

Section 50 - Street Works Licence – Application Pack

New Road and Street Works Act 1991 – section 50

INDEX

This application pack includes:

Application Form & Indemnity

Please complete all parts of the application form and indemnity.

Application Guidelines

The application guidelines have been prepared to help you complete the application form and help you to understand the application process. The application guidelines cover the following:

- Part 1: Application Fees
- Part 2: Additional Charges
- Part 3: If you need to restrict traffic or close a road to carry out your operation
- Part 4: Works affecting the Strategic Route Network (SRN)
- Part 5: Working out of hours
- Part 6: Parking Suspensions
- Part 7: Bus Stop Suspensions
- Part 8: Cancelled applications
- Part 9: How to pay
- Part 10: Submitting your application
- Part 11: Useful Contacts

Terms and Conditions

These are the terms and conditions that you agree to abide by when you submit your application form and indemnity. The terms and conditions are split into 4 parts:

- Part 1: Before Works Commence
- Part 2: During Works
- Part 3: On Completion of Works
- Part 4: General Conditions

Section 50 - Street Works Licence

Application to undertake works under S50 of the NRSWA 1991.



Engineering Service
London Borough of Camden
Floor 4, 5 PS
Judd Street, London, WC1H 9JE
Tel 020 7974 5960
Email:
Section50applications@camden.gov.uk

The requirement to obtain a Street Works Licence applies in accordance with section 50 of the New Road and Street Works Act 1991 to any person or organisation (other than a Statutory Body) who wishes to place, retain and thereafter inspect, maintain, adjust, repair, alter or renew apparatus or change its position or remove it from the Highway. The term apparatus includes but is not limited to drains, cables, ducts, sewer pipes, water, gas and electricity pipes and supplies.

Street Works Licences on Red Routes are licenced by Transport for London (TfL). You will need to contact TfL Forward Planning at TMANotifications@tfl.gov.uk

Please complete this application in **BLOCK CAPITALS**

Part A: Your details

Company Name	<input type="text"/>		
Address	<input type="text"/>		
			Postcode
Company Contact	<input type="text"/>		
Contact No.	<input type="text"/>	Out of hours No	<input type="text"/>
Email	<input type="text"/>		

Part B: What works will you be carrying out?

Description of works to be carried out:

Grid Ref:

Excavation details:	Carriageway Length:	Width:	Depth:
	Footway Length:	Width:	Depth:

Part C: Where will you be working and what roads will be affected?

Road name:	<input type="text"/>		
Nearest property (name or number):	<input type="text"/>		
Postcode:	<input type="text"/>		

Part D: When would you like to carry out these works?

Indicate the dates that you would like to undertake these works. **Note: Applications received that state "ASAP" or "To be confirmed" will not be progressed.**

From:	<input type="text"/>	To:	<input type="text"/>
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Part E: Who is, or will be the Owner(s) of the Apparatus?

Please complete:

Owners Name(s)

Owners Address

Contact Number(s)

Daytime:

Email:

Part F: Payment

The costs for a licence and how to pay are detailed in part 1 of the guidelines.

Part G: What happens next

Details of how to submit your application are given in part 10 of the guidelines.

You will need to submit supporting documentation with your application. As stated in Part H. It is important that these are submitted with your application form. Refer to part 9 of the guidelines.

Once we have received your completed application, supporting documentation and payment we will begin to process your application. Please note that failure to provide any of the supporting documents will lead to delays in the processing of your application.

For some applications we may also need to liaise with London Buses, Transport for London and/or a neighbouring borough(s). This may affect the time taken to process your application. Refer to parts 1 and 4 of the guidelines.

Part H: Supporting documents/references

1. Parts A to F must be completed by the applicant for authorisation to place and retain apparatus in the Highway, this includes alteration or repair of a connection to a property which is the subject of redevelopment, and this must be submitted to the London Borough of Camden with:
 - a. 2 copies of A4 1:1250 scale plan of the proposed location of the relevant apparatus marked by a red broken line.
 - b. Proof of Public Liability Insurance. This must provide a minimum £10m cover and be maintained by commencement of the works on the Highway, up to the completion and acceptance by the London Borough of Camden of the permanent reinstatement.
 - c. Completed Declaration Form (Statutory Undertakers Declaration/Requirements), or evidence that they have been contacted and have no objections.
 - d. Evidence that owners of the land through which service runs have no objections.
 - e. Copies of New Road and Street Works Act accreditation for supervisors and operatives who will work on site.
 - f. Payment of relevant fees **see part 1 of the Application Guidelines**
2. **Traffic Management Plans**

You will need to submit a traffic management plan with your application. Your plan will need to include:

 - a. How you intend to maintain traffic flow, both vehicular and pedestrian. eg 'temporary traffic signals' or 'stop/go' boards
 - b. The extent of changes to any restrictions in place, e.g. parking

Part I: Agreement and Indemnity

- 1 The person or organisation granted a Street Works Licence (hereinafter referred to as “ the Licence”) becomes an Undertaker for the purposes of the New Roads and Street Works Act 1991, and is subject to the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice.
- 2 Financial charges will be imposed by the London Borough of Camden on the Licence holder for non-compliance with the relevant statutory duties or Licence conditions. Applicants should note that this liability cannot be delegated to any other person or organisation.
- 3 The London Borough of Camden, who are the Street Authority for the Highway (hereinafter called “ the Highway”) hereby grants to the party named in Part A (hereinafter called “the Licensee”) with the intent that the same shall benefit and run with the property described Part C a Licence under Section 50 of the New Roads and Street Works Act 1991 to place and leave in the Highway in the position shown by a red broken line on the plan attached hereto the apparatus (hereinafter referred to as “the Apparatus”) short particulars of which are set out in Part B and to maintain repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon the terms and subject to the conditions hereinafter specified and subject also to the relevant conditions and provisions contained in Schedule 3 of the said Act and the Licensee hereby accepts the Licence upon and subject to the said terms conditions and provisions.
- 4 The Licence is granted to the Licensee and his Successors in Title. Where he proposes to part with his interest in the Apparatus he shall before doing so, give 6 week’s written notice to the London Borough of Camden stating to whom the benefit of the Licence is to be transferred.
- 5 The Licensee shall :
 - a) Conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991, and its associated Secondary Legislation and Codes of practice.
 - b) Pay particular regard to compliance with the Code of Practice for “Safety at Street Works and Road Works”
 - c) **Indemnify the London Borough of Camden against all liabilities costs expenses damage and losses suffered or incurred by them arising out of or in connection with:**
 - i) The placing or presence in the street of apparatus to which the Licence relates, or
 - ii) The execution by any person of any works authorised by the Licensee
 - iii) The execution of any works described in Part B
6. The Licensee shall pay to the London Borough of Camden in connection with the granting of the Licence all such fees as described in Part 1 of the Application Guidelines. In addition:
 - a) Works in excess of 200 metres length will be subject to additional inspection fees.
 - b) The cost of any investigation or remedial works carried out by the London Borough of Camden, or defect inspections with respect to the excavation and reinstatement of the Highway will be invoiced to the licensee
7. The Licence shall remain in force until withdrawn by the London Borough of Camden (under Schedule 3 of the New Roads and Street Works Act 1991) or surrendered to the London Borough of Camden by the Licensee.
8. The London Borough of Camden may terminate/ this Licence at any time by service on the Licensee of a written Notice:
 - a) On the expiration of such period specified in the Notice, (not less than 7 working days, beginning with the date of service of the Notice), if any condition of this Licence is contravened by the Licensee, or if the London Borough of Camden becomes aware that the Licensee intends to cease using or abandon the Apparatus, or
 - b) The Licensee has or intends to part with the Apparatus, in circumstances which are prohibited under the Licence, or

- c) Withdrawal of the Licence is deemed necessary in accordance with the functions of the London Borough of Camden or
- d) The Licensee has made a false declaration by not obtaining any consent or licence required under any other enactment, e.g., Telecommunications Licence.

NB: Under sub paragraph c) a minimum of 3 months' notice will be given by the London Borough of Camden.

- 9. When a Licence has expired or is withdrawn or surrendered, the London Borough of Camden may:
 - a) Remove the Apparatus (the subject of the Licence) or alter it in order to reinstate the street. Expenses incurred may be recovered from the former Licensee.
 - b) Require the former Licensee to reinstate the street (by removal or alteration of Apparatus), at their own expense, within a specified time. Please note that a further Licence is required for such works.
- 10. Any Licence issued under this procedure does not give the applicant the right to make any connections to sewers, drains, pipes, cables, or other apparatus.
- 11. The Licence does not give the Licensee the right to use the land. The Licensee must make his own arrangements with the landowners, in cases where their consent is needed.
- 12. In the event of failure to comply with all requirements in this Licence, the Licensee will not be able to carry out any works until the London Borough of Camden are satisfied that all requirements are met. We confirm that the details given in Parts A to G above are correct.

STATEMENT

I confirm on behalf of the company named in Part A that I have read and understood the agreement and indemnity in paragraph 5 and that they will abide by these and any decision made by the London Borough of Camden with regard to the suitability, or timing, of the proposed works.

Name:

Signature:

Position in company:

Date:

Privacy Statement and Data Protection

As a Local Authority and Data Controller, London Borough of Camden collects holds and processes a considerable amount of information, including personal information about residents, people it provides services to, and other people. It does this to provide its services in the most effective and efficient way that it can

The Council recognizes that it has a duty to people whose information it holds to treat that information responsibly, keep it safe and secure, and process it correctly and proportionately. This privacy notice explains how we use any personal information we collect about you

If you would like general information about Data Protection, the law and good practice please see the Information Commissioner's website. The Information Commissioner is the Data Protection statutory governing body for England and Wales.

Who is the data Protection Officer?

The name and contact details of the Data Protection Officer:

London Borough of Camden
Judd Street
London
WC1H 9JE

0207 974 4444

The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at: dpo@camden.gov.uk

What information do we collect about you and for what purpose?

We may collect personal or company data about you, which covers basic details such as name, address, telephone number, postcode and email address. We will always explain to you why and how this information will be used.

We process personal or company information to enable us to provide a range of services within the Streetworks Team, which are governed by government legislation.

We will process personal or Company data for the following purposes:

For the purpose to which you provided the information. (e.g. processing information for the purpose of processing your application forms), and to monitor the Council's performance in responding to your request

To allow the Council to be able to communicate and provide services appropriate to your needs,

Where necessary for the Council's Law Enforcement functions, e.g. licensing, planning enforcement, trading standards, food safety, etc. where the Council is legally obliged to undertake such processing

Where you have consented to the processing or for the purpose of a contract/application you have entered into with us

Where otherwise permitted under data protection legislation e.g. disclosure to comply with legal obligations.

Departments in Camden that have personal and sensitive information on you will only allow designated officers to access or process this information. If an external agency asks us to provide any information that is sensitive and personal to you we will only disclose it once we have your specific consent to do so or where we are legally required or legally able to do so.

Camden Council may also use your personal or company data, after it has been anonymized, to allow the statistical analysis of data to allow the Council to effectively target and plan the provision of services

The legal basis of processing:

It is necessary for the performance of a contract or application form

It is necessary for the compliance of Government legislation

When do we share your personal data with third parties?

The Council may disclose personal or company data to third parties, but only where:

It is necessary to comply with a legal obligation, or

Where permitted under data protection legislation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime; or

Where it is necessary to allow a third party working for or on behalf of the Council and/or to provide services to you. The information you provide us may be shared with other Local Authorities, the Department of Work and Pensions (DWP), HMRC and the Home Office. There will be times that the information will be disclosed to our partner organisations that provide services on behalf of Camden. Once your details are no longer required, they will be deleted securely. The Council will take all reasonable steps to make sure personal data we hold is kept safe. Were your information is disclosed to a third party, the Council will seek to ensure they have sufficient systems and procedures in place to keep your data safe and prevent its loss.

If you choose to complete any of our online forms, Camden Council will not use the personal information you give us for marketing purposes without first gaining your consent. We may pass your details on to third party service providers who are contracted to Camden Council in the course of dealing with your request E.g a homecare agency. These third parties are obliged to keep your details secure, will use them only to fulfil the request and will dispose of the information at the appropriate time

No personal information you have given us will be passed on to third parties for commercial purposes

Our policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services.

How long do we keep your personal data?

We keep your personal or company data for no longer than reasonably necessary and in line with our corporate data retention schedule

Security of your information

In deciding what personal data to collect hold and use, the Council is committed to ensuring that it will:

Recognize that any personal data handled by Camden is held on behalf of that person and that we ensure we respect that responsibility

Adopt and maintain high standards in respect of the handling and use of that personal and company data

Only collect, hold and use personal data where it is necessary and proportionate to do so

Securely delete any personal data when no longer needed

Keep your personal data secure and safe

Not unnecessarily and without good reason, infringe the privacy of those upon behalf we hold data

Consider and address the privacy risks first when planning to use or hold personal information in new ways, such as when introducing new systems

Be open and transparent with individuals about how we use their information and who we give it to

Make it easy for individuals to access and correct their personal information (see your rights)

Provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or do not look after personal and company information properly

Have a robust data breach reporting procedure that effectively manages the risks and includes actions to minimize a similar breach occurring again.

Transfer of data abroad

We will not transfer your personal information outside the EU.

Your Rights

Unless subject to an exemption under data protection legislation you have the following rights with respect to your personal data:

The right to request a copy of your personal data, which the Council holds about you

The right to request that the Council correct any personal data if it is found to be inaccurate or out of date

The right to request your personal data is erased where it is no longer necessary for the Council to retain such data

The right to withdraw your consent to the processing at any time, but only if we have relied on your consent to process your data when you supplied it to us

The right, in certain circumstances, to request that the Council provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability). [Note: this only applies where the processing is based on consent or is necessary for the performance of a contract with you and in either case the Council processes the data by automated means]

The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing

The right, in certain circumstances, to object to the processing of personal data. [Note: this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority)

The right to lodge a complaint with the Information Commissioners Office. Website: www.ico.org.uk

I consent to the collection, use and disclosure of my personal or company information in accordance with the Privacy Statement above.

Name (Please print) _____ Signature _____ Date _____

Application Guidelines

Street Works Licences on Red Routes are licenced by Transport for London (TfL). You will need to contact TfL Forward Planning at TMANotifications@tfl.gov.uk.

Each application must be accompanied by payment comprising of an administration fee, inspection fees and in some cases a Capitalised Licence fee.

Part 1 will help you to calculate the fees you will need to pay when submitting your application.

Part 2 sets out what further charges you may need to pay during the life of your licence.

Part 1: Application Fees

Capitalised Licence Fee

Some applications may be subject to one of the following Capitalised Licence Fees

Cable	£13,636.35
New Apparatus	£681.45

Administration Fee

All applications will be subject to one of the following Admin Fees

Licence Category	Criteria	Fee
Major	<ul style="list-style-type: none">The work site area will be more than 20m² and/orThe excavation depth is greater than 1.5m and/orThe works will take longer than 10 days and/orThe works will be taking place on a high category road (see appendix A)	£1363.95
Standard	<ul style="list-style-type: none">A footway or carriageway closure is required and/orThe work site area will be more than 10m² and/orThe works/work site will encroach onto the carriageway and/orThe works will take longer than 4 days	£626.85
Minor	<ul style="list-style-type: none">All other licences	£409.50

Inspection Fees

The works must comply to the NRSWA 1991, Specification for the reinstatement of openings in the highway and all other relevant CoP and will be inspected to ensure that they comply. All associated fees as set out in the CoP for inspections will apply.

All applications will be subject to an initial fee to cover the inspections. (details of inspections shown below)	£204
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Inspections will be undertaken throughout the duration of the works as follows:

1. Condition Inspection

- a. all sites will be inspected prior to works commencing to record the current condition of the highway

2. Sample Inspection Regime

Inspections will be carried out at different phases of your works as follows:

- b. During works (Sample Inspection Regime, Sample A) (£50)
- c. After reinstatement (Sample Inspection Regime, Sample B) (£50)
- d. Before the guarantee period ends. (Sample Inspection Regime, Sample C) (£50)

Part 2: Additional Charges

Defects Inspection Regime

In order to protect the integrity of the highway the London Borough of Camden will undertake inspections of the reinstated highway (as per NRSWA Section 72). If your completed reinstatement does not meet the specification as detailed in the current SROH the defect inspection regime will commence until a compliant reinstatement is completed

All defect inspections are charged at **£47.50** per inspection.

Extending your Licence

The cost to extend your licence is **£152.25** per extension requested.

You can request an extension of your licence by emailing section50applications@camden.gov.uk.

It is your responsibility to ensure that your licence is extended when needed so as to avoid additional cost such as inspection fees.

- **The costs of any site visits made to your site as a result of expired licences may incur additional inspection charges**

Part 3: Restricting traffic and/closing roads

Under the Road Traffic Regulations Act 1984 the Local Authority, if satisfied, may issue an order to restrict, regulate, or prohibit traffic from any road if this is required to facilitate your operation.

An additional application form is available for you to complete if you need to restrict or prohibit traffic to facilitate your works. This form can be found at **camden.gov.uk/traffic**

Part 4: Works affecting the Strategic Route Network (SRN)

If your works are on, or will significantly impact, any of the SRN roads in Camden we will need to consult Transport for London.

Transport for London can object to the dates that you have applied for if they consider that traffic will be significantly impacted. If we receive an objection from TfL we will work with them, on your behalf, to find alternative dates for you to carry out your operation.

Roads that make up the SRN in Camden are highlighted in Appendix A.

Part 5: Working out of hours

Standard working hours are:

8am to 6pm Monday to Friday
9am to 1pm on Saturday

If you wish to work beyond these hours you will need to get permission separately from the Environmental Health team online:

www.camden.gov.uk/noisy-building-works

Works must not commence without this permission being in place.

Part 6: Parking Suspensions

You will need to apply and pay separately to suspend parking bays if you wish to occupy a designated parking bay(s). The minimum notice period required to suspend a parking space is 14 calendar days advanced warning period, plus 3 working days processing time therefore you will need to allow at least **17 working days'** notice. **Apply online at:** www.camden.gov.uk/parking-bay-suspensions

A suspension number will be issued to you which you will need to supply to the Streetworks Authorisations and Compliance Team before your works commence. Failure to do so may impact your application. **Email your suspension number to:** section50applications@camden.gov.uk

Part 7: Bus Stop Suspensions

You will need to contact TfL Bus Operations, central.rsm@tfl.gov.uk if you wish to suspend a bus stop/stand.

Part 8: Cancelled Applications

Application, Inspection and Administration fees for Street Works Licences are non-refundable

Part 9: How to pay

You must submit payment with this application. You can pay by card (telephone payment via the office)

Part 10: Submitting your application

Send your completed application with any necessary supporting documentation by email:

section50applications@camden.gov.uk

Part 11: Useful Contacts

Streetworks Authorisations and Compliance Team

(Section 50 Licences)

020 7974 5960

section50applications@camden.gov.uk

Environmental Health

Out of hours working permissions

020 7974 4444

www.camden.gov.uk/noisy-building-works

Parking Suspensions (Contact Camden)

Applications: 020 7974 4444

On completion of works: 020 7974 5800

www.camden.gov.uk/parking-bay-suspensions

TfL Bus Operations

central.rsm@tfl.gov.uk

Terms and Conditions

Part 1: Before Works Commence

- 1.1. Site meeting may be required by the Streetworks Authorisations and Compliance Team prior to the commencement of any works.
- 1.2. Your application will be taken to be your advance permit application and we will use the start date given for coordination purposes
- 1.3. All utilities that may have apparatus in the street must be consulted prior to commencement of your works. A copy of contact details can be obtained by contacting the Streetworks Authorisations and Compliance Team on 020 7974 5960. Proof of any correspondence in regards to this must be submitted with your application.
- 1.4. Parking suspensions must be put in place where necessary and the suspension number provided to the Streetworks Authorisations and Compliance Team.
- 1.5. Permission must be sought in order to work outside of normal working hours 8am to 6pm Monday to Friday and 9am to 1pm on Saturdays.
- 1.6. The suspension of any bus stops/stands must be sought from Transport for London
- 1.7. Traffic management, in accordance with Chapter 8, must be in place prior to any works commencing.
- 1.8. Failure to comply with points 1.1 to 1.4 may affect the timings of your works.

Part 2: During Works

- 2.1. Traffic management, in accordance with Chapter 8, must continue to be in place for the duration of the works.
- 2.2. The execution of all works must be supervised by a person with prescribed qualifications under the New Road and Street Works Act 1991
- 2.3. All materials used must comply with the Specification for Reinstatement of Openings in Highways (current edition).
- 2.4. All access chambers/apparatus must be clearly marked and identified.
- 2.5. If any aspect of the work, e.g. working hours, parking suspension need to change at any time you must contact the relevant Council department detailed in the application guidelines. Relevant permission must be in place before changes can be implemented.
- 2.6. A copy of your licence must be clearly display at all times.
- 2.7. Any changes to your licence (e.g. extensions) must be agreed in writing. A new licence will be issued. Please note that licences are not transferrable.

Part 3: On Completion of Works

- 3.1. You must inform us when the works are completed. You will need to contact us, in writing by the end of the next working day. Failure to do so will delay the implementing of the guarantee period.
- 3.2. If parking suspension were in place you **must** inform Parking Services that your works have finished by calling 020 7974 4444, so they can return the bay(s) back to use.
- 3.3. All associated traffic management must be removed from site in order to return the road and any diversionary routes back to normal use. You will be recharged the costs incurred by the Council if we have to attend site to remove any remaining traffic management.
- 3.4. The guarantee period will commence from the date that the London Borough of is notified

Part 4: General

- 4.1. While the Council will endeavour to meet the dates requested in your application, priority has to be given to the coordination of works; in some instances you may be directed to undertake works on alternative dates from those requested.
- 4.2. There may be circumstances outside of the control of the Council e.g. where emergency or urgent situations arise, that will mean that it may be necessary to postpone or cancel your works. We will work with you in these instances to re-schedule your works. A Street Works Licence **or** consent to work on existing apparatus in the highway will be granted to the applicant. Please note that it is the owners' statutory duty to ensure that the apparatus is properly maintained at all times.

Appendix A

Roads in Camden that are classified as high category are listed below. High category roads that are part of the Strategic Route Network (SRN) are highlighted in yellow.

Abbey Road	Delancey Street	Kentish Town Road	Russell Square
Adelaide Road	Drake Street	Kilburn High Road	Shaftesbury Avenue
Albany Street	East Heath Road	Kingsway	Southampton Place
Avenue Road	Fitzjohn's Avenue	Lidlington Place	Southampton Row
Bayham Street	Fortess Road	Maida Vale	Spaniards Road
Bedford Square	Goodge Street	Midland Road	St Giles Circus
Bloomsbury Square	Gordon House Road	New Oxford Street	St Giles High Street
Bloomsbury Street	Gower Street	North End Way	Tavistock Square
Bloomsbury Way	Grafton Place	Osnaburgh Street	Theobald's Road
Calthorpe Street	Grafton Way	Osnaburgh Terrace	Torrington Place
Cambridge Circus	Gray's Inn Road	Pancras Road	Tottenham Court Road
Camden High Street	Guilford Street	Parkway	Upper Woburn Place
Camden Street	Harrington Square	Pratt Street	Vernon Place
Castlehaven Road	Hawley Road	Prince Albert Road	West End Lane
Chalk Farm Road	Heath Street	Princes Circus	Woburn Place
Charing Cross Road	High Holborn	Procter Street	York Way
Clerkenwell Road	Highgate High Street	Red Lion Square	
College Crescent	Highgate Hill	Rosebery Avenue	