

MINOR WORKS AGREEMENT APPLICATION

(SECTION 111 LOCAL GOVERNMENT ACT 1972 AND SECTION 130 HIGHWAYS ACT 1980)

Please email this form to:

nmu@staffordshire.gov.uk

or post to:

Staffordshire County Council,
Network Management Unit,
Staffordshire Place 1, 3rd Floor, Tipping Street Stafford, ST16 2LP



Dec 2018 Version 2.3

Payment will be taken on registration of application by credit/debit card. Current fee = £2,500

Contact number to reach to take payment in normal working hours:

| Applicant Contact Details: | | Solicitor Contact Details: | |
|----------------------------|--|----------------------------|--|
| Name | | Name | |
| Company | | Company | |
| Address | | Address | |
| Postcode | | Postcode | |
| Tel No. | | Tel No. | |
| Email | | Email | |

Description of Development Proposal:

Location of Development Proposal:

Location (e.g. o/s 37)

Street Name

Town

Postcode

Extra Information

| | | | | | | |
|----------------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| Traffic Sensitive Street? | Yes | No | Works Position: (tick all that apply) | Carriageway | Footway | Verge |
| | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note: "Yes" requires a Major WA Form

| | | | |
|-------------------------|-------------|------------|------------|
| Occupation Area: | Length (m): | Width (m): | Depth (m): |
|-------------------------|-------------|------------|------------|

Works Value:

| | | |
|---|---|-----------|
| Proposed Dates: (Used to co-ordinate highway network) | Start Date: | Duration: |
| | Note: Dates are subject to Agreement being signed and correct S171 Permit to Dig being applied for & approved. These dates are an indication for network planning purposes only. | |

| | | |
|--------------------------------|--|--|
| Associated Information: | Date Planning Permission Approved: | PP Number: |
| | Note: If there is land to be adopted then a Major WA application will be required | |
| | Utilities affected? <input type="checkbox"/> | Street lighting affected? <input type="checkbox"/> |

Application Checklist:

| Mandatory Items (Nos. 1-10): THE APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION | | |
|--|---|---|
| <input type="checkbox"/> | 1 | Details of client under CDM 2015 Regulations and copy of appointment of Principal Designer under the same |
| <input type="checkbox"/> | 2 | A copy of the design hazard management record under CDM 2015 Regulations |
| <input type="checkbox"/> | 3 | Copy of planning permission |

| | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 4 | A plan showing the site benefited by the planning permission (exc. the highway works) edged in red |
| <input type="checkbox"/> | 5 | Copy of the layout of the proposed highway works as approved by the planning permission |
| <input type="checkbox"/> | 6 | A plan showing areas of different pavement types e.g. Areas of overlay, reconstruction, new construction, footways etc. |
| <input type="checkbox"/> | 7 | Kerb and edging details, including tactile paving |
| <input type="checkbox"/> | 8 | Utilities plans showing existing and proposed works (including any C4 estimates where applicable) |
| <input type="checkbox"/> | 9 | Standard detail drawings |
| <input type="checkbox"/> | 10 | Application form fully completed and signed |

Optional Items (if available / applicable at point of application):

| | | |
|--------------------------|----|--|
| <input type="checkbox"/> | 9 | Road lighting and power supply to traffic signs etc. |
| <input type="checkbox"/> | 10 | Construction details including typical cross sections through carriageway and footways indicating relationship between existing and proposed levels |
| <input type="checkbox"/> | 11 | Longitudinal sections giving details of all channels |
| <input type="checkbox"/> | 12 | Centre lines both existing and proposed ground levels |
| <input type="checkbox"/> | 13 | Drainage schedules, drawings (showing gully catchment areas, finished contour levels, specific details of surface water outfall) and models where applicable |
| <input type="checkbox"/> | 14 | Detailed plans and calculations for all structures |

Declaration:

I (the undersigned) have read and understood the Minor WA Pack and understand the legal obligations placed on me should the Agreement be approved and granted. I agree to pay the relevant fee as detailed above at point of application. ***This fee includes two, (2) technical checks, any further iteration could incur additional fees.***

Signed:

Print Name:

Date:

GDPR

For further details on the policy GDPR, please visit the following internet address

<https://www.staffordshire.gov.uk/transport/staffshighways/highwayscontrol/GDPR-privacy-notice/GDPR-General-Data-Protection-Arrangement-agreement.aspx>