence will be required for such works.

9. The Licence does not confer any right in the Licensee, as against the owners of land on which the highway is situated, to use the land. The Licensee must make his own arrangements with such owners in cases where their consent is needed.

10. In this Licence the terms:
   “Licensee” shall include the Successor in Title - Personal Representative - Receiver - Liquidator or Trustee of the Licensee.
   “Highways” shall include and apply to each and every Highway, when more than one Highway is specified in the Section 2 of Form SWL2 hereto.

11. In the case of any apparatus over, along or across a highway this license is also granted under Section 178 of the Highway Act 1980.
Additional Conditions

For the purposes of these Additional Conditions “the Contract” means a contract dated the ___ / ___ / 20___ and made between the Southend-on-Sea Borough Council and

This Licensee shall cease on the determination of the Contract.

The Licensee shall additionally comply with the terms of the Contract but in the event of a conflict between the terms of this License and the Contract the terms of this License shall take precedence.

The Apparatus installed under this License shall be limited to that required for the performance of the Contract.

The Licensee will before installation apply and obtain a new License for all new apparatus installed under the Contract in accordance with the terms and provisions of this Form SWL2 or any variation or replacement thereof and consent for works on existing and new apparatus already installed shall be applied for and obtained before the works are undertaken in accordance with Form SWL3 attached hereto or any variation or replacement thereof.

No fees will be charged for the installation of the apparatus installed at the date hereof and described in Sections 1, 2 and 3 hereof and only the fees described in Clauses 4(a) and 4(c) shall be changed by the Street Authority on the installation of new apparatus.

Signed: ………………………………………………………    Date:  ……………………………………………………..
(Director for Place)

On behalf of Street Authority

IMPORTANT

All communications relating to this Licence should be addressed to:-

Mr A Lewis
Director for Place
Civic Centre
Victoria Avenue
Southend on Sea
Essex SS2 6ER
**NEW ROADS AND STREET WORKS ACT 1991**
**NOTICE OF WORKS INCLUDING RESPONSES**

**TO**
Corporate Director for Place
Southend on Sea Borough Council
Civic Centre
Victoria Avenue
Southend on Sea
Essex
SS2 6ER

**PURPOSE**
Road Works Authority Response
Follow up Notice

**REFERENCE No.**
PART
**RECIPIENT’S CROSS REF.No**
PART
**REFERENCE No**
PART
**ORIGINATOR’S CROSS REF.No**
PART

**FROM**
Corporate Director for Place
Southend on Sea Borough Council
Civic Centre
Victoria Avenue
Southend on Sea
Essex
SS2 6ER

**DATE OF ISSUE**

**TIME OF ISSUE**
(Emergency & Urgent Only)

**EXPECTED START DATE**

**EXPECTED COMPLETION DATE**

<table>
<thead>
<tr>
<th>NOTICE PERIOD</th>
<th>TYPE OF WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMER CY</td>
<td>URGENT (SPECIAL CASES)</td>
</tr>
<tr>
<td>NOTICE</td>
<td>CONFIRM START DATE</td>
</tr>
<tr>
<td>NON TRAFFIC SENSITIVE SITUATION</td>
<td>NON TRAFFIC SENSITIVE SITUATION</td>
</tr>
<tr>
<td>WITHIN 2 HOURS OF WORK STARTING</td>
<td>WITHIN 2 HOURS OF WORK STARTING</td>
</tr>
<tr>
<td>2 HRS IN ADV.</td>
<td>3 DAY</td>
</tr>
</tbody>
</table>

**IS SPECIAL ENGINEERING DIFFICULTY INVOLVED?**
YES / NO

**HAS THE RELEVANT AUTHORITY APPROVED THE WORKS?**
YES / NO

**LOCATION**
Description of House Name or Number
Road Name:
Local Area Name:
District:

**POSTCODE**

**NATIONAL GRID REF.**

**DESCRIPTION OF WORKS** (INCL. CONSTRUCTION METHODS – IF KNOWN)

**COMMENTS** (TRAFFIC MANAGEMENT OR OTHER)

**ESTIMATED INSPECTION UNITS**
**NEW ROADS AND STREET WORKS ACT 1991**

**REGISTRATION OF WORKS**

### PART R1

**TO**

Corporate Director for Place
Southend on Sea Borough Council
Civic Centre
Victoria Avenue
Southend on Sea
Essex
SS2 6ER

**Has part SWL 4 been sent ? (Y / N)**

### PART R2

**Give number of R2 continuation sheets**

<table>
<thead>
<tr>
<th>REFERENCE No.</th>
<th>RECIPIENT’S CROSS REF.No</th>
<th>Part</th>
<th>of</th>
</tr>
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<tbody>
<tr>
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<thead>
<tr>
<th>REFERENCE No</th>
<th>ORIGINATOR’S CROSS REF.No</th>
<th>Part</th>
<th>of</th>
</tr>
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<tbody>
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<td></td>
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</tbody>
</table>

**ALL WORKS ON THIS NOTICE COMPLETE? (Y/N)**

**LOCATION**

Description of House Number or Name:

Road Name:

Local Area Name:

District:

<table>
<thead>
<tr>
<th>POSTCODE</th>
<th>NATIONAL GRID REF.</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**DESCRIPTION OF WORKS**

Comments (Traffic Management or Other)

### REINSTATEMENT CLOSING DIMENSIONS

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>GUARANTEE START DATE</th>
</tr>
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<th>Item</th>
<th>Location</th>
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<th>C,F or V</th>
<th>Deep Ex</th>
<th>Interim</th>
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**As Laid Record:**

Depth to top of apparatus

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</table>

Sketch of location – including measurements to fixed objects.
I have applied to the Street Authority, Southend on Sea Borough Council for a Street Works Licence to place/maintain apparatus at:

Address: ........................................................................................................................................

Location (eg carriageway, footway or verge) ....................................................................................and would ask you to indicate below whether you have any apparatus at the location in question which may be affected by these works.

Signed: ........................................................................................................................................

Address (if different from above) ........................................................................................................

<table>
<thead>
<tr>
<th>Company</th>
<th>Apparatus Affected</th>
<th>Special Requirements</th>
<th>Company Stamp</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>EDF Energy (electricity)</td>
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<td>National Grid (gas)</td>
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<td>Essex &amp; Suffolk Water (water)</td>
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<td>British Telecom (telecommunications)</td>
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<td>Anglian Water Services (sewerage)</td>
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<td>Telewest Communications (cable tv)</td>
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<td>Cable &amp; Wireless (telecommunications)</td>
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<td>Southend-on-Sea Borough Council (Street Lighting)</td>
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<td>Southend-on-Sea Borough Council (Traffic Signals)</td>
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<td>Southend-on-Sea Borough Council (CCTV Cables)</td>
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PART 7

FORM SWL7

DUTY OF CARE: Controlled Waste Transfer Note

Section A – Description of Waste

1. Please describe the waste being transferred:

2. How is the waste contained?

   - [ ] Loose
   - [ ] Sacks
   - [ ] Skips
   - [ ] Drum
   - [ ] Other

   Please Describe:

3. What is the quality of waste (number of sacks, weight etc):

Section B – Current Holder of the Waste:

1. Full Name (BLOCK CAPITALS):

2. Name and Address of company:

3. Which of the following are you? Please tick one or more boxes

   - [ ] Producer of the Waste
   - [ ] Importer of the Waste
   - [ ] Waste Collection Authority
   - [ ] Waste Disposal Authority
   - [ ] Holder of Waste Disposal or Waste Management Licence
   - [ ] Exempt from requirement to have a Waste Disposal or Waste Management Licence
   - [ ] Registered Waste Carrier
   - [ ] Exempt from requirement to register

   Licence No: 
   Issued by:
   Give Reason:
   Registration No: 
   Issued by:
   Give Reason:

Section C – Person Collecting the Waste

1. Full Name (BLOCK CAPITALS):

2. Name and Address of company:

3. Which of the following are you? (Please 4 one or more boxes)

   - [ ] Waste Collection Authority
   - [ ] Waste Disposal Authority
   - [ ] Exporter

   - [ ] Holder of Waste Disposal or Waste Management Licence
   - [ ] Exempt from requirement to have a Waste Disposal or Waste Management Licence
   - [ ] Registered Waste Carrier
   - [ ] Exempt from Requirement to register

   Licence No: 
   Issued by:
   Give Reason:
   Registration No: 
   Issued by:
   Give Reason:

Section D

1. Address of place of transfer/collection point:

2. Date of Transfer:

3. Time(s) of transfer (for multiple Consignments, give ‘between dates’)

4. Name and address of broker who arranged this waste transfer (if applicable):

5. Signed:

   [ ] Full Name (Block Capitals)
   [ ] Representing:

   [ ] Full Name (Block Capitals)
   [ ] Representing:

14
Dear Sir

New Roads & Street Works Act 1991
Notification of Intention to Grant a Street Works Licence

In accordance with the requirements of Schedule 3, Paragraph 1 of the above, I give notice that I intend to grant a Street Works Licence to .................................................................

As detailed on the attached scale plan at the following location:

If you have any comments to make on these proposed works I would be grateful if you would contact me immediately.

Yours faithfully

Peter Geraghty - Head of Planning & Transport

STANDARD LETTER NRSWA50
Received from (CAPITALS):

Payment method: Card [ ] Cheque [ ] (place ‘x’ in box)

Fee £ (Income Code R9250 7025 F808)

Deposit of £ (Income Code R9250 5105 G089)

Received by on behalf of Southend Borough Council

Date Received DD/MM/YY