

Application Form

Notes to be read by the Applicant

- The Applicant should read the attached guidance notes.
- The Applicant is requested to complete this form in BLOCK CAPITALS (or electronically) and send to Network Control Hub, Staffordshire County Council, 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH (or email to nmu@staffordshire.gov.uk)

1. Details of Applicant (Licensee)

Name (landowner):

Organisation (if applicable):

Full Address (land owned):

Contact Tel. No.(day):

Alternative Tel. No. (day):

Fax No. (if available):

E-mail (if available):

2. Details of Proposal

Is this:

Apparatus?

Structure?

Provide a full description of the proposal:

3. Licence Duration

Please state whether the licence is required for a limited time(until adoption) and the anticipated end date:

If limited, confirm who has agreed to adopt and evidence will be required with this form.

Or:

Whether the licence is required for an undetermined period until the licence is either

terminated, transferred or withdrawn:	
<p>4. Construction Method Proposed</p> <p>Please provide a description of the proposed construction method:</p> <p>For example; open cut trenching, directional drill, moling, standard localised excavation, etc.</p>	
<p>5. Proposed date of Installation</p> <p>Please enter the proposed installation date if known at this time. This date is subject to agreement after a Sc171 Application form has been received. Please also include an estimate of the duration of works involved in the installation if known.</p>	
<p>6. Details of location and route</p> <p>Description of point of commencement (i.e. o/s 20)</p> <p>Name of Road</p> <p>Town / Settlement</p> <p>Position (tick relevant)</p> <p>Full detail of route to be taken (additional road names, town/settlements)</p>	<p>Carriageway <input type="checkbox"/> Footway <input type="checkbox"/> Verge <input type="checkbox"/></p>
<p>7. Area of Occupation (size of trench/area to be occupied)</p> <p>Length (m)</p> <p>Depth (m)</p> <p>Width (m)</p>	
<p>8. Payment</p> <p>On receipt and registration of your application, we will contact you for card payment details. Please confirm a contact number that we can reach you during normal working hours:</p> <p>Tel.:</p>	

9. Acceptance and Signature

I (we) have read and understood the Information Pack and understand the legal obligations placed upon me as licensee should my request for a licence be approved and the licence granted.

Signature:

Name:

Date:

Application checklist

Ensure the following are included with your application:

		Application form fully completed and signed
		Detailed plan of proposal clearly showing the proposed location (and route if applicable.)
		Specific detail including dimensions of proposed structure
		Signed & witnessed blank licence – please note that whilst we can accept your application electronically for processing the signature page of the blank licence will form part of a legal document, therefore we require an original copy to be sent via post no photocopies /scanned copies can be accepted.

LICENCE NO.:

The Staffordshire County Council as highway authority for the highway mentioned below, (hereinafter referred to as 'the authority') hereby grant to

and to (their/his/her/its) successors in title (all such persons being hereinafter referred to as the 'Licensee', which expression shall include any other person who is for the time being entitled by virtue of this licence to do anything permitted by it to be done) under Section 50 of the New Roads and Street Works Act 1991 a licence to place and retain in

(hereinafter referred to as 'the highway'), in the position shown on the map attached hereto, and to maintain, repair and reinstate upon the terms and subject to the condition hereinafter specified in the Schedule of Conditions and subject to the conditions contained within the said Section 50; and the licensee hereby accepts the licence aforesaid upon and subject to the terms, conditions and provisions aforesaid.

SCHEDULE OF CONDITIONS

1. The work of installing the apparatus shall be executed by opening the Highway, (or thrust boring) by an approved Contractor who shall hold third party liability insurance to the value of £5,000,000 for any one claim with no limit to the number of claims for the duration of the works (the contractor must be registered with the Authority and apply for a Section 171 Temporary Excavation Permit for each and all works associated to the licence.
2. Supervisors and operatives on site must possess current NRSWA accreditation as appropriate, (i.e. Qualified Supervisor after 1 August 1994 and one trained operative on site at all times after 5 August 1997).
3. All works and traffic management must be agreed with the Network Manager.
4. In situations where works are in the vicinity of a railway level crossing:-
 - (i) The Network Manager must be informed
 - (ii) Network Rail must be informed
 - (iii) You must comply with the Code of Practice for the Co-ordination of Street Works for Road Purposes and Related Matters – Appendix F – Guidelines for works at or near Network Rail level crossings.
5. The position of the apparatus must be agreed in advance with the Network Manager and/or the bridge engineer where appropriate.
6. If your apparatus is affected by any future highway works your apparatus must be altered and/or protected at your own cost, if so required.
7. If due to leakage or damage the construction of the highway is damaged the licensee will be responsible for all costs incurred to repair and reinstate.

8. The site must be safe at all times and comply with the current legislation with regard to signing and guarding as failure to do so could result in prosecution.
9. You must not afford any delays or obstructions to the travelling public. If so you must discuss alternative routes available with the Highway Network Manager and accept any charges associated with making same and also be responsible for any consequential damage.
10. You must make good any reinstatement to HAUC recommendations which will remain your responsibility. Should the reinstatement fail, you will be responsible for undertaking remedial works (these must be notified by the contractor who will require a Section 171 Temporary Excavation Permit).
11. You must provide an 'as laid' record of any pipes, cables or plant laid in the ground by means of this licence. Any plant must be laid in accordance with NJUG 7 and works undertaken in accordance with NJUG 10 when excavating in the vicinity of trees.
12. The permanent reinstatement will be undertaken by an accredited contractor and must comply with HAUC specifications for the reinstatement of openings in highways, Second Edition 2002, together with amendments, (or any successor document current at the time of the opening).
13. On completion the licensee is required to ensure that the contractor confirms the dates of work and reinstatement measurements with the Network Manager.
14. The licensee shall afford the Authority such facilities as the Authority may require for inspecting the work as it proceeds.
15. The licensee shall keep any apparatus installed in a good state of repair and condition.
16. The licensee shall ensure that any maintenance, repair or other works (except in the case of emergency) be undertaken without disturbance to the highway and that the whole of the highway remain open to traffic at all times.
17. Plant belonging to statutory undertakers may exist in the vicinity, and any damage caused to this plant by your works, future maintenance, and/or removal of the apparatus will be the responsibility of the licensee. The licensee must notify all statutory undertakers prior to the commencement of any works and be responsible in respect of any further apparatus that he is notified of within that highway in the same manner as he is responsible in the first part of this clause.
18. The conditions of this licence, being conditions:-
 - (i) to ensure the safety and convenience of passengers in the highway; and
 - (ii) to prevent traffic in the highway from being delayed;
 - (iii) are without prejudice to the conditions set out in Section 50 of the New Roads and Street Works Act 1991 (so far as applicable to this licence).
19. The licensee has paid, or shall pay on the granting of this licence, the necessary fee to the authority in respect of the legal and other expenses incurred by the authority in connection with the granting of this licence.
20. This licence does not confer any right on the licensee, as against the owner of the land in which the highway is situated, to use that land. The licensee must make his own arrangements with such owner in cases where consent is needed.

21. The licence hereby granted shall remain in force until it is withdrawn by the authority under Section 50 of the New Roads and Street Works Act 1991 or surrendered to the authority by the Licensee. The works required for installation must take place within one year. Failure to do so may result in the licence being withdrawn and subject to reapplication at the discretion of the Highway Network Manager.
22. The licensee will indemnify the authority of any claims arising as a result of the works or apparatus installed in accordance with Schedule 3 of the NRSWA 1991. The licensee shall also indemnify the authority in respect of any claims arising from a closure of a public highway required for the works. The licensee shall hold third party liability insurance to the value of £5,000,000 for any one claim with no limit to the number of claims for the duration of the licence.
23. The licence is not complete until signed by both licensee and Staffordshire County Council.
24. The applicant's signature is taken as acceptance of all licence conditions and special conditions that may be applied.

SPECIAL CONDITIONS

I (we) have read and understood the Private Apparatus and Permanent Structures within the Highway Information Pack and the standard licence conditions above and understand the legal obligations placed upon me as licensee. I (we) agree that the licence is not valid until signed by Staffordshire County Council and accept any additional special conditions that may be added to this licence (once agreed through the application process).

Signature: x

Name:

Date:

Signed in the presence of: x

Signature:

Name:

Signed by the **Corporate Director (Development Services)** on behalf of the Authority

Signature:

Name:

Date:

Designation:

Signed in the presence of:

Signature:

Name:

Date:

Address:

Designation: