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# Information for Developers

## Minor Works Agreement Pack

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## Introduction

This guidance pack is designed to give Developers and their agents, information on how to correctly construct minor highway improvements within Staffordshire (but excluding Stoke-on-Trent) with permission from the Local Highway Authority, Staffordshire County Council, following the successful conclusion to a planning application.

The highway works secured under the Planning Permission will be carried out under a Minor Works Agreement, ("Minor WA") in the form of an agreement under Section 111 of the Local Government Act 1972 and Section 130 of the Highways Act 1980.

## CDM and Health & Safety

Prior to submitting the application for highway works the developer has undertaken key tasks in relation to the wider project and is responsible for the concept, planning, programming, funding, and delivery. As a consequence, and by completing the application for a highway works agreement it is agreed that the developer has already elected to be named Client under the CDM Regulations 2015 and that they will continue with this role throughout the project.

All works are to be carried out in accordance with all applicable Health and Safety requirements and legislation including those of the Construction (Design and Management) 2015 Regulations. A copy of the assessment of competency and appointment of the Principal Designer is to be provided and the Pre-Construction Information relating to the construction of the adoptable highway works elements of the project shall be submitted to the County Council prior to the commencement of the highway works. The principal designer must be able to demonstrate they have the health and safety skills, knowledge, and experience, to carry out the role they are being appointed for. Upon completion of the highway works a copy of the Health and Safety File shall be delivered to the County Council.

The principal designer and principal contractor must be able to demonstrate that they have the skills, knowledge, experience to carry out the work they are being appointed for in relation to the specific scheme. This level of skills, knowledge and experience should be proportionate to the scale and complexity of the project and the nature of the risks to health and safety.

**Please note:** Minor WAs can only be used for works that conform to the following criteria in Fig.1 below; if any of these statements are true then a Major Works Agreement will be required. Further details of Major Work Agreements are available from the Highways Agreements link in Appendix 1.

## Criteria for determining Minor Works

There are many types of proposals that may be required as a result of development that can be covered by a Minor Works Agreement, e.g., a minor bell-mouth access, new footway, passing place, bus platform, etc. Figure 1 below shows general practice guidelines when reviewing works types to determine whether a Major or Minor Works Application will be required. However, the final decision will be made by SCC. Further information on Major Works Agreements is available from the link in Appendix 1.

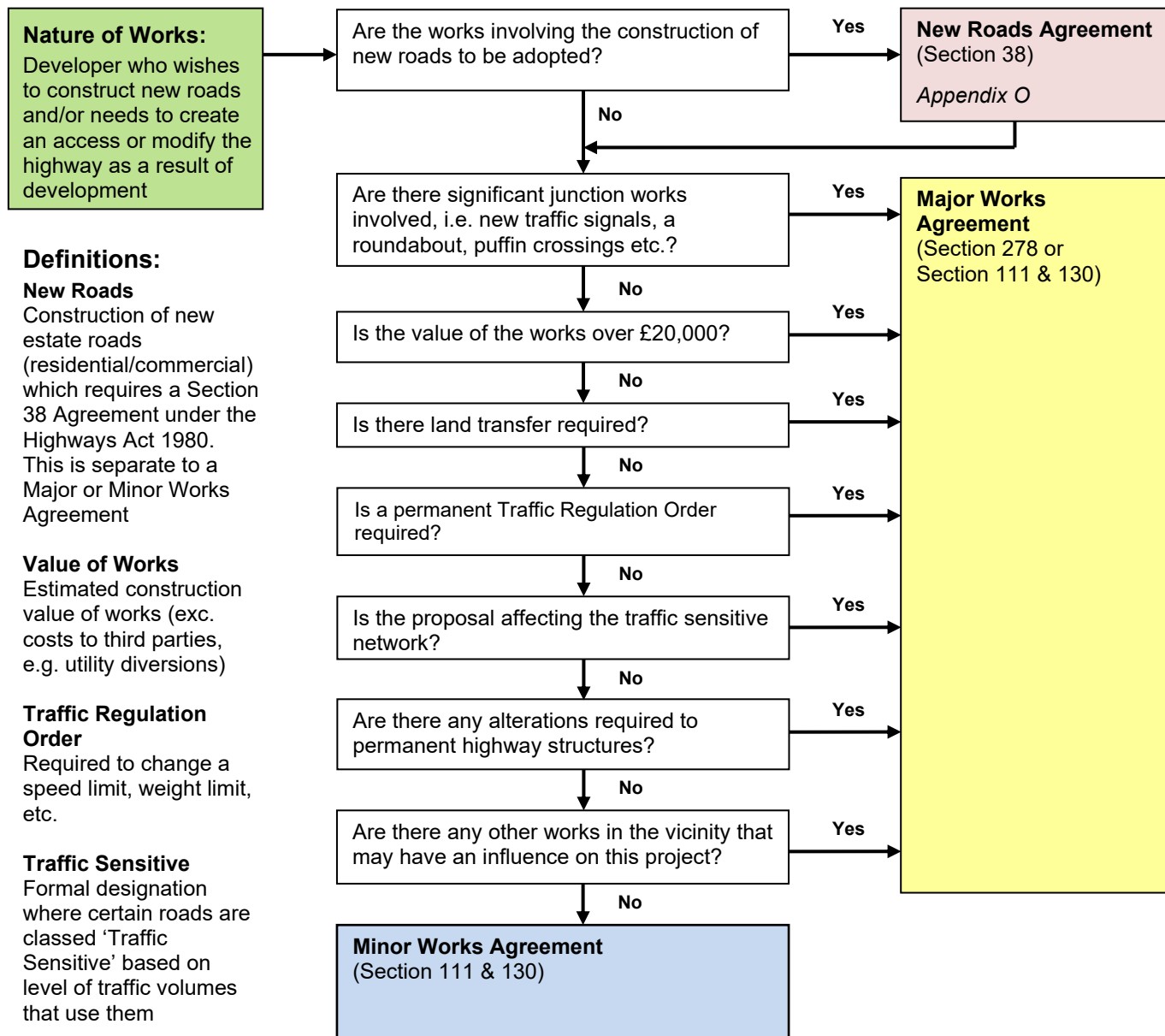


Fig. 1

## Making an application

### What is required at application?

You must read this pack and the application form in full to understand the implications of an Agreement. The application form is available online via the link in Appendix 1 and the items listed within Figure 2 below are a **mandatory requirement** as part of your application

No.	Item
1	Details of Client under CDM 2015 Regulations and copy of appointment of Principal Designer under the same
2	A copy of the design hazard management record for highway works under CDM 2015 Regulations
3	A copy of F10 HSE notification - (if required)
4	Proof of payment made by BACS
5	Copy of current planning permission
6	A plan showing the site benefited by the planning permission (exc. the highway works) edged in <b>red</b>
7	Copy of the layout of the proposed highway works as approved by the planning permission
8	A plan showing areas of different pavement types e.g. Areas of overlay, reconstruction, new construction, footways etc
9	Kerb and edging details, including tactile paving
10	Utilities plans showing existing and proposed works (including any C4 estimates where applicable)
11	Standard detail drawings
12	Bill Of Quantities (For estimated value of the highway works and for fees payable upon application), can be broken down into carriageway, footway, drainage etc as item 9 above if required.
13	Application form fully completed and submitted

Fig. 2

**THE APPLICATION WILL NOT BE PROCESSED UNTIL ALL THE MANDATORY INFORMATION LISTED IN FIGURE 3, IS RECIEVED**

Please ensure that you number your attachments appropriately as per the relevant numbers above and all documents are provided to us in the appropriate file format as indicated in Figure 3.

Type	Formats	Plus Rendition
MS Office	DOC(X) / XLS(X) / PPT(X)	PDF
CAD / Model Files	DWG / DWF / DXF / RVT / DGN	PDF, DWF, NWD & IFC
GIS	GDB / ESRI Database / tables of SDO Geometry objects / or in a common spatial file format such as ESRI SHP file, AutoCAD DXF file, Mapinfo MIF / MID file, GML	PDF
Cost	XLS(X) / CSV	PDF
Programme	XML / MSP	PDF
Animation & Media	AVI / MP4	n/a

Fig. 3

The items listed in Figure 4 can also be submitted if you have them at the time of application:

No.	Item
14	Road lighting and power supply to traffic signs etc.
15	Construction details including typical cross sections through carriageway and footways indicating relationship between existing and proposed levels
16	Longitudinal sections giving details of all channels, including a corresponding chainage plan
17	Centre lines both existing and proposed ground levels, including a corresponding chainage plan
18	Drainage schedules, drawings (showing gulley catchment areas, finished contour levels, specific details of surface water outfall) and models where applicable
19	Detailed plans and calculations for all structures

Fig. 4

## Application Fee

Payment of the application fee is to be made by BACS, prior to submission of the application. The current cost for this type of Agreement is **£3,450**. This fee includes up to **two, (2)** technical checks, any further iteration could incur additional fees.

For BACS payment details please see Figure 6 in Appendix 1 at the end of this document.

## What Happens When I Apply

We will send you an acknowledgement that we have received your application within 5 working days and check all supplied details to make sure you have completed everything needed to process the application. If there is any information missing, we will contact you and halt processing until we have received all required documents.

Your application will be assessed by either a County Council engineer or will be commissioned to the Staffordshire Design Hub of the County Council's strategic partner, Amey, who will contact you directly to



discuss the proposed works and arrange a meeting to discuss the requirements for the delivery of the project.

On completion of the technical design check, the agreement will be issued to you for signing and should be returned to the County Council to be signed and sealed: after which you will receive your copy of the completed Agreement.

The County Council operates a Permit system for works to the highway and this must be in place before any works commence. Further details on this are available online at the link for the Transport and Network Management Unit, NMU, in Appendix 1.

## **GDPR**

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

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-applications-and-licences/about-infrastructure-development-0>

## **The Legal Process**

### **Form of Agreement**

Before entering into a Minor Works Agreement, it is a requirement that you instruct a solicitor to check that you have executed the engrossed agreement correctly, and the original executed engrossments must then be forwarded to the County Council by your solicitor confirming that they have been correctly executed. The County Council will not execute unless this requirement has been satisfied.

Please note that the County's Minor Works Agreement is a standard document and therefore, the County does not accept any amendments to this document, and so the requirement mentioned above is for the purposes of checking the execution of the document only and not to negotiate terms.

## **Highway Network Management**

You should also be aware of additional controls on the actual highway works. As Local Highway Authority, the County Council's Network Management Duty is to effectively manage all works and activities on its highway network, and secure safe and expeditious movement as much as possible (covered in the New Roads and Street Works Act 1991 ("NRSWA"), and as amended by the Traffic Management Act 2004).

### **Ability to Influence Execution of Works**

The Transport and Network Management Unit will always aim to accommodate your work programme, but it should be appreciated that the timing of works has to be managed and co-ordinated to ensure that highway users are not unnecessarily disrupted. In aiming to reconcile Developer's aims and our statutory duties, the County Council may:

- Require an alternative agreement is sought to cover the proposal
- Request an alternative construction method
- Seek a refinement of the design in the context of the planning permission
- Restrict the timing of works

When it is necessary to impose such requirements, the applicant will be expected to bear the cost. For example, additional costs may be incurred where a proposal requires restrictions on the permitted working hours or a delay in commencement for a quieter period on the network, such as a school holiday. The applicant is required to inform the contractor of all conditions applied to the Agreement.

## NRSA Notice Notifications

Currently, Staffordshire operates a Permit Scheme, whereby highway works are served as Permits which book roadspace and ensure effective co-ordination. Further details are available online at the link for Transport and Network Management Unit in Appendix 1.

## Other Permissions or Licences

There may be cases where extra licences are required for works which do not form part of a Minor WA, e.g., the installation of private drainage would require a Section 50 Private Apparatus licence applied for by the landowner. If the new apparatus was being installed in the same street as the works relating to the Minor WA, the Minor WA's Permit could be used to install this apparatus as well. If the apparatus was in a different street, an additional Permit would be required for this separate work. Further information is available online at the link for Transport and Network Management Unit in Appendix 1.

## Statutory Undertakers Apparatus Diversionary Works and New Service Provision

Statutory Undertaker's apparatus is usually affected by development works in two ways: **diversionary works**, where the proposed new highway will be formed over the apparatus which may not then be at the correct depth requiring apparatus to be lowered or diverted; or **new service provision**, where the new development will need serving with gas, water, electricity and telecoms from the existing mains in the current highway.

As part of the Minor WA, you must ensure you have served notices on any Statutory Undertaker likely to be affected to obtain information about what apparatus may exist in the vicinity; and to allow the Undertakers an ability to assess the impact on its network and any supervision or procedures which need to be followed when working near their assets.

## Statutory Undertaker Programme and Delivery Timescales

You are advised to contact the Statutory Undertakers at an early stage as there can be delays in programming works and ordering equipment, especially in times of seasonal activity.

Undertaker works notifications are strictly controlled and it is only Transport and Network Management Unit that can agree flexibility to the timescale requirements, if they don't then Undertakers are required to adhere to the Notice periods shown in figure 5. Please bear these timescales in mind when programming your works.

Work Type	Work Notice	Notice Period
Significant diversionary works (11+ days)	Major	3 months
Standard excavations (4-10 days)	Standard	10 days
Minor works (up to 3 days)	Minor	3 days
Urgent/Emergency (e.g. gas main burst) *Note: delayed planned works are not Emergencies	Emergency	Within 2hrs

Fig. 5

## Innovative Collaborative Working

To minimise the disruption to highway users as much as possible, the Transport and Network Management Unit will seek to identify **ALL** highway works relevant to the development in that they are co-ordinated and delivered as one package, minimising repeat occupation and excavation of new surfacing. There are numerous examples whereby all development highway works have been co-ordinated by Developers with the assistance of the County Council.

Transport and Network Management Unit has an award-winning innovative culture of working with Statutory Undertakers and contractors; bringing together works and traffic management from different providers in a collaborative way that reduces network occupation, creates a positive response from utility



providers in meeting programme targets and can reduce your overall costs. If you would like to discuss this further, please contact [trafficandnetwork@staffordshire.gov.uk](mailto:trafficandnetwork@staffordshire.gov.uk)

### **Traffic Management Applications**

It is likely that temporary traffic management will be required during your construction works which also require separate permissions. Further information is available via links in Appendix 1.

**Please note:** where a Temporary Traffic Regulation Order is needed (e.g., for a road closure, weight limit, speed limit) a minimum of 12 weeks is required to carry out the statutory process. It is strongly recommended that traffic management is determined and applied for as early as possible.

### **Works Affecting Highway Structures**

In situations where the construction works affect a highway structure (e.g., bridge, culvert, subway, retaining wall, sign/signal gantry, etc.), or where temporary structures (e.g. scaffolding/hoarding) could present a danger to the public, guidance should be sought from [chris.plant@staffordshire.gov.uk](mailto:chris.plant@staffordshire.gov.uk)

## Guidance and Conditions

### On Application

Whilst the application is being processed by the County Council, you are required to contact all necessary organisations to notify them of the proposal, seek objections or concerns and obtain copies of existing apparatus in the location in question. A list of these organisations is available from the Transport and Network Management Unit via [trafficandnetwork@staffordshire.gov.uk](mailto:trafficandnetwork@staffordshire.gov.uk)

### Agreement Validity

Once an Agreement has been completed, works should take place before the Planning Permission expires, which unless otherwise specified in the consent, is within 3 years of the date of the planning consent.

### Installation/Construction and Reinstatement

Once an Agreement has been completed, you must ensure that:

- The contractor is NRSWA accredited, insured (£10m public liability ins.) and Permit is in place before works commence
- Works are planned correctly and carried out safely and expeditiously

### Protocol following Completion of Works

When the work as specified in the Agreement has been satisfactorily completed and the Agreement has come to an end there is no ongoing entitlement to work on the highway, except where remedial works are required, which will require a further Permit. Developers must ensure that adequate work quality checks are undertaken and the Transport and Network Management Unit will carry out 'random' inspections on the works and if defects are identified, financial charges could be attracted. Further information is available in Appendix 1.

### Obligation to Indemnify the County Council

Developers are required to indemnify the County Council against all claims including injury, damage or loss arising from any aspect of the works. It is your responsibility to ensure that any contractors or sub-contractors have insurance in place and must cover a minimum of £10,000,000 (ten million pounds) for each claim with no limit to the number of claims.

## Appendix 1 – Further Information

Staffordshire County Council Minor WA online application form:

<https://apps2.staffordshire.gov.uk/web/formdisplay/?FormID=1293&Ref=BNVZXM>

BACS details for Staffordshire County Council:

<b>Bank Name:</b>	Lloyds Bank PLC	<b>Quote Ref:</b>	<b>DH0105 / 68202</b>
<b>Bank Address:</b>	Fountain Square, Hanley, Stoke-on-Trent, ST1 1LE	<b>Sort Code:</b>	30-93-83
<b>Account Holder:</b>	Staffordshire County Council	<b>Account No.:</b>	44093360
<b>Account Name:</b>	SCC County Fund	<b>BIC:</b>	LOYDGB21080
		<b>IBAN:</b>	GB55 LOYD 30938344093360

Fig. 6

Staffordshire County Council payment details:

[payments@staffordshire.gov.uk](mailto:payments@staffordshire.gov.uk)

GDPR & Privacy

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-applications-and-licences/about-infrastructure-development-0>

Staffordshire County Council Highways Base Specification

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-maintenance/managing-highway/staffordshire-highways-base>

Major Works Agreements Pack

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-applications-and-licences/highway-agreements/major-works>

Staffordshire County Council 'Information for Developers':

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-applications-and-licences/about-infrastructure-development-and>

Permit Scheme

<https://www.staffordshire.gov.uk/Highways/licences/Permit-scheme-consultation.aspx>

Staffordshire County Council Road Adoptions (e.g., Section 38 Agreements):

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-applications-and-licences/highway-agreements/new-road>

Staffordshire County Council Registering Your Organisation to Apply for Permits

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-applications-and-licences/register-your-organisation>

Staffordshire County Council Transport and Network Management Unit

including permits & licences, Traffic Management applications and guidance, Registered contractors, Temporary Excavations (Permit to Dig);

<https://www.staffordshire.gov.uk/roads-parking-and-transport/highway-applications-and-licences/permit-dig>

Local Planning Authority (Borough/District) Local Plans in Staffordshire:

<https://www.staffordshire.gov.uk/environment/environmental-development-planning/policy>