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

**NOTES FOR GUIDANCE ON COMPLETION OF FORM**

**FROM**

1. This box should be filled out with the name of the company promoting the work.

**CONTACT DETAILS**

1. This should be the point of contact for ECC to come back to with any queries.

**WORK REFERENCE**

1. This box is used for any reference that the promoter might have (e.g. Name, Number). If a permit number has previously been provided, please reference that number in this box.

**DM INFORMATION**

1. The **“DM REF”** is the unique reference given to your scheme by the Development Management Team and “**DM PROJECT ENGINEER/TECHNICIAN”** use the drop-down menu to find the Engineer/Technician dealing with your scheme.

**WORKS CATEGORY**

1. Minor works are anything up to 3 days duration and require 3 days advance notice as a minimum. Please note that you cannot use this category for applications involving multi-way lights as a minimum 10 days’ notice is required.
2. Standard works are between 4 and 10 days duration and require 10 days advance notice as a minimum.
3. 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.

**PURPOSE**

* **Major Notices**
1. Forward Planning giving advance notice of major works, requires a Start and End Date. Traffic Management (TM) plans can be provided at this stage.
2. Provisional Advance Authorisation (PAA) requires a minimum of 3 months notice. This requires the following information:
3. Copy of confirmation of discussions agreed with DM Project Engineer/Technician
4. Proposed Start date
5. Works Duration with proposed end date
6. Type of TM plans to be agreed with the DM Project Engineer/Technician
7. Red light timings for any multi-way temporary signals
8. Operational times for any lane closures
9. Provisional Advance (PA) Major Permit Application to be submitted no less than 10 working days prior to commencement of works. This is to confirm the start date. Full details of the TM plan need to be agreed at this stage.
* **Standard and Minor Notices**
1. The first notice is an initial notice. See below WORKS CATEGORY section for required notice periods.
* **All Applications**
1. On the day that works actually commence, the Actual Start Date needs to be communicated.
2. No later than the next working day following completion, the Actual Stop Date needs to be communicated.
3. Extension requests should be submitted **as soon as possible and no later than 3 working days** before the end date. Justifications for extension need to be provided in the Description of Works field below. The permit reference should be entered into the Works Reference field below. Please note that there are no guarantees for the extensions and early engagement is encouraged.
4. Remedial Works must follow the standard Road Space Booking process. The permit reference for the initial application should be entered into the Works Reference field below.

**TIMING**

1. Date of issue to Essex County Council (ECC).
2. For the initial/PAA notice, only expected start and completion dates need to be filled in.
3. Actual Start Date will be added on the Start Notice. Actual Stop Date will be added on the Stop Notice. Revised Completion Date is to be completed for extensions only.

**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.

**NATIONAL GRID REFERENCE**

1. **NGR (National Grid Reference)** is for an Ordnance Survey grid reference in the form of 6 E’s and 6 N’s where E is Easting and N is Northing 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. We recommend obtaining the co-ordinates from <https://one.network/> by right clicking on the centre of the road where the works are located.

**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. Please include the DM scheme reference number in this field.

**ROAD SPACE LOCATION DETAILS**

1. These fields are self-explanatory. The Unique Street Reference Number (USRN) can be found on <https://one.network/>.
2. If your excavation is within multiple USRNs, a separate application will be needed for each individual USRN. Please note that a single road can have multiple USRNs.

**TRAFFIC MANAGEMENT**

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

**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.

Permit conditions may be applied to your Road Space Booking application, such as working under restricted hours. For more details of these conditions, please click on the link below:

[Street works permit schemes conditions - GOV.UK](https://www.gov.uk/government/publications/street-works-permit-schemes-conditions)

If your road space booking is for Section 50 works then please refer to the link below and complete the separate Section 50 road space booking form:

[Section 50 Street Works Licences | Essex County Council](https://www.essexhighways.org/applications/section-50-street-works-licences)

**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.

**TO BE PROVIDED BY APPLICANT**

1. A Traffic Management plan and [Traffic Management Risk Assessment Form](https://www.essexhighways.org/dm-section-171-road-opening-notice#docs) is required.
2. If your traffic management is for 3 or more temporary signals, you will need to complete the multi-way lights application which can be found here: [Temporary Traffic Light Signals | Essex County Council](https://www.essexhighways.org/applications/temporary-traffic-light-signals)
3. If your traffic management requires a road closure, you will need to complete a temporary Traffic Regulation Order application: [Temporary Traffic Regulation Order | Essex County Council](https://www.essexhighways.org/temporary-traffic-regulation-order)
4. Risk assessments are required by law for all activities. They are a specific requirement of the Management of Health and Safety at Work Regulations. Method statements help you comply with the law and should be provided.
5. All persons undertaking work within the highway must be accredited under ‘The New Roads and Street Works Act 1991’ and provide evidence (showing both sides of certification cards).
6. The applicant/contractor must indemnify the highway authority against any personal injury claims or damage to property and provide evidence of £10m public liability insurance.

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| **Return Address** | Essex County Council – To the allocated DM engineer stated below (also cc. in DM.BusMan@essexhighways.org) |
| **From**  |       |
| **Contact Details** | Phone |       | Email |       |
| **Work Reference**  |       |
| **DM Information**  | DM Ref |       | DM Project Engineer / Technician | Choose an item. |
| **Works Category**  |
| Choose an item. |
| **Purpose (Select 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 |       |  |
| **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:**  https://one.network/ |
|  | Easting |  | Northing |
| NGR Start  |       |  |       |
| NGR Finish  |       |  |       |
| **Type of Work** | Choose an item. |
| **Description of works (please include DM Ref)** |       |
| **Road Space Location details (all these boxes are mandatory)** |
| House No/Name (if applicable) |       |
| Street Name |       |
| Town |       |
| District | Choose an item. |
| Postcode |       |
| USRN |       |
| **Traffic Management Type- refer to Traffic Management Assessment Form** |
| Choose an item. |
| **Development Management Review (to be completed by ECC)** |
| **Reviewed**  | Yes |[ ]  No  |[ ]
| **Name** |       | **Date** |       |