**NEW ROAD AND STREETWORK ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES DEVELOPMENT MANAGEMENT WORKS ONLY**

 **NOTES FOR GUIDANCE ON COMPLETION OF FORM**

1. The “**FROM”** box should be filled out with the name of the company promoting the work.
2. The “**WORK REFERENCE”** box is used for any reference that the promoter might have (e.g. Name, Number)
3. **“DM REFERENCE”** is the unique reference given to your scheme by the Development Management Teamand “**DM PROJECT ENGINEER”** use the drop down menu to find the Engineer/Technician dealing with your scheme.

 **PURPOSE**

1. The first notice for all jobs (apart from immediate works is an INITIAL notice).
2. As well as requiring 3 months notice (see below) all major works also require a confirmation notice 10 days in advance of starting.
3. On the day that works actually commence, the Actual Start Date needs to be communicated.
4. No later than the next working day following completion, the Actual Stop Date needs to be communicated.

  **TIMING**

1. Date of issue to Essex County Council (ECC)
2. For the initial notice, only expected start and completion dates need to be filled in.

 **WORKS CATEGORY**

1. Emergency and Urgent are unlikely to be used other than by Utility Companies.
2. Minor works are anything up to 3 days duration and require 3 days advance notice as a minimum.
3. Standard works are between 4 and 10 days duration and require 10 days advance notice as a minimum.
4. Major works are 11 days duration or greater and require 3 months notice as a minimum. Any works that require a traffic order are automatically classed as major works, no matter what their duration.

 **SPECIAL ENGINEERING DIFFICULTY**

1. This section is unlikely to be known so can be left blank. We will let you know if it is important.
2. These boxes are self-explanatory. **NGR (National Grid Reference)** is for an Ordnance Survey grid reference in the form of EEEEEE NNNNNN where N is Northing and E is Easting of the start and finish point of the works. If this is the same, please insert the same grid reference for both start and finish.

**TYPE and DESCRIPTION OF WORKS**

1. This box is used to detail exactly what works are to take place along with any other relevant information.

**TRAFFIC MANAGEMENT**

1. These boxes are self-explanatory and simply use the drop down menu.

**REINSTATEMENT SIZES**

1. This only needs to be entered after the work has been reinstated to either temporary or permanent. Their location in the highway needs to be recorded as well as their size mainly for 550 works.

**STREET AUTHORITY COMMENTS**

1. Used by ECC to reply with comments although preference will be by Email/Phone.

 **IMPORTANT**

With the advent of fixed penalty notices (FPNs), It is very important that the correct procedure is followed otherwise the promoter will become liable for any such charges generated. A common occurrence is one of promoters failing to notify that works have finished. In order to avoid any such charges, it is necessary to communicate that the works are either finished or they have been cancelled. If a promoter would like to start work before the notice period given in 10, 11 or 12 above, they need to speak to the Streetworks Officer who can approve this. This also applies to any extension request. ***(Early starts or extensions will only be granted for valid reasons.)***

 **Cost**

No charge for developers undertaking 278/work permit schemes as separate inspection fees are paid.

No charge for contractors undertaking residential vehicle crossings as separate inspection fees are paid.

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|  |  |
| --- | --- |
| **Return Address** | Essex County Council – DM.BusMan@essexhighways.org  |
| **From**  |  |
| **Contact Details** | Phone |  | Email |  |
| **Work Reference**  |  |
| **DM Information**  | DM Ref |  | DM Project Engineer / Technician | Choose an item. |
| **Purpose (Mark as appropriate)** |
| Choose an item. |
| **Timing**  |
| Date of Issue (DD/MM/YYYY) |  | Time of issue (immediate only) |  |  |
| Expected Start Date  |  | Expected Completion Date  |  |
| Actual Start  |  | Revised Completion Date |  |
| Actual Stop |  |  |
| **Works Category**  |
| Choose an item. |
| **Special Engineering Difficulty (SED)** |
| Is SED involved (Yes/No) |  | If YES has the relevant authority approved the work? (Yes/No) |  |
| **National Grid Reference**  |
| NGR Start (Easting, Northing) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NGR Finish (Easting, Northing) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Type of Work****(i.e. Section 50, Section 278, works with no excavation, Section 184, work permit)**  |  |
| **Description of works**  |  |
| **Site Location details (all these boxes are mandatory)** |
| House No/Name |  |
| Street Name |  |
| District | Choose an item. |
| Postcode |  |
| **Traffic Management**  |
| Choose an item. |
| **Development Management Review**  |
| **Reviewed**  | Yes |  | No  |  |
| **Name** |  | **Date** |  |