



# **MINOR WORKS APPLICATION FORM**

**SECTION 171 OF THE HIGHWAYS ACT 1980  
&  
LONDON PERMIT SCHEME**

**GRANTED TO PERMIT SMALL WORKS REQUIRING AN EXCAVATION IN A  
PUBLIC HIGHWAY**

**NOTE:**

**1. ANY WORKS UNDERTAKEN ON THE PUBLIC HIGHWAY MUST BE CARRIED  
OUT BY NEW ROADS AND STREET WORKS ACT 1991 (NRSWA) ACCREDITED  
OPERATIVES AND SUPERVISED BY A NRSWA ACCREDITED SUPERVISOR**

**2. NOTICE PROCEDURES MUST BE STRICTLY ADHERED TO. SECTION 74 OF THE  
NEW ROADS AND STREET WORKS ACT 1991 APPLIES IN THE LONDON  
BOROUGH OF SOUTHWARK**

**NOTES OF GUIDANCE FOR PERSONS WISHING TO CARRY OUT  
STREET WORKS**

**Highways Act 1980 - Section 171**

Any person, other than a Statutory Undertaker, wishing to carry out investigatory works which includes the breaking open, boring or tunneling under any street maintained at public expense, **must** seek consent from the Highway Authority responsible for that street.

This Licence only allows the holder of the Licence to carry out such works as set out in the Description of Works within the application. Any additional works **must** be agreed by the Highway Authority prior to their commencement.

The conditions of the Licence **must** be adhered to for the duration of the Licence. All works will be undertaken.

**CONDITIONS**

- All works **must** be undertaken in accordance with the New Roads and Street Works Act 1991 (NRSWA) and the London Permit Scheme (LoPS).
- All works **must** be undertaken be carried out by an operative qualified under the NRSWA and MUST have the accreditations for specific tasks being undertaken including reinstatement.
- The Licence holder **will** remain responsible for every aspect of the works, and **must** notify the London Borough of Southwark as to when the work will start and finish in accordance with the procedures laid down by the NRSWA Codes of Practice.
- Within a S.171 Licence, works may be undertaken on multiple streets or straddle two streets. While only one licence fee will be charged, individual permits will be required for each street and therefore, additional permit fees will be applied to the licence fee. These additional fees are detailed below.

| <b>ADDITIONAL PERMIT FEES CATEGORY 0,1,2 &amp; TS</b> |              |                 |              |                  |                         |
|---|--------------|-----------------|--------------|------------------|-------------------------|
| <b>MAJOR PAA</b>                                      | <b>MAJOR</b> | <b>STANDARD</b> | <b>MINOR</b> | <b>IMMEDIATE</b> | <b>PERMIT VARIATION</b> |
| £105.00   | £240.00      | £130.00         | £65.00       | £60.00           | £45.00                  |

| <b>ADDITIONAL PERMIT FEES CATEGORY 3 &amp; 4 NON TS</b> |              |                 |              |                  |                         |
|---|--------------|-----------------|--------------|------------------|-------------------------|
| <b>MAJOR PAA</b>  | <b>MAJOR</b> | <b>STANDARD</b> | <b>MINOR</b> | <b>IMMEDIATE</b> | <b>PERMIT VARIATION</b> |
| £75.00  | £150.00      | £75.00          | £45.00       | £40.00           | £35.00                  |

**WARNING:** Where the Highway Authority believes works are unreasonably delayed or there is unreasonably prolonged occupation of the Highway, Section 74 of The New Roads and Street Works Act 1991 will be applied. (See Table 1 – S.74 Charges and Table 2 – Notification Periods)

## **Obtaining the Licence**

The following documentation ***must*** be submitted in support of your application:

- A traffic management plan detailing the location of the proposed works and proposed traffic management.
- Proof of public & third party liability
- Proof of operatives/supervisors NRSWA accreditation
- Full payment, including Performance Bond \*

### **No applications will be considered without all of the above documentation.**

The completed application & supporting documents should be submitted to:

- London Borough of Southwark  
Regulatory Services  
Network Management  
PO BOX 64529  
London  
SE1 5LX

Or

Southwarkpermits@southwark.gov.uk

**THE LICENCE HOLDER** will be the responsible for every aspect of the Licence including: -

- ( i ) Proof of Public Liability Insurance - Minimum cover of £5 million.
- ( ii ) Charges - including administration & all inspection fees (£738.80), a refundable bond (£500.00 per excavation) against defects during the period of guarantee or proof that a performance bond has been taken. Please see notes
- ( iii ) Reinstatements - as per the Codes of Practice.
- ( iv ) Notice procedures (works) - as per the Codes of Practice.
- ( v ) Removal of waste - as per the Waste Removal Regulations.

**The New Roads and Street Works Act and associated codes of practice are available from H.M.S.O.**

**If assignment of the Licence is required, consent of the Street Authority must be obtained.**

## IMPORTANT NOTICE

### THE STREETWORKS (CHARGES FOR UNREASONABLY PROLONGED OCCUPATION OF THE HIGHWAY) REGULATIONS 2001.

Section 74 of the New Roads and Street Works Act 1991 is applied in the London Borough of Southwark.

Where a Street Works Licence holder does not give the proper notices of starting and ending their works they will be subject to the following charges.

Works that continue beyond the agreed duration in the Permit Application will be liable to the following charges:

#### Charges p/day for overrun beyond notified / agreed durations

Table 1 – S.74 Charges

| C/WAY - F/WAY           | DAY 1 TO 3 | DAY 4 + |
|-------------------------|------------|---------|
| CATEGORY 1 T/S C/WAY    | £5,000     | £10,000 |
| CATEGORY 1 C/WAY        | £2,500     | £2,500  |
| CATEGORY 2 T/S C/WAY    | £3,000     | £8,000  |
| CATEGORY 2 C/WAY        | £2,000     | £2,000  |
| CATEGORY 3+ 4 T/S C/WAY | £750       | £750    |
| CATEGORY 3 + 4 C/WAY    | £250       | £250    |
| CATEGORY 1 F/WAY        | £2,500     | £2,500  |
| CATEGORY 2 F/WAY        | £2,000     | £2,000  |
| CATEGORY 3 + 4 F/WAY    | £250       | £250    |

**\*Note:** Any Remedial Works that over-run will be charged at the rate appropriate to the original works category.

**APPLICATION FOR THE GRANT OF A STREET WORKS PERMIT LICENCE**

**Section 171 New Roads and Street Works Act 1991**

**Allow 35 working days for the granting of this licence.**

**Name and address of OWNER (Licensee) of the property to be served by the apparatus:**

|                             |                 |
|-----------------------------|-----------------|
| <b>Surname (or Company)</b> | <b>Forename</b> |
|                             |                 |
| <b>Address</b>              | <b>Tel:</b>     |
|                             |                 |
|                             | <b>Fax:</b>     |
|                             |                 |
| <b>Post Code</b>            | <b>Mobile:</b>  |
|                             |                 |

|                              |   |
|------------------------------|---|
| <b>Site Location Details</b> | <b>Purpose of work</b>                  |
| Village/Town                 |   |
| House name / No.             |   |
| Road Number (if known)       |   |
| Road Name                    |   |
|                              |   |
| Post code                    |   |
| <b>Length of work in:</b>    | <b>Depth of cover</b>                   |
| <b>(1) Carriageway</b>       |   |
| <b>(2) Footway</b>           |   |
| <b>(3) Verge</b>             | <b>Diameter of pipe (If applicable)</b> |

**N.B. THE FOLLOWING ITEMS MUST BE ATTACHED BEFORE YOUR APPLICATION IS PROCESSED:**

**PLANS & sections CLEARLY MARKING THE EXACT LOCATION OF THE WORKS AREA**

**TRAFFIC / PEDESTRIAN MANAGEMENT PLANS FOR ALL AFFECTED FOOTWAYS AND CARRIAGEWAYS**

**PHOTOCOPY OF YOUR CERTIFICATE OF INSURANCE**

**METHOD STATEMENT & SAFETY POLICY**

**PERFORMANCE BOND (IF APPLICABLE)**

**CHEQUE OR PURCHASE ORDER MADE PAYABLE TO 'LONDON BOROUGH OF SOUTHWARK' FOR THE RELEVANT AMOUNT**

**ENTER BELOW YOUR CONTRACTORS DETAILS:**

|                         |                    |
|-------------------------|--------------------|
| <b>Contractors Name</b> |                    |
| <b>Address</b>          | <b>Tel</b>         |
| <b>Supervisors Name</b> | <b>Cert Number</b> |

**PROOF OF PUBLIC LIABILITY**

|                          |                 |
|--------------------------|-----------------|
| <b>Insurance Company</b> | <b>Address:</b> |
|                          |                 |
| <b>Policy Number:</b>    |                 |
|                          |                 |
| <b>Expiry date:</b>      |                 |

**Declaration:**

I confirm that the above details are correct and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads and Street Works Act 1991 and the associated legislation and Codes of Practice.

I acknowledge the need for me to pay the prescribed inspection fees which will be imposed by the Street Authority (London Borough of Southwark) including any defect inspection fees and the cost of any necessary remedial works conducted by the Street Authority should I fail to comply with the Act.

I acknowledge that the licence is granted on the condition that I will indemnify the Street Authority against any claim in respect of injury or damage or loss arising out of:

- i) The placing or presence in the Street of apparatus to which this licence refers.
- ii) The execution by any person of any works authorised by this licence.

|                            |  |
|----------------------------|--|
| <b>APPLICANT SIGNATURE</b> |  |
| <b>PRINT NAME</b>          |  |
| <b>DATE</b>                |  |

**OFFICIAL USE ONLY**

|                    |                    |
|--------------------|--------------------|
| <b>Receipt No.</b> | <b>Amount</b>      |
|                    |                    |
| <b>Date</b>        | <b>Received by</b> |
|                    |                    |

## **NOTES FOR YOUR GUIDANCE ON GIVING NOTICE**

### **i) FOR STARTING THE WORK**

When you wish to start the work you **MUST** forward the Notice marked '**Part N**' to this office and comply with the notice periods that applies to your circumstances. This notice **MUST** be fully completed.

Table 2 – Notification Periods

| Works Type  | Notice Period                      |   |
|---|------------------------------------|---|
|   | S.54                               | S.55/57   |
| <b><u>Major</u></b><br>Duration: >10 days           | 3 months prior to works commencing | Confirmation of start date required 10 days prior to works commencing |
| <b><u>Standard</u></b><br>Duration:4-10 days        | 10 days prior to works commencing  | No further notification required                                      |
| <b><u>Minor</u></b><br>Duration: 1-3 days           | 3 days prior to works commencing   | No further notification required                                      |
| <b><u>Immediate</u> *</b><br>Duration: to be agreed | 2hrs after works commence          | No further notification required                                      |

- **Note: Immediate Works** are deemed In this Part “emergency works” means works whose execution at the time when they are executed is required in order to put an end to, or to prevent the occurrence of, circumstances then existing or imminent (or which the person responsible for the works believes on reasonable grounds to be existing or imminent) which are likely to cause danger to persons or property.

- **INTERIM REINSTATEMENT**

All temporary reinstatements **MUST** perform to the same standards as permanent reinstatements as set out in the Specification of Reinstatement and Openings in the Highway (SROH) and **MUST NOT** remain temporary for longer than **six months** without special dispensation from the local authority.

**ii) PERMANENT REINSTATEMENT**

Once the reinstatement has been made permanent, you **MUST** complete notice 'Part R1P' and return it this office **before 7 days have elapsed**.

You are required to guarantee the works for two years, or three years if the works are more than 1.5 metres deep. The guarantee does not begin until the permanent reinstatement has been completed.

**Failure to return the forms WILL extend your guarantee period and may incur charges under Section 74 of the New Roads and Street Works Act 1991.**

You are required to have Third Party & Public Liability insurance cover for the apparatus, and to indemnify the Council against any claims arising from consent to place and retain plant or apparatus in a public highway.

**Note: Please be aware of s.70 of the NRSWA**



**NEW ROADS AND STREET WORKS ACT 1991  
NOTIFICATION OF PRIVATE WORKS**

**NOTICE OF EXCAVATION**

(To be submitted on the grant of a Licence & before commencement of works)

|                             |                                   |
|-----------------------------|-----------------------------------|
| <b>TO:</b>                  | <b>FROM:</b>                      |
| London Borough of Southwark |                                   |
| Network Management          |                                   |
| PO Box 64529                |                                   |
| London                      |                                   |
| SE1 5LX                     |                                   |
|                             |                                   |
| <b>Licence number:</b>      | <b>Your ref:</b>                  |
|                             |                                   |
|                             |                                   |
| <b>Site Address</b>         | <b>Excavation Details</b>         |
|                             |                                   |
| House Name / No.            | Planned start date                |
|                             |                                   |
| Road Name                   | Planned completion date           |
|                             |                                   |
| Post Code                   | Traffic control required YES / NO |
|                             |                                   |
|                             | Road Closure YES / NO             |
|                             |                                   |
| <b>Purpose of works:</b>    | <b>Supporting Information:</b>    |
|                             |                                   |
|                             |                                   |
|                             |                                   |
|                             |                                   |
|                             |                                   |
|                             |                                   |
|                             |                                   |

FAILURE TO SUBMIT THIS FORM MAY INCUR CHARGES

**NEW ROADS AND STREET WORKS ACT 1991  
NOTIFICATION OF PRIVATE WORKS**

**PART R1T – NOTICE OF TEMPORARY REINSTATEMENT**

|                             |  |
|-----------------------------|--|
| <b>TO:</b>                  | <b>FROM:</b>                           |
| London Borough of Southwark |  |
| Network Management          |  |
| PO Box 64529                |  |
| London                      |  |
| SE1 5LX                     |  |
|                             |  |
| <b>Licence number:</b>      | <b>Your ref:</b>                       |
|                             |  |
|                             |  |
| <b>Site Address</b>         | <b>Temporary Reinstatement Details</b> |
|                             |  |
| House Name / No.            | Reinstatement Date:                    |
|                             |  |
| Road Name                   | Location of work*                      |
|                             |  |
| Post Code                   | * Carriageway Footway or Verge         |
|                             |  |
|                             | Dimensions                             |
|                             | Length                                 |
|                             | Width                                  |
|                             | Depth                                  |
|                             |  |
| <b>Comments:</b>            | <b>Supporting Information:</b>         |
|                             |  |
|                             |  |
|                             |  |
|                             |  |
|                             |  |
|                             |  |
|                             |  |

**FAILURE TO SUBMIT THIS FORM MAY INCUR CHARGES  
NEW ROADS AND STREET WORKS ACT 1991  
NOTIFICATION OF PRIVATE WORKS**

**PART R1P – NOTICE OF PERMANENT REINSTATEMENT  
(To be submitted on completion of works)**

|                             |  |
|-----------------------------|--|
| <b>TO:</b>                  | <b>FROM:</b>                           |
| London Borough of Southwark |  |
| Network Management          |  |
| PO Box 64529                |  |
| London                      |  |
| SE1 5LX                     |  |
|                             |  |
| <b>Licence number:</b>      | <b>Your ref:</b>                       |
|                             |  |
| <b>Site Address</b>         | <b>Permanent Reinstatement Details</b> |
|                             |  |
| House Name / No             | Reinstatement Date:                    |
|                             |  |
| Road Name                   | Location of work*                      |
|                             |  |
| Post Code                   | * Carriageway Footway or Verge         |
|                             |  |
|                             | Dimensions                             |
|                             | Length                                 |
|                             | Width                                  |
|                             | Depth                                  |
|                             |  |
| <b>Comments:</b>            | <b>Supporting Information:</b>         |
|                             |  |
|                             |  |
|                             |  |
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