

HARTLEPOOL BOROUGH COUNCIL



STREET WORKS LICENCE PROCEDURE SECTION 50

NEW ROADS AND STREET WORKS ACT 1991

This procedure contains the following:-

Part 1	Notes for Guidance for Applicants	(Form SWL1)
Part 2	Street Works Licence Application/Conditions/Authorisation	(Form SWL2)
Part 3	Consent to Work on Existing Apparatus	(Form SWL3)
Part 4	Statutory Undertakers Declaration/Requirements	(Form SWL4)
Part 5	Controlled Waste Transfer Note	(Form SWL5)
Part 6	Registration of Reinstatements	(Form SWL6)

**HARTLEPOOL BOROUGH COUNCIL
NEW ROADS AND STREET WORKS ACT 1991
SECTION 50 - STREET WORKS LICENCE**

PART 1 NOTES FOR GUIDANCE FOR APPLICANTS

1. The person granted a Street Works Licence becomes an Undertaker for the purposes of the New Roads and Street Works Act 1991, and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice. (N.B. Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf. Contractors without appropriate knowledge and accreditation will not be permitted to work in the highway).
2. Financial penalties may arise to 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 requirement to obtain a Street Works Licence applies to any person or organisation (other than anyone acting under a statutory right) 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.
4. The term apparatus includes drains, cables, ducts, sewer pipes, water and gas pipes etc. both under, over, across, along or upon the Highway.
5. A Street Works Licence to place apparatus or consent to work on existing apparatus in the Highway will only be granted to the owner(s) of apparatus or their Successor in Title. Owners should note their Statutory duty to secure that the apparatus is properly maintained at all times.
6. In order for the Street Authority to comply with its Statutory duty, all applications must be submitted at least **ONE MONTH** in advance of commencement of the proposed works. A shorter period may be agreed by the Street Authority in conjunction with the other Undertakers likely to be affected. The application form must be signed by the owner of the existing or proposed apparatus.
7. Applicants should note that:-
Special conditions may be imposed by the Street Authority:-
a.) In the interests of safety
b.) To minimise the inconvenience to persons using the Street, having regard to people with a disability in particular.
c.) For Traffic Sensitive Streets, Streets with Special Engineering Difficulties and Protected Streets, and to protect the structure of the street and the integrity of the apparatus in it.

N.B. The applicant must strictly adhere to these conditions.

8. The Duty of Care: Controlled Waste Transfer Note must be completed where any waste from the excavation has to be disposed of. A copy of the completed form must be retained by the Licence Holder with a copy given to the person accepting the waste.
9. The licensee must give **SEVEN DAYS advance confirmation (via telephone or email) of the intended starting date** to the Street Authority.
10. The Licensee must permit the Street Authority to monitor his or his contractors performance throughout all stages of street works. These are:-
a.) signing, guarding and excavation
b.) signing, guarding and reinstatement
c.) immediately after permanent reinstatement
d.) between 6 and 9 months after permanent reinstatement and,
e.) during the one month preceding the end of the guarantee period (This period will begin from the date the Street Authority is notified of the permanent reinstatement and will be for 2 years for excavations up to 1.5m deep and 3 years for deeper).
11. The Licensee must inform the Street Authority of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent. If an interim reinstatement is carried out this must be made permanent within 6 months.
12. The Licensee must complete and submit **Form SWL6 (Registration form)** to the Street Authority within 7 days of completion of the works and clearing the site.

13. Where the apparatus in respect of which an application for a Street Works Licence is made to the Street Authority is to be placed or retained on a line crossing the street and not along the line of the street, a person aggrieved by:-
- a.) The refusal of the Authority to grant him a licence.
 - b.) Their refusal to grant a licence except on terms prohibiting its assignment or
 - c.) Any terms or conditions of the licence granted to him, may appeal to the Secretary of State.
14. When submitting **Form SWL6**, the licensee must provide detailed drawings to scale 1/1250 showing the actual depth of the apparatus and its location, reinstatement location and dimensions, measured against fixed objects/structures.
15. Prior to issue of the licence, **Form SWL4** must be circulated to all Statutory Undertakers to identify whether their apparatus will be affected by the proposed works. This circulation will be undertaken by the Licensee.

16. NEW APPARATUS

Form SWL2 must be completed by the applicant for authorisation to place and retain apparatus in the highway, and this must be submitted to the Street Authority with:-

- a.) **12 copies of a plan at scale 1/1250** or greater of the proposed location and depth of the relevant apparatus, marked by a broken red line.
- b.) Proof of Public Liability Insurance. This must indemnify the Street Authority against any claim in respect of injury, damage or loss arising from the works and provide a minimum £2,000,000 cover, and be maintained from commencement of the works on the highway up to completion and acceptance by the Street Authority of the permanent reinstatement. Ongoing indemnity must be provided for the Street Authority by the Licensee against any claim in respect of injury, damage or loss arising out of the presence in the street of apparatus to which the licence relates, or the execution of any works authorised by the licence.
- c.) **Payment in advance of:-**
 - i.) **£90 Administration Fee (non returnable)**
 - ii.) **£200 Capitalised Fee in lieu of annual charge**
 - iii.) **£75.00 Inspection Fee for each 200m length of opening or part thereof.**
- d.) Completed Declaration **Form SWL4** in advance (Statutory Undertakers Declaration/Responses).

17. EXISTING APPARATUS

Form SWL3 must be completed by the applicant for consent to work on existing apparatus in the highway, and this must be submitted to the Street Authority with:-

- a.) Proof of Public Liability Insurance. This must indemnify the Street Authority against any claim in respect of injury, damage or loss arising from the works and provide a minimum £5,000,000 cover, and be maintained from commencement of the works on the highway up to completion and acceptance by the Street Authority of the permanent reinstatement. Ongoing indemnity must be provided for the Street Authority by the Licensee against any claim in respect of injury, damage or loss arising out of the presence in the street of apparatus to which the licence relates, or the execution of any works authorised by the licence.
- b.) Payment in advance of:-
 - i.) **£45 Administration Fee (non returnable)**
 - ii.) **75.00 Inspection Fee for each 200m length of opening or part thereof.**
- c.) Completed Declaration **Form SWL4** in advance (Statutory Undertakers Declaration/Responses) Requirements.)

18. DEFECTS

In the event of a defective reinstatement, an additional fee of £74.00 (VAT Exempt) for each 200m length will be charged in respect of additional inspections to correct that defect.

HARTLEPOOL BOROUGH COUNCIL

Street Works Licence Application for Placing **NEW** Apparatus in the Highway,
Section 50, New Roads and Street Works Act 1991

(NB Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete this application and to conduct the works on their behalf).

Non-compliance with any requirement of the New Roads and Street Works Act 1991 may result in severe financial penalties.

SECTION 1 OWNER OF APPARATUS		
Surname:	Forename(s):	Reference Number (mandatory):
Or Full Registered Name of Company:		
Address:		
Postcode:	Tel..Work:	Tel. Home:

SECTION 2 PRECISE LOCATION OF PROPOSED WORK											
(Tick boxes where necessary) (Detailed plan to be submitted with form)											
Property Reference:	Road/Street:										
District:	Town/Village:										
Postcode:	National Grid Reference (12 figure):										
Category of Works:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Emergency <input type="checkbox"/></td> <td style="width: 33%;">Special Urgent <input type="checkbox"/></td> <td style="width: 33%;">Urgent <input type="checkbox"/></td> </tr> <tr> <td>Major Project <input type="checkbox"/></td> <td>Minor with excavation <input type="checkbox"/></td> <td>Minor without excavation <input type="checkbox"/></td> </tr> <tr> <td>Standard <input type="checkbox"/></td> <td></td> <td></td> </tr> </table>		Emergency <input type="checkbox"/>	Special Urgent <input type="checkbox"/>	Urgent <input type="checkbox"/>	Major Project <input type="checkbox"/>	Minor with excavation <input type="checkbox"/>	Minor without excavation <input type="checkbox"/>	Standard <input type="checkbox"/>		
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Major Project <input type="checkbox"/>	Minor with excavation <input type="checkbox"/>	Minor without excavation <input type="checkbox"/>									
Standard <input type="checkbox"/>											
Type of works(e.g. duct, pipe, cable): _____											
Estimated length of works (m)	Average depth of Excavation:	Up to 1.5m <input type="checkbox"/> Over 1.5m <input type="checkbox"/> None <input type="checkbox"/>									
Proposed start date: _____	Estimated duration of works	_____Hours _____Days _____Months									
Planned finish date: _____											
Hours of Working:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Daylight <input type="checkbox"/></td> <td style="width: 33%;">24 Hours <input type="checkbox"/></td> <td style="width: 33%;">Night time <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>AM only <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>PM only <input type="checkbox"/></td> </tr> </table>		Daylight <input type="checkbox"/>	24 Hours <input type="checkbox"/>	Night time <input type="checkbox"/>			AM only <input type="checkbox"/>			PM only <input type="checkbox"/>
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Work lies within:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Verge <input type="checkbox"/></td> <td style="width: 33%;">Footway <input type="checkbox"/></td> <td style="width: 33%;">Carriageway <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>All <input type="checkbox"/></td> </tr> </table>		Verge <input type="checkbox"/>	Footway <input type="checkbox"/>	Carriageway <input type="checkbox"/>			All <input type="checkbox"/>			
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		All <input type="checkbox"/>									
Proposed Traffic Control:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Stop/Go boards <input type="checkbox"/></td> <td style="width: 33%;">Temp. Traffic Signals <input type="checkbox"/></td> <td style="width: 33%;">Road Closure <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>Priority Flow <input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>None <input type="checkbox"/></td> </tr> </table>		Stop/Go boards <input type="checkbox"/>	Temp. Traffic Signals <input type="checkbox"/>	Road Closure <input type="checkbox"/>			Priority Flow <input type="checkbox"/>			None <input type="checkbox"/>
Stop/Go boards <input type="checkbox"/>	Temp. Traffic Signals <input type="checkbox"/>	Road Closure <input type="checkbox"/>									
		Priority Flow <input type="checkbox"/>									
		None <input type="checkbox"/>									

SECTION 3 DETAILS OF PERSON/COMPANY CONDUCTING THE WORKS	
Name:	
Address:	
	Tel. No:

SECTION 4 INSURANCE	
Public Liability Insurance of a minimum of £5 million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form)	
Company Name:	Address:
Tel No:	Policy No: Expires (date):

SECTION 5 DECLARATION BY OWNER OF APPARATUS:
<p>I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads & Street Woks Act 1991, and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant licence.</p> <p>I also acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by the Street Authority, including any defect inspection fees and the cost of any necessary remedial works conducted by the Street Authority during the guarantee period, along with the required administration/capitalised annual charge fees.</p> <p>I also acknowledge that the licence is granted on the condition that I will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:- a.) The placing of presence in the street of apparatus to which the licence relates, or b.) The execution by any person of any works authorised by the licence.</p> <p>I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL 1)</p> <p>Signed: _____ Date: _____</p> <p>In the capacity of : _____</p>

CONTINUED OVER ...

Section 6 - Conditions

1. The Street Authority for the Highway mentioned in Section Two of **Form SWL2** (hereinafter called "the Highway") hereby grant to the party named in Section One of **Form SWL2** (hereinafter called "the Licensee") with the intent that the same shall benefit and run with the property described in Section Two of **Form SWL2** hereto 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 the Section Two of **Form SWL2** hereto and to maintain repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon 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.
2. This licence is granted to the owner of apparatus and his Successors in Title and where he proposes to part with his interest in the apparatus, he shall before doing so give at least 6 weeks written notice to the Street Authority of the intention to abandon the apparatus or transfer the licence stating to whom the benefit of the licence is to be transferred, and also give written Notice to the Street Authority of the date of transfer.
3. 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.) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of -
 - 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 licence;and former licensee shall indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by the Authority or the licensee of any works under Paragraph 7.
 - c.) Give at least 6 weeks written Notice to the Street Authority of his intention to cease using or abandon the apparatus.
4. The Licensee shall pay the Street Authority in connection with the grant of the licence:-
- a.) The sum of **£90** in respect of administration expenses (non returnable)
 - b.) The sum of **£200** which the Street Authority will accept as a capitalised payment in lieu of the annual fee for administering the licence recoverable under Schedule 3 Section 2b of the New Roads and Streets Works Act 1991.
 - c.) The sum of **£75.00** for the chargeable inspection fees, per unit of inspection.
 - d.) Works in excess of 200 metres length will be subject to additional Inspection Fees of **£ 75.00** per 200 metres or part thereof.
5. Any licence issued under this procedure by the Street Authority must not be constructed as conferring any right for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus.
6. The licence hereby granted shall remain in force until withdrawn by the Street Authority under Schedule 3 of the New Roads and Street Works Act 1991 or surrendered to the Street Authority by the Licensee.

The Licence

7. The Street Authority may determine this licence at any time:-
- a.) on the expiration of such period as may be specified in the Notice being a period of not less than seven working days beginning with the date of service of the Notice on the Licensee if any condition of this licence is contravened by the Licensee or if the Street Authority becomes aware of the fact that the Licensee intends to cease using or has abandoned the apparatus or intends to do so, or
 - b.) the Licensee has parted with or intends to part with his interest in the apparatus in a case where assignment of the licence is prohibited, or
 - c.) the Street Authority considers the withdrawal of the licence is necessary of the purpose of the exercise of their function as Street Authority.
- NB: Under sub paragraph (c) not less than 3 months notice will be given by the Street Authority
8. Where a licence expires or is withdrawn or surrendered the Street Authority:-
- a.) may remove the apparatus to which the licence relates or alter it in such manner as they think fit and reinstate, the street and may recover from the former Licensee the expenses incurred by them in doing so.
 - b.) if satisfied that the former Licensee can, within such reasonable time as they may specify, remove the apparatus or alter it in such a manner as they may require and reinstate the street, they may authorise him to do so at his own expense. A further licence will be required for such works.
9. The Licence does not confer any right on the Licensee, as against the owners of land on which the highway is situated, to use the land. The Licensee must make his own arrangements with such owners in cases where their consent is needed.
10. In this Licence the terms:-
- "Licence" shall include the Successor in Title - Personal Representative - Receiver - Liquidator of Trustee of the Licensee.
 - "Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the Section 2 of **Form SWL2** hereto.

Section 7 Authorisation

Additional Conditions

Signed Date
On behalf of Street Authority

IMPORTANT

All communications relating to this Licence should be addressed to :-

HARTLEPOOL BOROUGH COUNCIL

Street Works Licence Application for Conducting Work on **EXISTING** Apparatus in the Highway,
Section 50, New Roads and Street Works Act 1991

(NB Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete this application and to conduct the works on their behalf).

Non-compliance with any requirement of the New Roads and Street Works Act 1991 may result in severe financial penalties.

SECTION 1 OWNER OF APPARATUS			
Surname:		Forename(s):	
Or Full Registered Name of Company:			
Address:			
Postcode:	Tel..Work:	Tel. Home:	

SECTION 2 PRECISE LOCATION OF PROPOSED WORK				(Tick boxes where necessary) (Detailed plan to be submitted with form)			
Property Reference:		Road/Street:					
District:		Town/Village:					
Postcode:		National Grid Reference (12 figure):					
Category of Works:	Emergency <input type="checkbox"/>	Special Urgent <input type="checkbox"/>	Urgent <input type="checkbox"/>				
	Major Project <input type="checkbox"/>	Minor with excavation <input type="checkbox"/>	Minor without excavation <input type="checkbox"/>				
	No excavation <input type="checkbox"/>						
Type of works(e.g. duct, pipe, cable): _____							
Estimated length of works (m)	Average depth of Excavation:	Up to 1.5m <input type="checkbox"/>	Over 1.5m <input type="checkbox"/>	None <input type="checkbox"/>			
Proposed start date: _____	Estimated duration of works	____Hours	____Days	____Months			
Planned finish date: _____							
Hours of Working:	Daylight <input type="checkbox"/>	24 Hours <input type="checkbox"/>	Night time <input type="checkbox"/>	AM only <input type="checkbox"/>	PM only <input type="checkbox"/>		
Work lies within:	Verge <input type="checkbox"/>	Footway <input type="checkbox"/>	Carriageway <input type="checkbox"/>	All <input type="checkbox"/>			
Proposed Traffic Control:	Stop/Go boards <input type="checkbox"/>	Temp. Traffic Signals <input type="checkbox"/>	Road Closure <input type="checkbox"/>	Priority Flow <input type="checkbox"/>	None <input type="checkbox"/>		

SECTION 3 DETAILS OF PERSON/COMPANY CONDUCTING THE WORKS	
Name:	
Address:	Tel. No:

SECTION 4 INSURANCE	
Public Liability Insurance of a minimum of £2 million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form)	
Company Name:	Address:
Tel No:	Policy No: Expires (date):

SECTION 5 DECLARATION BY OWNER OF APPARATUS:
<p>I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads & Street Woks Act 1991, and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant licence.</p> <p>I also acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by the Street Authority, including any defect inspection fees and the cost of any necessary remedial works conducted by the Street Authority during the guarantee period, along with the required administration/capitalised annual charge fees.</p> <p>I also acknowledge that the licence is granted on the condition that I will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:</p> <p style="margin-left: 20px;">a.) The placing of presence in the street of apparatus to which the licence relates, or</p> <p style="margin-left: 20px;">b.) The execution by any person of any works authorised by the licence.</p> <p>I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL 1)</p> <p>Signed: _____ Date: _____</p> <p>In the capacity of : _____</p>

CONTINUED OVER ...

Section 6 Consent to work on existing apparatus

1. The Street Authority for the Highway mentioned in Section Two of Form SWL3 (hereinafter called "the Highway") hereby grant to the party named in Section One of Form SWL3 (hereinafter called "the Licensee") with the intent that the same shall benefit and run with the property described in Section Two of Form SWL3 hereto 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 the Section Two of Form SWL3 hereto and to maintain repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon 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.
2. This licence is granted to the owner of apparatus and his Successors in Title and where he proposes to part with his interest in the apparatus, he shall before doing so give at least 6 weeks written notice to the Street Authority of the intention to abandon the apparatus or transfer the licence stating to whom the benefit of the licence is to be transferred, and also give written Notice to the Street Authority of the date of transfer.
3. 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.) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of -
 - 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 licence;and former licensee shall indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by the Authority or the licensee of any works under Paragraph 7.
 - c.) Give at least 6 weeks written Notice to the Street Authority of his intention to cease using or abandon the apparatus.
4. The Licensee shall pay the Street Authority in connection with the grant of the licence:-
 - a.) The sum of **£90** in respect of administration expenses (non returnable)
 - b.) The sum of **£85.19** for the chargeable inspection fees, per unit of inspection.
 - c.) Works in excess of 200 metres length will be subject to additional Inspection Fees of **£ 85.19** per 200 metres or part thereof.
5. Any licence issued under this procedure by the Street Authority must not be constructed as conferring any right for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus.
6. The licence hereby granted shall remain in force until withdrawn by the Street Authority under Schedule 3 of the New Roads and Street Works Act 1991 or surrendered to the Street Authority by the Licensee.

The Licence

7. The Street Authority may determine this licence at any time:-
 - a.) on the expiration of such period as may be specified in the Notice being a period of not less than seven working days beginning with the date of service of the Notice on the Licensee if any condition of this licence is contravened by the Licensee or if the Street Authority becomes aware of the fact that the Licensee intends to cease using or has abandoned the apparatus or intends to do so, or
 - b.) the Licensee has parted with or intends to part with his interest in the apparatus in a case where assignment of the licence is prohibited, or
 - c.) the Street Authority considers the withdrawal of the licence is necessary of the purpose of the exercise of their function as Street Authority.NB: Under sub paragraph (c) not less than **3 months notice** will be given by the Street Authority
8. Where a licence expires or is withdrawn or surrendered the Street Authority:-
 - a.) may remove the apparatus to which the licence relates or alter it in such manner as they think fit and reinstate, the street and may recover from the former Licensee the expenses incurred by them in doing so.
 - b.) if satisfied that the former Licensee can, within such reasonable time as they may specify, remove the apparatus or alter it in such a manner as they may require and reinstate the street, they may authorise him to do so at his own expense. A further licence will be required for such works.
9. The Licence does not confer any right on the Licensee, as against the owners of land on which the highway is situated, to use the land. The Licensee must make his own arrangements with such owners in cases where their consent is needed.
10. In this Licence the terms:-

"Licence" shall include the Successor in Title - Personal Representative - Receiver - Liquidator of Trustee of the Licensee.

"Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the Section 2 of Form SWL3 hereto.

Additional Conditions

Signed Date

On behalf of Street Authority

IMPORTANT

All communications relating to this Licence should be addressed to :-

F.A.O. Ralph Young / Peter Nixon
Hartlepool Borough Council
Level 4 Civic Centre
Victoria Road
Hartlepool
TS24 8AY

Ralph.young@hartlepool.gov.uk / peter.nixon@hartlepool.gov.uk

NEW ROADS AND STREET WORKS ACT 1991

SECTION 50 - STREET WORKS LICENCE

I have applied to Hartlepool Borough Council for a Street Works Licence to place/maintain apparatus at

Address

.....

.....

.....

Location (e.g. carriageway, footway or verge)
and would ask you to indicate below whether you have any apparatus at the location in question which may be affected by these works. Plan attached.

Signed Date

Address (if different from above).....

.....

.....

.....

STATUTORY UNDERTAKER'S RESPONSE

Statutory Undertaker:

Apparatus Affected

Special Requirements

Company Stamp

Date

ADDRESSES OF STATUTORY UNDERTAKERS

ADDRESSES FOR USE WITH FORM SWL4 (OVERLEAF)

You must send a completed SWL4 form to the following bodies, and be in receipt of their reply before a licence application will be processed.

Northern Electric Plc.

Records Information Centre
FAO Ian Foster
Durham Training Centre
Kepier Farm
Durham City
DH1 1LB

National Grid Company

North East Area
Estates & Wayleave Department
Calder House
Healey Road
Ossett
West Yorkshire
WF5 8LN

British Gas Transco

FAO J Goss
Assets
1st Floor
1 Emperor Way
Doxford Business Park
Sunderland
SR3 3XR

Hartlepool's Water Company

FAO Chris Wingrove
3 Lancaster Road
Hartlepool
TS24 8LW

British Telecommunications Plc.

Stoke on Trent
National Incoming Notices
PP404B
Telecom House
Trinity Street
ST1 5ND

Northumbrian Water Authority

FAO Eric Styan
Abbey Road
Pity Me
Durham
DH1 5FJ

NTL (Planning Dept).

Roberts House
De Havilland Avenue
Preston Farm Business Park
Stockton on Tees
TS18 3TH

Mercury Communications Ltd

Utility Services Department
Mercury House
Waterside Park
Longshot Lane
Bracknell
Berkshire
RG12 1XL

IPM Communications

7/10 Chandos Street
London
W1N 9DE

Energis Communications Ltd.

Energis Street Works Office
Wealdon house
Lewes Road
East Grinstead
West Sussex
RH19 3TT

HARTLEPOOL BOROUGH COUNCIL
DUTY OF CARE: CONTROLLED WASTE TRANSFER NOTE

SECTION A - DESCRIPTION OF WASTE

1. Please describe the waste being transferred:

2. How is the waste contained:

Loose ☐ Sacks ☐ Skip ☐ Drum ☐Other (please describe) ☐ _____

3. What is the quantity of waste (number of sacks, weight etc.):

SECTION B - CURRENT HOLDER OF WASTE

1. Full Name (BLOCK CAPITALS)

2. Name and Address of Company:

3. Which of the following are you? (please tick one or more boxes ☒)

Producer of the waste	<input type="checkbox"/>	Holder of waste disposal or waste management licence	<input type="checkbox"/> ⇔	Licence number: Issued by:
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Importer of the waste	<input type="checkbox"/>	Exempt from requirement to have a waste disposal or waste management licence	<input type="checkbox"/> ⇔	Give reason:
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Waste Collection Authority	<input type="checkbox"/>	Registered Waste Carrier	<input type="checkbox"/> ⇔	Reg Number: Issued By:
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Waste Disposal Authority	<input type="checkbox"/>	Exempt from requirement to Register	<input type="checkbox"/> ⇔	Give Reason:
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SECTION C - PERSON COLLECTING THE WASTE

1. Full Name (BLOCK CAPITALS)

2. Name and Address of Company:

3. Which of the following are you? (please tick one or more boxes ☒)

Waste Collection Authority	<input type="checkbox"/>	Holder of waste disposal or waste management licence	<input type="checkbox"/> ⇔	Licence number: Issued by:
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Exporter	<input type="checkbox"/>	Exempt from requirement to have a waste disposal or waste management licence	<input type="checkbox"/> ⇔	Give reason:
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Registered Waste Carrier	<input type="checkbox"/> ⇔	Reg Number: Issued By:
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Exempt from requirement to Register	<input type="checkbox"/> ⇔	Give Reason:
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SECTION D

1. Address of place of transfer/collection point:

2. Date of transfer:

3. Time(s) of transfer (for multiple consignments give 'between' dates):

4. Name and Address of broker who arranged this waste transfer (if applicable)

5. Signed

Signed

Full Name
(BLOCK CAPITALS)
Representing

Full Name
(BLOCK CAPITALS)
Representing

[illegible]