# NEW ROADS & STREET WORKS ACT 1991 – SECTION 50

## STREET WORKS LICENCE

This licence will permit a person to place, or to retain, apparatus in a street, and therefore to inspect, maintain, adjust, repair, alter, or renew the apparatus, change its position or remove it.

The street works licence does not dispense the licensee from obtaining any other consent, licence or permission, which may be required.

**Submitting this application does not permit you to carry out works in the public highway. A licence must be issued by a Westminster City Council officer before your works can begin. Please do not start any works before this licence is received.**

The Licence Application Package contains:

1. Guidance notes & fees
2. Contact details
3. Check list
4. Form of indemnity
5. Qualifications sheet
6. Opening and closing notice forms
7. Terms and conditions
8. Plant Enquiry List (Appendix A)
9. List of streets in security zone (Appendix B)
10. Example of completed opening notice (Appendix C)
11. Example of completed closing notice (Appendix D)

#### GUIDANCE NOTES AND FEES

The application procedure requires that you firstly complete an opening notice giving full details of the street in which works are to take place, including a plan of proposed works and method statements. This form can be emailed to the relevant officer and payment can be made via credit/debit card on

<https://payments.immotoweb.com/WC/NReg/QuickPay.aspx>

The price for the licenses are as follows:

**All works 11 working days duration and over £960**

**All works up to 10 working days total duration £580**

**Any extension of works £140 (per extension)**

Upon approval of the application by the City of Westminster, the license will then be dispatched to you, after which you may proceed with the works. Please note that works must not commence prior to your receiving a license and that you should therefore allow 14 days for us to process your application.

Once the works are complete and the affected area has been permanently reinstated, please notify us within 10 days, using the reinstatement notice.

In accordance with the New Roads and Streetworks Act 1991 any reinstatement you complete will be liable for inspections and accident claims for a period of two years. Anytime during this period we can inspect the site and if this site is found to be defective then you will be charged in accordance with The New Roads and Street Works Act 1991. If we notice any problems during these inspections we will notify you. If you can not rectify the problem within a given period, we will make safe and charge you.

#### CONTACT DETAILS

Please send all correspondence to:

Permit Team

Road Management

Highways and Public Realm

22nd Floor

Portland House

Bressenden Place

Victoria

London

SW1E 5RS

If required please contact the Permits Team on 020 7641 5720 or permits@westminster.gov.uk to discuss your application.

##### **RETURN THE FOLLOWING FORMS**

**CHECK LIST**

1. [ ] Plan of proposed works.
2. [ ] Proof of Liability Insurance (Minimum £5m cover).
3. [ ] Qualification details and copy of NRSWA qualifications.
4. [ ] Form of Indemnity.
5. [ ] Completed opening form.
6. [ ] The correct fee.
7. [ ] Signed Terms and Conditions.

# Indemnity for Working on the Highway

In order to commence street works on the highway in the Westminster City Council area, we require that you provide us with your indemnity. Please complete your indemnity details **(Pro forma attached)** on your Company headed paper, signed by a Director of your Company and send it to -:

Permit Team

Road Management

Highways and Public Realm

22nd Floor

Portland House

Bressenden Place

Victoria

London

SW1E 5RS

The Indemnity should last for not more than one year and we suggest that a suitable period would be from the 1st January to 31st December 2016. **In addition,** **a copy of your Company’s Public Liability Insurance Certificate should be enclosed.** Please note the minimum cover insurance required is £5,000,000 (five million pounds sterling). We must emphasise that the City Council will still require advance notice of any proposed street works on any highway in the Council’s administrative area.

***Please copy the following indemnity onto your company notepaper and replace the words indicated in bold with the appropriate details.***

# Indemnity for Working on the Highway

**PLEASE TYPE YOUR FULL COMPANY NAME** (“the Company”) hereby agree to indemnify and save harmless, Westminster City Council (“the Council”), their servants, officers and agents from and against all actions in law or in equity, damages, statutory or common law losses, costs, charges and expenses arising in any manner whatsoever:

1. in respect of personal injury or death of any person or persons and
2. in respect of damage or injury to any property whether real or personal (including property of Council) arising out of the use of the equipment whether by means of defect (latent or otherwise) in the equipment or by an act (omitted or committed) by the Company, its officers, its servants or its agents.

The above indemnity shall be enforceable against the Company in its operation (as aforesaid) of the equipment, whether such operation was a result or express authority from the Council or otherwise, unless due to any act or neglect of the Council or any person for whom the Council is responsible.

In the above indemnity, “the equipment” means any vehicle, crane, equipment, machinery, or load which is or was, at the time of any crane operation or street works on any highway in the Council’s administrative area and is the responsibility of the Company or being used by the Company, its officers or its agents, for any such works.

The above indemnity shall be in force from …………………………………….

until ………………………………….…

The Company undertakes to give the Council advance notice of any proposed street works on any highway in the Council’s administrative area.

The Company undertakes to maintain public liability insurance for at least five million pounds sterling for any one accident with a reputable insurance company and to produce a copy of the policy and evidence of payment of premium as and when requested from time to time by the City Council.

Signed………………………………………………on………………………………………

by **PLEASE TYPE FULL NAME** **PLEASE TYPE POSITION**

of **PLEASE TYPE FULL COMPANY NAME AND ADDRESS,** and sign this instrument as such, and has authority to issue the above indemnity on behalf of the Company, as he does so by this instrument.

SUPERVISOR DETAILS

It is a requirement that a supervisor with a N.R.S.W.A Street Works Qualification be available (i.e. within 30 minutes travelling distance of the site) for the duration of the works within the highway. The supervisor must provide proof of their qualification (their street works qualification card will suffice). Both sides of their card must be photocopied.

Name of Supervisor………………………………………………………………….

Telephone……………………………………………………………………………

Street works qualifications Registration Number…………………………………..

OPERATOR DETAILS

It is a requirement that at least one operator with a N.R.S.W.A Street Works Qualification be present at all times for the duration of the works within the highway. They must be qualified in the process that they are undertaking. The Operator must provide proof of their qualification (their street works qualification card will suffice). Both sides of the card must be photocopied.

Name of Operator……………………………………………………………………

Telephone……………………………………………………………………………

Street works qualifications Registration Number…………………………………..

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| **Opening Notice** | | |
| To:  Permit Team  Road Management  City Of Westminster  22nd Floor  Portland House  Bressenden Place  London  SW1E 5RS  Telephone No: 020 7641 5720  Fax No: 020 7641 3159 | Applicants name:  Applicants address:  Telephone No:  Fax No:  Email: | |
| Your Reference Number: |  | |
| Expected start date of the works: |  | |
| Expected completion of the works: |  | |
| Street name: |  | |
| House Number or property name: |  | |
| Post Code: |  | |
| Grid Reference (if known) |  | |
| Footway or carriageway: |  | |
| Description of works: | | |
| Traffic Management: | | |
| **Type of Work** | | |
| **Major** Estimated works duration is longer than 10 days. 3 month notice period is required. | |  |
| **Standard** Estimated works duration is more than 3 days but less than 10 days. 10 days notice period is required. | |  |
| **Minor** Estimated works duration is 3 days or less. 3 day notice period is required. | |  |
| **Immediate** Emergency works which may be carried out immediately following approval from Highway Authority | |  |

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| **Closing Notice** | | | | | | |
| To:  Permit Team  Road Management  City Of Westminster  22nd Floor  Portland House  Bressenden Place  London  SW1E 5RS  Telephone No: 020 7641 5720  Fax No: 020 7641 3159 | | | | Applicants name:  Applicants address:  Telephone No:  Fax No: | | |
| Your Reference Number: | | | |  | | |
| All works on this notice complete Y/N | | | |  | | |
| Street name: | | | |  | | |
| House Number or property name: | | | |  | | |
| Post Code: | | | |  | | |
| Grid Reference (if known) | | | |  | | |
| Description of works:    **Reinstatement Closing Dimensions** | | | | | | |
| **Site** | **Length** | **Width** | **C/W or F/W** | | **Interim date** | **Permanent date** |
|  |  |  |  | |  |  |

NEW ROADS AND STREET WORKS ACT 1991

TERMS AND CONDITIONS

1. That the work be carried out in compliance with NRSWA ‘Specification for the Reinstatement of Openings in Highways’ 2 Edition, June 2002.
2. That all signing and guarding of works to be in accordance with the NRSWA ‘Safety at Street Works and Road Works’ Code of Practice, February 2002. This includes the wearing of high visibility jackets at all times. Failure to comply is an offence under Section 65 of the above Act and works will be stopped.
3. That the works be guaranteed for a period of two years (three years where excavation is more than 1.5 meters deep) and will be subject to NRSWA defect procedures and fines during this guarantee period.
4. All residents and other interested parties must be informed of work proposals.
5. There must be one qualified operative on site at all times and one qualified supervisor available at all times, while the work is being carried out. Failure to comply is an offence under Section 67 of the above Act and works will be stopped.
6. Works must be completed by the agreed end date and the site made clear. A charge may be levied for any overrun, which includes any equipment, signing, guarding, materials or spoil left on site after the agreed end date. NRSWA ‘Code of Practice for the Co-ordination of Works and Works for Road Purposes’ details the fines that may be charged under NRSWA Section 74. If you are aware your works will not be completed by the agreed end date that you specified on your opening notice then please make sure you contact us to discuss an extension to your duration on site. Failure to contact us may result in Section 74 charges.
7. All works must be reinstated as soon as possible after the completion of the job.
8. A closing notice form must be completed showing the reinstatement details [location, length, width, depth] and sent to this Highway Authority within 10 days of the completion of the works. Failure to send this form may hinder further Section 50 Licence applications that you make to this Highway Authority. Not supplying us with a closing notice is a criminal offence under the NRSWA Act 1991 and may lead to prosecution by the City Council.
9. If connections are to be made to existing apparatus then approval must be sought from the appropriate authority.
10. Traffic management must be agreed prior to the issue of the Licence. Please contact the Westminster TMA Team on 020 7641 5720 or [permits@westminster.gov.uk](mailto:permits@westminster.gov.uk)
11. If your site is on a bus route Transport for London Buses must be contacted on 020 7027 2872. For information on bus routes please see <http://www.tfl.gov.uk/gettingaround/maps/buses/pdf/central-london-bus-map.pdf>
12. If parking suspensions are required then these must be organised with our Suspensions Department on 020 7641 6850. Please note it takes a minimum of 10 days to suspend a parking meter or parking. Please call Parking and release any bays or meters if you finish your works early. The suspension charge is dependant on the number of bays suspended and the period of suspension.
13. Please see enclosed list of streets within the Government Security Zone (Appendix B). You must contact The Met Police if your site is in this zone. Email: [Brian.McDonnell@met.police.uk](mailto:Brian.McDonnell@met.police.uk)
14. Please find enclosed plant enquiry list (Appendix A). It is the licensee’s responsibility to contact all other public undertakers, whose plant may be affected by your works, informing them of the proposed works and to obtain the location of their existing underground equipment etc.

Signed………………………………………………………….Dated…………………

Print Name:

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| **Appendix A** |  |  |  |  |  |
| **Public Utility** | **Address** | **Contact Name** | **Tel. No.** | **Fax No.** | **Email** |
| Transport for London (formerly TCSU) | Statutory Functions Team | Natasha Richards  Mark Dawson | 020 7126 1024 | 020 7126 1134 | [plantenquiries@tfl.gov.uk](mailto:plantenquiries@tfl.gov.uk) |
| UK Power Networks Plan Provision & Cable Watch (formerly EDF/24 Seven, London Electricity) |  |  | 0800 056 5866 |  | [plans@ukpowernetworks.co.uk](mailto:plans@ukpowernetworks.co.uk) |
| **Thames Water Utilities** | **Thames Water Property Searches**  Clearwater Court, Vastern Road,  Reading, Berkshire,  RG1 8DB |  | 0845 070 9145 |  | [Searches@thameswater.co.uk](mailto:Drainageservices@thameswater.co.uk) |
| National Grid Gas (formerly Transco) | **National Grid, Plant Protection Team** National Grid, Bloc 1, Floor 2, Brick Kiln Street, Hinckley, LE10 0NA |  | 0800 688588 |  | plantprotection@nationalgrid.com |
| **BT Openreach**  (formerly British Telecom) | Notit | National Notice Handling Centre | 0800 917 3993 | 01332 578 650 | nnhc@openreach.co.ukwww.dialbeforeyoudig.com |
| Virgin Media(formerly NTL:Telewest, Viatel) | **National Plant Enquiries Team**  Virgin Media Communications House, Scimitar Park, Courtauld Road, Basildon, Essex, SS13 1ND |  |  |  | [plant.enquiries.team@virginmedia.co.uk](mailto:plant.enquiries.team@virginmedia.co.uk) |

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| C.O.L.T. Ltd | **COLT Plant Protection Centre**  C/o McNicholas Construction (COLT Managing Agents)  Lismirrane Industrial Park, Elstree Road, Elstree, Herts, WD6 3EA |  | 020 8236 6612 | 020 8236 6600 | [plantenquiries@mcnicholas.co.uk](mailto:plantenquiries@mcnicholas.co.uk) |
| **Vodafone**  (formerly Cable & Wireless, Mercury, Energis)  Including Thus plc. (formerly Scottish Telecoms), Your Comms (formerly Norweb Telecoms) | Plant Enquiries Team  Plant Enquiries Team, Atkins Global, PO Box 290, 500 Aztec West, Almondsbury, Bristol, BS32 4RZ |  | 01454 662881 | 01454 663330 | [osm.enquiries@atkinsglobal.com](mailto:osm.enquiries@atkinsglobal.com) |
| **Level 3**  (Fibrespan, GEO, Global Crossing, Fibernet, Tanet, Racal, PEC, Frontier, British Rail Telecom |  |  |  |  | [Plantenquiries@instalcom.co.uk](mailto:Plantenquiries@instalcom.co.uk)  [richard.underwood@instalcom.co.uk](mailto:richard.underwood@instalcom.co.uk)  [Gavin.Johnston@instalcom.co.uk](mailto:Gavin.Johnston@instalcom.co.uk)  [Jj.VanGraan@Level3.com](mailto:Jj.VanGraan@Level3.com) |
| **BSKYB Telecommunications** (formerly EasyNet) |  | 0207 032 3234 |  |  | [nrswa@bskyb.com](mailto:nrswa@bskyb.com) |
| Verizon (formerly Worldcom/MKI) |  |  |  |  | osp-team@uk.verizonbusiness.com |
| IPM Communication | Infolines Public Networks |  | 020 7277 9947  020 7277 9287 | 020 7277 9397 |  |
| **Spectrum Interactive (New World Payphones)** |  |  |  |  | enquiries@arqiva.com |
| Adshel (Bus Shelters) |  |  |  |  | darrylblackwell@moregroup.com |
| **Abovenet** | c/o JSM construction |  | 01992 788019 |  | [plantenquiries@jsmconstruction.com](mailto:plantenquiries@jsmconstruction.com) |
| **London Underground** | Infrastructure Protection  Box 1/16, 1st Floor  30 The South Collonade  Canary Wharf, London  E14 5EU |  |  |  | lulcedip@tube.tfl.gov.uk |
| **Interoute** (formerly ebone comm. network | T. E .Beach (Contractors) Ltd  Beach House  165 – 173 Hawley Road  Dartford, Kent  DA1 1PB | Andrew Maggs | 020 7025 9172 |  | Andrew.Maggs@interoute.com |
| **EU Networks** |  |  |  |  | [plantenquiries@psgservices.co.uk](mailto:plantenquiries@psgservices.co.uk) |

## **Appendix B – Government Security Zone**

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| CHRISTCHURCH PASSAGE  CANON ROW PRIVATE SECTION  DERBY GATE PRIVATE SECTION  VANDON STREET  ARTILLERY ROW  ABBEY ORCHARD STREET  ABINGDON STREET  AMBASSADORS COURT  TOTHILL STREET  TUFTON STREET  THORNEY STREET  SCOTLAND PLACE  ST ERMIN'S HILL  SPENSER STREET  SEAFORTH PLACE  STOREY'S GATE  STRUTTON GROUND  ST MARGARET STREET  ST JAMES'S COURT  RICHMOND TERRACE  QUEEN ANNE'S GATE  POETS' CORNER  PETTY FRANCE  PALMER STREET  COCKPIT STEPS  WILFRED STREET  WHITEHALL PLACE  WHITEHALL GARDENS  WHITEHALL COURT  LITTLE DEAN'S YARD  WHITEHALL  DEAN STANLEY STREET  DEAN FARRAR STREET  DERBY GATE  CRAIG'S COURT  CARTERET STREET  CANON ROW  CAXTON STREET | LITTLE CLOISTERS  VANDON PASSAGE  VICTORIA EMBANKMENT  WESTMINSTER BRIDGE ROAD  SPRING GARDENS  QUEEN'S SQUARE MEWS  HORSE GUARDS PARADE  CAXTON HOUSE ACCESS ROAD  PRINCES MEWS ST JAMES'S  NEW PALACE YARD  SPEAKER'S COURT  DEAN'S YARD  THE SANCTUARY  GREAT CLOISTERS  SPRING GARDENS PRIVATE SECTION  PAGE STREET  PARLIAMENT SQUARE  PARLIAMENT STREET  OLD QUEEN STREET  MATTHEW PARKER STREET  MILLBANK  LEWISHAM STREET  LITTLE SMITH STREET  LITTLE SANCTUARY  LITTLE COLLEGE STREET  LITTLE GEORGE STREET  LAMBETH BRIDGE  KING CHARLES STREET  HORSE GUARDS AVENUE  HORSEFERRY ROAD  GREAT SCOTLAND YARD  GREAT GEORGE STREET  GREAT SMITH STREET  GREAT PETER STREET  GREAT COLLEGE STREET  GREAT SCOTLAND YARD ACCESS ROAD NO1  DACRE STREET | DARTMOUTH STREET  CASTLE LANE  COWLEY STREET  BARTON STREET  BROAD SANCTUARY  BUCKINGHAM GATE  TREASURY PASSAGE  OLD PALACE YARD  DOWNING STREET  BUTLER PLACE  BRIDGE STREET  BROADWAY  BREWER'S GREEN  VICTORIA STREET |

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| **Appendix C - Example of Opening Notice** | | |
| To:  City Of Westminster  TMA Team  2nd Floor East, City Hall  64 Victoria Street  London  SW1E 6QP  Telephone No: 020 7641 5720  Fax No: 020 7641 3159 | Applicants name:  **Dave Smith**  Applicants address:  **Drainage services**  **272 Regent Street**  **London**  **W1B 3AL**  Telephone No: **0207 875 3975**  Fax No **0207 875 3976** | |
| Your Reference Number: | **010407/DRAIN/WARDOUR** | |
| Expected start date of the works: | **01/04/07** | |
| Expected completion of the works: | **04/04/07** | |
| Street name: | **Wardour Street** | |
| House Number or property name: | **Outside 109** | |
| Post Code: | **W1F OUN** | |
| Grid Reference (if known) | **529325, 123094** | |
| Footway or carriageway: | footway | |
| Description of works: **Excavation in footway <1.5m deep to locate and repair broken water service.** | | |
| **Type of Works** | | |
| **Major** Estimated works duration is longer than 10 days. 3 month notice period is required. | |  |
| **Standard** Estimated works duration is more than 3 days but less than 10 days. 10 days notice period is required. | |  |
| **Minor** Estimated works duration is 3 days or less. 3 day notice period is required. | |  |
| **Immediate** Emergency works which may be carried out immediately following approval from Highway Authority | |  |

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| **Appendix D - Example of Closing Notice** | | | | | | |
| To:  City Of Westminster  TMA Team  2nd Floor East, City Hall  64 Victoria Street  London  SW1E 6QP  Telephone No: 020 7641 5720  Fax No: 020 7641 3159 | | | | Applicant name:  **Dave Smith**  Applicants address:  **Drainage services**  **272 Regent Street**  **London**  **W1B 3AL**  Telephone No: **0207 875 3975**  Fax No **0207 875 3976** | | |
| Your Reference Number: | | | | **010407/DRAIN/WARDOUR** | | |
| All works on this notice complete Y/N | | | | **yes** | | |
| Street name: | | | | **Wardour Street** | | |
| House Number or property name: | | | | **Outside 109** | | |
| Post Code: | | | | **W1F OUN** | | |
| Grid Reference (if known) | | | | **529325, 123094** | | |
| Description of works:  **Works commenced on the 01/04/07. Excavation took place outside 109 Wardour Street where we located a leaking water stopcock and was repaired straight away.**  **Mastic footway was excavated and reinstated back into mastic as per dimensions below.**  **Reinstatement was made permanent first time on the 04/04/07.**  **Reinstatement Closing Dimensions** | | | | | | |
| **Site** | **Length** | **Width** | **C/W or F/W** | | **Interim date** | **Permanent date** |
| **1** | **1.2** | **1.2** | **footway** | | **n/a** | **04/04/07** |