

Domestic Vehicle Crossing private contractor application

**Application for a
Private Contractor
to install a Domestic
Vehicle Crossing in
the public highway**



Walsall Council

April 2023

**Guidance on obtaining a Private Contractor Road Opening Permit
No work will commence until the Permit has been obtained.**

To obtain a permit, an application must be submitted, along with the plans and documents referred to in items 1 to 5 below, at least 28 days before the anticipated commencement date of the work. **The permit costs £475.00 and payment must be made by phone by contacting our administration team on 01922 652620.**

The applicant must ensure that all Statutory Undertakers that have, or have a possibility of apparatus in the area, are informed of the proposed works. This is a requirement of the New Roads & Street Works Act 1991 and must be complied with in all respects.

Application Requirements

1. The enclosed *Form of Indemnity* must be signed by the Applicant and returned to the Traffic Management Team as part of this application.
2. The enclosed *Statement of Compliance* must be completed and returned by the Applicant to ensure that adequate traffic management systems will be used on site and that all Statutory Undertakers have been made aware of the planned works.
3. The Contractor employed by the Applicant to carry out the works within the highway must furnish proof of his Public Liability Insurance which must be up to date and provide cover of at least £5,000,000 for any one claim, the number of claims being unlimited. A perusal of the policy by the Council's Traffic Management Team is normally sufficient for this purpose or in some instances a signed statement from the Contractor's Insurer may be acceptable.
4. Enclosed is a copy of the specification for the construction of a domestic vehicle crossing which must be adhered to by the Contractor whose work will be inspected by the Council's NRSWA Team.
5. It is the requirement of the New Roads & Street Works Act 1991 that a Supervisor AND a Qualified Operative with appropriate NRSWA Street Works Qualifications be in attendance at all times for the duration of the works within the highway. Details of the Supervisors and Operatives qualifications must be submitted on the enclosed form and copies of their Street Works qualification cards attached to this application
6. The provision of a domestic vehicle crossing is without prejudice to the decision of the Committee in respect of any Planning Application that might be necessary for the development involving the use of the crossing.
7. All domestic vehicle crossings must have followed the approval process that is available online by visiting the Council's website www.walsall.gov.uk In the event

of the property being owned by a Housing Trust / Association permission must be obtained in writing and submitted as part of the initial application process.

**This application is requested in accordance with
The Highways Act 1980 and the New Roads and Street Works Act 1991**

Application Check List

- A signed licence application form
- 1/500 plan of proposed works
- Proof of liability insurance (£5M cover minimum)
- Qualification details and copy of NRSWA qualifications
- Form of indemnity
- Completed statement of compliance
- Completed Part N form
- Signed terms and conditions
- The correct fee (payment by phone - contact 01922 652620)

Do Not Forget

1. When works commence the Part N form needs to be completed to show works in progress. To be submitted no later than the end of the next working day after commencing on site – in accordance with NRSWA s.74(7B)
2. When works are completed the Part R1 form needs to be completed to show works clear / closed. To be submitted no later than the end of the next working day after finishing on site – in accordance with NRSWA s.74(7B)
3. No later than 10 working days after works on site are completed the Part R1 form must again be returned complete with all reinstatement details - in accordance with NRSWA s.70(6)

Please note: Failure to observe these deadlines will result in a Fixed Penalty Notice being issued in accordance with the Traffic Management Act 2004

Statement of Compliance

New Roads and Street Works Act 1991

To: Walsall Council
Highways, Transport & Operation Services
being the street authority under the above Act.

I / We

Of

hereby give confirmation that all Statutory Undertakers have been informed of my / our proposals.

These are the companies that have been informed and they have **No Objections** to the proposed works: (tick those that have been contacted)

- National Grid
- Cadent Gas
- British Telecom
- South Staffordshire Water plc
- Severn Trent Water Ltd.
- Virgin Media

I / We have contacted Walsall Council NRSWA Section to agree the method of on site traffic management.

Person contacted..... Date:/...../.....

Temporary Traffic Lights are to be used on site as agreed. YES NO

Signed **Date:**/...../.....

Print Name:

Form of Indemnity

New Roads and Street Works Act 1991

To: Walsall Council
Highways, Transport & Operation Services
being the Highways Authority under the above Act.

I / We

Of

confirm that permission has been sought from Walsall Council as Highway Authority to carry out the following works:

.....
.....

I / We understand that my Company will accept all liability for the protection of open excavations, for the protection and safety of all public and private service lines, cables, ducts, pipes, walls and structures, above and below ground, likely to be affected by the work, and will indemnify the Council from and against all actions, incurred by the Council and against any loss or damage caused to the Council arising directly or indirectly from the excavation or the installation of the works, for a period of 2 years following the final reinstatement which will be undertaken by my Company / Contractor.

Signed **Date:**/...../.....

Print Name:

For and on behalf of (COMPANY):

Name:

Address

Tel. No. **Email:**

Signed **Date:**/...../.....

Print Name:

For and on behalf of (CONTRACTOR):

Name:

Address

Tel. No. **Email:**

Application for a licence to install a Domestic Vehicle Crossing

New Roads and Street Works Act 1991

To: Walsall Council
Highways, Transport & Operation Services
being the street authority under the above Act.

I / We

Of

hereby apply for a licence to be granted under section 50 of the New Roads and Street Works Act 1991 to place or to retain apparatus in the street known as:

.....

And thereafter to inspect maintain, adjust, repair, alter or renew such apparatus, change its position or remove it, and to execute for such purposes any works required for or incidental to such works (including in particular, breaking up or opening the street or any sewer, drain or tunnel under it, or tunnelling or boring under the street) but **not** including works for Road Purposes.

Application is further made that the licence [may] [may not] be assigned / granted to the owner of land and his successors in title.

A fee of £_____ has been paid to accompany this application.

Signed **Date:**/...../.....

Print Name:

For and on behalf of:

(delete any words in square brackets which do not apply.)

PLEASE NOTE

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

Schedule 3 to the Act provides that the authority may, by notice in writing, withdraw a Street Works Licence if they consider it necessary to do so for the purpose of the exercise of their functions as street authority.

Record of Qualifications

New Roads and Street Works Act 1991

SUPERVISOR DETAILS

It is a requirement that a supervisor with a NRSWA Street Works Qualification be available (i.e. within 30 minutes travelling distances of the site) for the duration of the works within the highway.

The Supervisor must provide proof of their qualification. A street works qualification card will suffice. Both sides of their card must be photocopied.

Name of Supervisor:

Address

.....

Tel. No.

Street works Qualifications Registration Number.....

OPERATOR DETAILS

It is a requirement that at least one operator with a NRSWA 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. A street works qualification card will suffice. Both sides of their card must be photocopied.

Name of Operator:

Address

.....

Tel. No.

Street works Qualifications Registration Number.....

Terms and Conditions

New Roads and Street Works Act 1991

- 1 All residents and other interested parties must be informed of work proposals.
- 2 That the work be carried out in compliance with Walsall Council's Domestic Vehicle Crossing Standard Detail, drawing number SD11/8 included within this application pack.
- 3 If the proposed access is to be installed onto a classified road (i.e. A461) planning permission will need to be applied for and granted by the Council's Planning Department before any work on site commence.
- 4 That all signing and guarding of works will be in accordance with the 'Safety at Street Works and Road Works' Code of Practice, October 2013. 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.
- 5 That the works be guaranteed for a period of two years and will be subject to NRSWA defect procedures and fines during this guarantee period. Any rectification works required will be carried out at no expense to Walsall Council.
- 6 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. 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.
- 7 If any statutory undertaker's apparatus requires removing / repositioning then permission must be gained from the relevant company before works commence on site.
- 8 No highway tree shall be removed without the express permission from Walsall Council's Clean & Green Services.
- 9 All works must be reinstated as soon as possible after the completion of the job.
- 10 All Road Opening Notices (forward planning notice and confirmation notice – where required, proposed notice, actual start date notice, works clear / closed notice and the registration of reinstatement notice) will be sent to Walsall Council as Highway Authority within the required timescale / deadline. Failure to issue a notice within the required period, data omission, or providing inaccurate information within a notice, will result in the issuing of a Fixed Penalty Notice in accordance with the implementation of the Traffic Management Act 2004.
- 11 Traffic management must be agreed prior to the issue of the licence.

Signed.....**Date**.....

Print Name.....

SUBMISSION OF ROAD OPENING NOTICES IN ACCORDANCE WITH THE NEW ROADS AND STREET WORKS ACT 1991

Please note that the Part N form should be completed as a proposed notice and issued with the required notice period and all sections completed.

Minor works	= 1 to 3 days in duration	= 3 days advanced notification
Standard works	= 4 to 10 days in duration	= 10 days advanced notification
Major works	= 11 + days in duration	= 3 months advanced notification

(Please note that all time periods are working days only, weekends and bank holidays do not count towards notice periods).

The Part N form must be returned again, by the end of the next working day after works on site have commenced, stating that the works are in progress and the date of commencement.

The Part R form needs to be submitted as a Clear/Closed Notice (clear is for interim reinstatements and closed is for permanent reinstatements) by the end of the next working day after works on site have terminated (there is no need to complete the registration details at the bottom of the form for this notice).

The Part R form again needs to be completed with the registration details completed no later than 10 working days after works on site have completed.

The Part R forms can only be submitted as a combined Closing Notice and a Registration Notice if the registration details are completed and it is returned by the end of the next working day after works on site have completed.

If any of the required deadlines are missed a Fixed Penalty Notice is generated against the offending notification by our Street Works system. Fixed Penalty Notices are charged at £120.00 (£80.00 if paid within 29 calendar days).

For additional information please also see the below links to:

The New Roads and Street Works Act 1991 -
http://www.opsi.gov.uk/acts/acts1991/ukpga_19910022_en_1

The Traffic Management Act 2004 -
http://www.opsi.gov.uk/acts/acts2004/ukpga_20040018_en_1



Notice of Works including Responses

New Roads and Street Works Act 1991 and Traffic Management Act 2004

To : NRSWA Team Highways, Transport & Operation Services Walsall Council Civic Centre, Darwall Street Walsall WS1 1DG	Notice		X	Follow Up Notice		
	Road Authority Response			Other Response		
	Reference no		Part		Of	
	Recipient's Cross ref no		Part		Of	
Reference no		Part		Of		
Originator's Cross ref no		Part		Of		
From:	Date of Issue		D	M	Y	
	Time of Issue <i>(Immediate Emergency & Immediate Urgent Only)</i>					
	Expected Start Date		D	M	Y	
	Expected Completion Date		D	M	Y	

Type of Works	Immediate Emergency	Immediate Urgent	Minor	Standard	Major	Reinstate Remedial dangerous	Reinstate Remedial (other)
Notices required	Within 2 hours of work starting	Within 2 hours of work starting	Advance 3 day notice	Advance 10 day notice	Advance 3 month notice	Within 2 hours of work starting	3 days
			In progress	In progress	Advance 10 day notice		
					In Progress		

Is special engineering difficulty involved?	YES / NO	If yes, has the relevant authority approved the works?	YES / NO	Does the Street have a Traffic Sensitive Designation?	YES / NO
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Exact Location												
Description or house name/ number												
Street name												
Local area name												
District												
Post Code												
	National grid ref						X					
	National grid ref						X					

Description of Works: Installation of a Domestic Vehicle Crossing	Estimated Inspection Units 1
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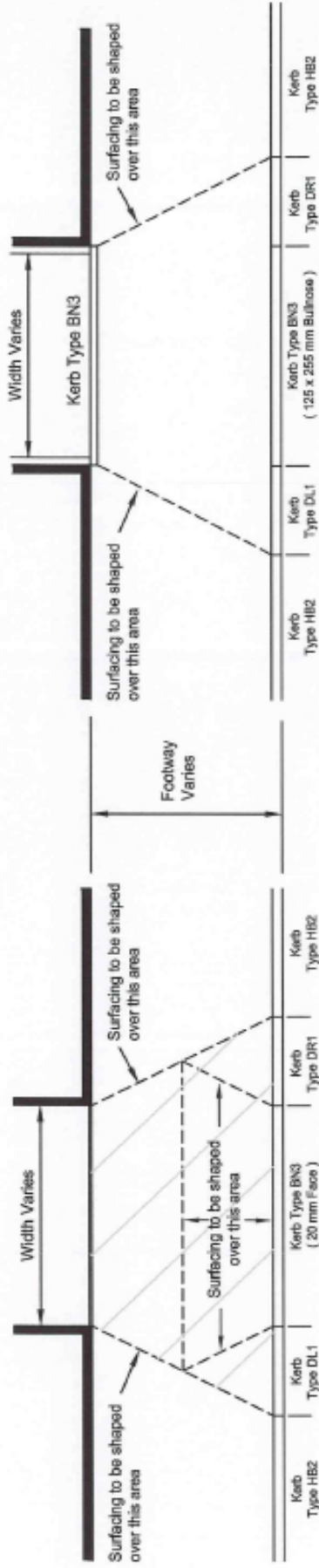
Notice of Works including Responses

New Roads and Street Works Act 1991 and Traffic Management Act 2004

To : NRSWA Team Highways, Transport & Operation Services Walsall Council Civic Centre, Darwall Street Walsall WS1 1DG	Notice		X	Follow Up Notice		
	Road Authority Response			Other Response		
	Reference no		Part		Of	
	Recipient's Cross ref no		Part		Of	
Reference no		Part		Of		
Originator's Cross ref no		Part		Of		
From:	Date of Issue		D	M	Y	
	Time of Issue <i>(Immediate Emergency & Immediate Urgent Only)</i>					
	Expected Start Date		D	M	Y	
	Expected Completion Date		D	M	Y	

Type of Works	Immediate Emergency	Immediate Urgent	Minor	Standard	Major	Reinstate Remedial dangerous	Reinstate Remedial (other)
Notices required	Within 2 hours of work starting	Within 2 hours of work starting	Advance 3 day notice	Advance 10 day notice	Advance 3 month notice	Within 2 hours of work starting	3 days
			In progress	In progress	Advance 10 day notice		
					In Progress		

Is special engineering difficulty involved?	YES / NO	If yes, has the relevant authority approved the works?	YES / NO	Does the Street have a Traffic Sensitive Designation?	YES / NO
Exact Location					
Description or house name/ number					
Street name					
Local area name					
District					
Post Code				National grid ref	X
				National grid ref	X
Description of Works: Installation of a Domestic Vehicle Crossing					
					Estimated Inspection Units 1



DOMESTIC TYPES A & B

INDUSTRIAL

NOTES

- SURFACE COURSE**
AC 6 Dense Surface Course 100/150 to Clause 909 (BS EN 13108-1)
for Domestic Type A, or
Hot Rolled Asphalt Surface Course (Design Mix) to Clause 911 (BS EN13108-4)
for type B and Industrial
 - BINDER COURSE**
AC 20 Dense Binder Course 100/150 for Domestic Type A
AC 32 Dense Binder Course 100/150 for Domestic Type B and Industrial.
to Clause 906 (BS EN 131108-1)
 - BASE**
AC 32 Dense Base 100/150 for Domestic Type B and Industrial to
Clause 906 (BS EN 131108-1)
 - FOUNDATION**
Granular Sub-base material Type 1 to Clause 803.
- For kerb and edging types see Drawing Nos. SD11/1 and SD11/2.
 - For kerbing details at crossings see Drawing No SD11/9.

CONSTRUCTION LAYER	MATERIAL	DOMESTIC (TYPE A)	DOMESTIC (TYPE B)	INDUSTRIAL
Surface Course	Asphalt Concrete	20	--	--
	Hot Rolled Asphalt	--	30	30
Binder Course	Asphalt Concrete	100	--	60
Base	Asphalt Concrete	--	150	100
Foundation	Granular Sub-base material Type 1	100	100	200



Walsall Council
HEAD OF ENGINEERING AND TRANSPORTATION SERVICES
Steve Pretty, C.Eng., B.Sc., Hons., M.I.C.E.

STANDARD DETAIL

DRAWN GP DATE Jan 08
CHECKED JR SCALE Not to scale

VEHICLE CROSSING

DRAWING No. **SD11/8**