**NEW ROAD AND STREETWORK ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES DEVELOPMENT MANAGEMENT S171 TRIAL HOLE 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 5 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.

**TRIAL HOLE DESCRIPTION**

1. This box is used to detail the number of trial holes and the dimensions including the length, width and depth along with any other relevant information.

**CHECKLIST**

1. Please confirm that up to date highway records boundary have been checked online via [www.essexhighways.org/highways-information-map](http://www.essexhighways.org/highways-information-map). Highway boundary requests for areas that are not showing as validated on the above should be referred to HighwayRecords@essexhighways.org
2. Please confirm that checks have been completed online for road status via [www.essexhighways.org/Who-is-responsible-for-my-road](http://www.essexhighways.org/Who-is-responsible-for-my-road)
3. Please confirm that up to date statutory undertaker’s plant records have been sought and are attached. Records older than 3 months will not be accepted.
4. Please confirm the date the £370 fee was paid.

**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

**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. 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.
3. 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).
4. 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.

**STANDARD CONDITIONS**

1. The work site shall be clearly signed with the Applicants/Contractors name, address and emergency contact details.
2. Traffic Management must be in accordance with Chapter 8 of the Traffic Signs Manual in particular ‘Safety at street works and road works: a code of practice 2013’. Works are to be protected by barriers and guarded with appropriate protected routing for pedestrians and in particular the disabled or partially sighted.
3. The persons undertaking the works should have obtained plans of Statutory Undertakers Plant and Apparatus beforehand. On site a ‘Cat and Genny’ scan must be carried out to confirm the location of any plant and apparatus.
4. Footway, carriageway and footpaths where affected must be reinstated in accordance with the Specification for the reinstatement of openings in the highway.
5. The area must be swept and kept clean and free from obstruction on completion of the works.
6. The applicant is required to inform the authority upon completion of the works.
7. Liability for the reinstatement of those highway works undertaken under the terms of the consent will remain with the Applicant/Contractor for 24 months.

 **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.)***

**NEW ROAD AND STREETWORKS ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES DEVELOPMENT MANAGEMENT S171 TRIAL HOLE WORKS ONLY**

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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:** <https://gridreferencefinder.com/> |
|  | Eastings |  | Northings |
| 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. |
| **Trial Hole Description (please include numbers & dimensions length, width and depth)**  |
| Click or tap here to enter text. |
| **Reason and methodology for undertaking the works** |
| Click or tap here to enter text. |
| **Check List (all these boxes are mandatory)** |
| Check the adoption boundary online  |[ ]
| Check the road status via the Section 36 list online |[ ]
| Statutory Undertakers Record attached |[ ]
| £370 Fee paid  |[ ]   Date  | Click or tap to enter a date. |
| **Site Location details**  |
| House No/Name | Click or tap here to enter text. |
| Street Name | Click or tap here to enter text. |
| District | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| **Traffic Management**  |
| Choose an item. |
| **Development Management Review**  |
| **Reviewed**  | Choose an item. |
| **Name** | Choose an item. | **Date** | Click or tap to enter a date. |
| **DM Manager approval** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Permit conditions** | Click or tap here to enter text. |