

**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.

**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

Payments will be required by BACs, details will be shared on application.

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