**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

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.

# TIMINGS

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 Utilities.
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 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

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 and **USRN** (Unique Street Reference Number) is required. **NGR** is for an Ordnance Survey grid reference in the form of NNNNNN EEEEEE where **N** is Northing and **E** is Easting of a point in the middle of the works.

# 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 require a tick.

# 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.

# STREET AUTHORITY COMMENTS

1. Used by ECC admin.
2. 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 an extension is required you will need to send an e-mail to the team with a valid reason for the request.

# 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

Payment details by BACS, will be communicated via email, once your application has been accepted.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Return address:** | **Essex County Council** – [vehicle.crossings@essexhighways.org](mailto:vehicle.crossings@essexhighways.org) | | | | | | | | | | | | | | | | | | | | | | | | | |
| **From:** | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Contact:** | Phone | | | Click or tap here to enter text. | | | | | | | Email | | Click or tap here to enter text. | | | | | | | | | | | | | |
| **Works Reference:** | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | | | | |
| **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] | | | | | | | Click or tap to enter a date. | | | | Time of Issue (Immediate Only) | | | | | | | | | Click or tap here to enter text. | | | | | |
| Expt. Start Date | | | | | | | Click or tap to enter a date. | | | | Expected Completion Date | | | | | | | | | Click or tap to enter a date. | | | | | |
| Actual Start | | | | | | | Click or tap here to enter text. | | | | Revised Completion Date | | | | | | | | | Click or tap to enter a date. | | | | | |
| Actual Stop | | | | | | | Click or tap here to enter text. | | | |  | | | | | | | | | | | | | | |
| **Works Category:** | Emergency  [2hrs After] | | | |  | | Urgent  [2hrs After] | | |  | | Minor  [3 Days] | | |  | | Standard | | | |  | | Major  [3 Months] | | |  |
|  | [10 Days] | | |
| **Special Engineering**  **Difficulty (SED):** | Is SED involved  [Yes/No] | | | | | | | Select | | If YES has the relevant authority  approved the works? [Yes/No] | | | | | | | | | | | | | Select | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Description of works**  [i.e. Section 50, Section 278, works with no excavation] | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Location details:** | House  No./Name | | | | | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | |
| Street Name | | | | | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | |
| Town | | | | | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | |
| County | | | | | Essex | | | | | | | | | | | | | | | | | | | | |
| USRN | | | | | Click or tap here to enter text. | | | | | | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | |
| **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  [**L**ength] x [**W**idth] x [**D**epth] | | | | | | | | | F/C/V  [**F**ootway / **C**arriageway / **V**erge] | | | | | | | | | | | I/P  [**I**nterim / **P**ermanent | | | | |
| **Reinstatement size** | **1** | Click or tap here to enter text. | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | Choose an item. | | | | | | | | | | | Choose an item. | | | | |
| **2** | Click or tap here to enter text. | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | Choose an item. | | | | | | | | | | | Choose an item. | | | | |
| **3** | Click or tap here to enter text. | | | | Click or tap here to enter text. | | | Click or tap here to enter text. | | Choose an item. | | | | | | | | | | | Choose an item. | | | | |
| **Street authority comments** | Click or tap here to enter text. | | | | | | | | | | | | | | | | | | | | | | | | | |