

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 “WORKS REFERENCE” box is used for any reference that the promoter might have (eg. Name, number)

PURPOSE

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

TIMINGS

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

WORKS CATEGORY

9. Emergency and Urgent are unlikely to be used other than by Utilities.
10. Minor works are anything up to 3 days duration and require 3 days advance notice as a minimum.
11. Standard works are between 4 and 10 days duration and require 10 days advance notice as a minimum.
12. Major works are of 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

13. This section is unlikely to be known so can be left blank. We will let you know if it is important.
14. These boxes are self-explanatory and **USRN** (Unique Street Name Reference) is not required. **NGR** is for an Ordnance Survey grid reference in the form of NNNNNN EEEEE where **N** is Northing and **E** is Easting of a point in the middle of the works.

DESCRIPTION OF WORKS

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

TRAFFIC MANAGEMENT

16. These boxes are self-explanatory and simply require a tick.

REINSTATEMENT SIZES

17. 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.

STREET AUTHORITY COMMENTS

18. Used by ECC to reply with comments although preferred 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 charge 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 NRSWA Co-ordinator who can issue a PIN number to allow this. This number is then communicated with the Actual Start Date. This also applies to any extension request. (*Early starts or extensions will only be granted for valid reasons.*)

COST

There is a fee of **£150.00** for works with excavation. This includes inspections fees.

No charge will be made to developers undertaking 278/work permit schemes as separate inspection fees are paid

No charge will be made to contractors undertaking residential vehicle crossings as separate inspection fees are paid

Cheques should be made out to Essex County Council and sent to:

Essex County Council
Streetworks
Childerditch Depot
Unit 36
Childerditch Industrial Estate
Brentwood
CM13 3HD

Return address:	Essex County Council – roadspacebooking@essexhighways.org													
From:														
Contact:	Phone							Email						
Works Reference:														
Purpose: (Tick as appropriate)	Initial Notice		Confirmation Notice		SA Response		Cancellation							
	Start Notice		Stop Notice		Revised Duration		Other							
Timing:	Date of issue [dd/MM/yy]			Time of Issue (Immediate Only)										
	Expt. Start Date			Expected Completion Date										
	Actual Start			Revised Completion Date										
	Actual Stop													
Works Category:	Emergency [2hrs After]		Urgent [2hrs After]		Minor [3 Days]		Standard [10 Days]		Major [3 Months]					
Special Engineering Difficulty (SED):	Is SED involved [Yes/No]			If YES has the relevant authority approved the works? [Yes/No]										
Description of works <small>[i.e. Section 50, Section 278, works with no excavation]</small>														
Location details:	House No./Name													
	Street Name													
	Town													
	County	Essex												
	USRN													
	NGR Start													
	NGR Finish													
Traffic management	No Carriageway Incursion	Some Carriageway Incursion	Give & Take	Priority Signs	2Way Lights	Multi-Way Lights	Stop/Go	Lane Closure	Road Closure					
	No.	Reinstatement [Length] x [Width] x [Depth]			F/C/V [Footway / Carriageway / Verge]			I/P [Interim / Permanent]						
Reinstatement size	1													
	2													
	3													
Street authority comments														