

APPLICATION FOR A STREET WORKS LICENCE
NEW ROAD AND STREET WORKS ACT 1991 - SECTION 50

Applicant's Checklist

Each completed Application pack should contain the following documents:

- Completed application form ☐

- Plans for Consultation
- Site Location Plan x 2 ☐
- Works Drawing x 2 ☐

- Plan with land to benefit (25 year only) ☐

- Proof of Title (Cert of Title/Letter of Instruction) ☐

- Confirmation of Adoption (if a 5 year Licence) ☐

- Cheque for £931.50 (Legal & Highways Admin fee) ☐
 - £125.00 or £25.00 (Highways Licence fee) ☐
 - £150.00 (Highways Inspection fee) ☐

- Copy of applicants (company or person applying for the licence) £5 million public liability insurance ☐

**APPLICATION FOR A STREET WORKS LICENCE
NEW ROAD AND STREET WORKS ACT 1991 – SECTION 50**
[To be read with guidance notes]

To: Gemma Hills - Network Management
Essex County Council
Seax House, 2nd floor
Victoria Road South,
Chelmsford
Essex
CM1 1QH

Address to which S50 Licence will apply (property benefiting from the licence):-

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Name and address of owner of the above property (give full names including any joint owners):-

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Name and address of the Applicant (person who is to hold the licence and therefore responsible for the apparatus for the term of the licence):-

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Email & telephone number to direct queries:-

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Name and address of Agent acting on behalf of Applicant (if applicable):-

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Name of the highway (in which the apparatus is to be placed):-

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Full description of proposed works, stating:-

Purpose of apparatus (foul water, surface water, electricity, gas etc).....

Location of apparatus in highway (footway, carriageway, footpath, verge etc)

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.....

Length of apparatus in metres

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Diameter of apparatus in mm

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Depth of apparatus

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Type/material of apparatus (clay, Polyethylene, concrete, etc).....

Work method (open cut, thrust boring, tunnelling)

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Requested term of licence (either 5 years or 25 years. If 5 years please provide written confirmation of adoption from relevant utility)

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GUIDANCE NOTES FOR APPLICANTS

Address to which S.50 licence will apply (ie. property deriving benefit of licence):-

- Please provide a full description of the property/land/development to derive the benefit of the licence. i.e. the land known as [insert details] or the land adjacent to [insert details]

Names and Address of Owners (give full names including any joint owners):-

- Please provide the names and addresses of the owners of the property/land/development to derive the benefit of the licence. Please note that this may not be the same as the person who is to hold the licence

Name and Address of Applicant (give full names including any joint owners):-

- The Applicant is the person who will hold and take responsibility for the apparatus to which the licence relates. Please therefore provide the details of the person(s)/company to hold the licence, including the company's registered address (not trading address) and company number

Agent acting on behalf of Applicant (Name and Address):-

- If you are an agent acting on behalf of the landowner/licensee, please provide the full details, including email address, to send the licence to

Name of highway (in which works are to take place)

- Please provide the name of the highway(s) where the apparatus is to be laid. This may not be the same as the address of the property and should include footpaths, bridleways, cycle tracks, and restricted byways (if applicable)

Full description of proposed works :-

- Purpose of apparatus, full length with start & end locations
 - i.e. foul water connection, electricity connection
- Location of Apparatus.
 - i.e. footpath, footway, carriageway, verge etc
- Length
 - Please include only that apparatus which is within the public highway. Nothing on private land, or already existing, should be included i.e. 0.4 m
- Diameter
 - Please provide the apparatus diameter measurements
- Depth
 - How deep is the apparatus being installed i.e. 0.3 m
- Type of material
 - i.e. clay, polyethylene, aluminium
- Work method
 - e.g. thrust boring, tunnelling, etc.

Requested term of licence (e.g. 25 years, 5 years?)

- Please note that if you are the applicant then you will be responsible for the apparatus for its full duration i.e. 5 or 25 years (unless otherwise assigned) N.B assignable licences are only available to the owner of the property.
- If the apparatus is to be adopted then you will usually require a 5 year licence. If the apparatus is to remain private then you will usually require a 25 year licence.

Documents to be provided in support of your application

- Works drawing
 - This should be an A4 or A3 plan, bearing a number, clearly showing the route of the apparatus marked in red or highlighted. It should include a north sign and road names, with identifying landmarks on the ground eg. property numbers and names of civic buildings etc. (If only larger plan available, we will need at least x15 copies, please check with Area Office for exact number for each application.)
 - It should be clear from the plan the extent of the Highway boundary and should show only that new apparatus which is to be installed within the Highway boundary. No apparatus which is either existing or in private land should be shown
 - Other than the apparatus, there should not be any other red/highlighted markings on the plan
- Site location Plan
 - Should show the location of the apparatus in relation to the wider area;
 - Should contain several street names
- Plan of the land to benefit (25 year licences only)
 - Should show the land to benefit from the licence outlined in Green
- Proof of ownership/Letter of instruction
 - If the applicant is the owner of the property/land/development then a Certificate of Title is required;
 - If the applicant is not the owner of the property/land/development then a letter of instruction is required from the landowner authorising the applicant to hold the licence
- Proof of Insurance
 - It is the licensee's responsibility to take out and maintain throughout the duration of the licence public liability insurance (on the UK market) in the amount of 5 million pounds
 - Please provide a copy of the full insurance policy showing the necessary £5m public liability insurance. Please note that if the insurance is to expire shortly then you will be required to provide evidence of renewal.
 - **NB:** It is the Licensee duty to indemnify the Council against any claim in respect of injury damage or loss arising from the installation or presence of the apparatus or the execution of the works in relation to the apparatus
- Fees: Please provide a cheque payable to Essex County Council with your application. The below are the costs of a Section 50 licence
 - £931.50 Legal and Highways Admin fee
 - £25.00 (5 year) or £125.00 (25 year) Highways Licence fee
 - £150.00 Highways Inspection fee
- Confirmation of Adoption

Where the pipeline is to be adopted, confirmation of the adoption is required and confirmation of the adoption must be provided with your application form. Any paperwork provided as confirmation of adoption must clearly confirm that the apparatus is to be adopted, and clearly refer to the road name associated with the application. Consents from the utility companies to connect will not be accepted as confirmation of adoption.

NOTE:

- (i) Before any work in the highway can commence, copies of Contractors' Operatives/Supervisors Certificates and NRSWA Notices, showing proposed start and completion dates must be provided
- (ii) You may be requested to provide further documentation as considered necessary
- (iii) You are required to give not less than 7 working days' notice of your proposal to start works to Essex County Council, any other relevant authority and to any other person having apparatus in the street which is likely to be affected by the works
- (iv) Similarly, Essex County Council are required to also provide 10 working days' notice of its intention to grant a street works licence.
- (v) **In submitting this application, please be advised that Essex County Council can communicate progress in approving the licence to the Landowner on request.**
- (vi) **Details of the application and proposed works will also be sent to those who require notice under Schedule 3 of the New Roads and Street Works Act 1991**