

**STREET WORKS LICENCE APPLICATION FOR PLACING APPARATUS IN THE HIGHWAY  
SECTION 50, NEW ROADS AND STREET WORKS ACT 1991**

Cheque Received

Ref

Receipt Number

To : Island Roads


(NB – Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge to help complete this application and to conduct the works on their behalf.)

Non-compliance with any requirement of the New Roads and Street Works Act 1991 may result in severe financial penalties.

<b>SECTION 1</b>	<b>Owner of Apparatus</b> (eg Property owner/Instigator of work)		
Surname: _____		Forenames: _____	
Address: _____			
Postcode	☎ Work: _____	☎ Home: _____	

<b>SECTION 2</b>	<b>Precise Location of Proposed Works</b> (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 <input type="checkbox"/>		Minor with Excavation <input type="checkbox"/>	Minor without Excavation <input type="checkbox"/>	Standard Works <input type="checkbox"/>	Major Project <input type="checkbox"/>
	Urgent <input type="checkbox"/>					
Type of Works: _____						
Estimated Length Of Works (m) _____		Average depth of excavation:	Up to 1.5m <input type="checkbox"/>	Over 1.5m <input type="checkbox"/>	Works with No excavation <input type="checkbox"/>	
Proposed start date: _____			Estimated Duration:	Hours	Days	Months
Proposed finish date: _____						
Hours of Working:	Daylight <input type="checkbox"/>	24 hours <input type="checkbox"/>	Night time <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>	
Work lies within:	Verge <input type="checkbox"/>	Footway <input type="checkbox"/>	Carriageway <input type="checkbox"/>	All <input type="checkbox"/>		
Proposed flow control:	Stop/Go boards <input type="checkbox"/>	Temp traffic signals <input type="checkbox"/>	Road closure <input type="checkbox"/>	Priority flow <input type="checkbox"/>	Not to be used <input type="checkbox"/>	

<b>SECTION 3</b>	<b>Details of person conducting the works</b>	
Name:	_____	
Address:	_____	
	_____ ☎ _____	

<b>SECTION 4</b>	<b>Insurance</b> – Public Liability Insurance of a minimum £5m must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form.)		
Company Name: _____		Address: _____	
 _____	Policy No: _____	Expires (date): _____	

<b>SECTION 5</b>	<b>Declaration by Owner of Apparatus</b> (as per Section 1)
<p>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 Road 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.</p> <p>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.</p> <p>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 :</p> <p>(a) The placing or presence in the street of apparatus to which the licence relates, or</p> <p>(b) The execution by any person of any works authorised by the licence.</p> <p>I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL1)</p> <p>Signed: _____ Date: _____</p>	

<b>SECTION 6</b>	<b>Consent</b>
<p>1. The Street Authority for the Highway mentioned in Section Two of Form SWL2 (hereinafter called “the Highway”) hereby grant to the party 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 place and leave in the Highway in the position shown by a red broken line on the plan 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 repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon the 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.</p> <p>2. This licence is granted to the owner of apparatus and his Successors in Title and where he proposes to part with his interest in the apparatus, he shall before doing so give 6 weeks' notice to the Street Authority stating to whom the benefit of the licence is to be transferred.</p> <p>3. The Licensee shall :</p> <p>(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 Code of Practice.</p> <p>(b) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of :</p> <p>(i) the placing or presence in the street of apparatus to which the licence relates, or</p> <p>(ii) the execution by any person of any works authorised by the licence;</p>	

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.

4. The licensee shall pay the Street Authority in connection with the grant of the licence :
  - (a) The sum of £120.20 in respect of administration expenses (non returnable)
  - (b) The sum of £180.30 which the Street Authority will accept as a capitalised payment in lieu of the annual fee for administering the licence recoverable under Schedule 3 Section 2b of the New Roads and Street Works Act 1991.
  - (c) The sum of £150.00 for the chargeable inspection fees.
  - (d) Works in excess of 200 metres length will be subject to additional Inspection Fees.
5. 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.
6. 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 a period 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.
7. 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 expenses 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 expense. A further licence will be required for such works.
8. Any licence issued under this procedure by the Street Authority must not be construed as conferring any right for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus.
9. The Licence does not confer any right on the Licensee, as against the owners of land 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 Trustees of the licensee.

"Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the Section 2 of Form SWL 1 hereto.

<b>SECTION 7</b>	<b>Authorisation</b>
Additional Conditions	
Signed: _____ On behalf of Street Authority	Date: _____

**IMPORTANT**

All communications relating to this Licence should be addressed to :

**Network Management  
Island Roads  
St. Christopher House  
42 Daish Way  
Newport  
Isle of Wight  
PO30 5XJ  
01983 822440**

**REMINDER**

**Form SWL5 – Registration of works**

**This form must be submitted to the Street Authority within seven days of completion of the works and clearance of the site.**