**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. Please return completed form to DM.BusMan@essexhighways.org **copying in the DM PROJECT ENGINEER.**

 **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, sent to the DM Project Engineer.
3. On the day that works actually commence, the Actual Start Date needs to be communicated to the DM Project Engineer.
4. No later than the next working day following completion, the Actual Stop Date needs to be communicated to the DM Project Engineer.

  **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 5 days advance notice as a minimum, this is to allow the DM engineer to review the application.
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**  | Click or tap here to enter text. |
| **Contact Details** | Phone | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| **Work Reference**  | Click or tap here to enter text. |
| **DM Information**  | DM Ref | Click or tap here to enter text. | DM Project Engineer / Technician | Choose an item. |
| **Purpose (Mark as appropriate)** |
| Choose an item. |
| **Timing**  |
| Date of Issue (DD/MM/YYYY) | Click or tap to enter a date. | Time of issue (immediate only) | Click or tap here to enter text. |
| Expected Start Date  | Click or tap to enter a date. | Expected Completion Date  | Click or tap to enter a date. |
| Actual Start  | Click or tap to enter a date. | Revised Completion Date | Click or tap to enter a date. |
| Actual Stop | Click or tap to enter a date. |  |
| **Works Category**  |
| Choose an item. |
| **Special Engineering Difficulty (SED)** |
| Is SED involved (Yes/No) | Choose an item. | If YES has the relevant authority approved the work? (Yes/No) | Choose an item. |
| **National Grid Reference**  |
|  | Easting |  | Northing |
| NGR Start  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| NGR Finish  | Click or tap here to enter text. |  | Click or tap here to enter text. |
| **Type of Work****(i.e. Section 50, Section 278, works with no excavation, Section 184, work permit)**  | Click or tap here to enter text. |
| **Description of works**  | Click or tap here to enter text. |
| **Site Location details (all these boxes are mandatory)** |
| House No/Name | Click or tap here to enter text. |
| Street Name | Click or tap here to enter text. |
| District | Choose an item. |
| Postcode | Click or tap here to enter text. |
| **Traffic Management**  |
| Choose an item. |
| **Development Management Review**  |
| **Reviewed**  | Choose an item. |  |  |  |
| **Name** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |