



APPLICATION FOR A SECTION 50 LICENCE

New Roads and Street Works Act 1991

This Licence will permit a person to place, or to retain, apparatus in a street, and thereafter 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.

The Licence will be issued by the NRSWA Permit Team

Contact: nrswa@walsall.gov.uk

This Licence Application Package contains:

1. Application Process
2. Fees
3. Check List
4. Statement of Compliance
5. Form of Indemnity
6. Application for Street Works Licence
7. Record of Qualifications
8. Parts N & R1 notices
9. Terms and Conditions
10. Application for Temporary Traffic Signals or Stop/Go Controls
11. Contact Details

Application Process

- Submit the completed application form along with all the required documentation to nrswa@walsall.gov.uk. This should be submitted at least **10 working days** before the proposed start date.
- Further details may be requested if required.
- Complete payment by phone on 01922 652620.

The following inspection process will apply:

- | | | |
|-----------------------------|---|---------------------------------------------------|
| Inspection One (A) | - | During on-going works. |
| Inspection Two (B) | - | 6 – 9 months after works complete. |
| Inspection Three (C) | - | Within 2 months prior to end of guarantee period. |



Licence Fees

A Section 50 Licence	Licence Costs for one inspection unit	Additional Inspection Units
New Apparatus	£1,210	£110
Existing Apparatus	£302	£110

Check List

Please return the following forms to nrswa@walsall.gov.uk

- 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 (to be paid by ringing 01922 652620)

Do Not Forget:

- 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))
- 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))
- 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)).

Failure to observe these deadlines will result in Fixed Penalty Notices being issued in accordance with the Traffic Management Act 2004



Walsall Council

Section 50 Licence - Statement of Compliance

New Roads and Street Works Act 1991

To Walsall Council
Highways, Transport & Operations 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
- Openreach
- South Staffordshire Water plc
- Severn Trent Water Ltd.
- Virgin Media

I / We have contacted Walsall Council NRSWA / Traffic Management Section to agree the method of onsite traffic management.

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

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

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

Print Name:



Walsall Council

Section 50 Licence – Form of Indemnity

New Roads and Street Works Act 1991

To Walsall Council
Highways, Transport & Operations 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 or 3 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:**



Section 50 Licence – Application for Street Works Licence

New Roads and Street Works Act 1991

To Walsall Council
Highways, Transport & Operations 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.



Section 50 Licence – 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.....



Notice of Works including Responses

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

To : NRSWA Permit Team Highways, Transport & Operations Services, Walsall Council Civic Centre, Darwall Street Walsall WS1 1DG	Notice		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
					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	- Y	
		National grid ref	X	- Y	
					Estimated Inspection Units



Works Clear/Closed & Registration of Works

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

To : NRSWA Permit Team Highways, Transport & Operations Services, Walsall Council Civic Centre, Darwall Street Walsall WS1 1DG	Has Part N been sent? (Y/N)					
	Reference no		Part		Of	
	Recipient's Cross ref no		Part		Of	
	Reference no		Part		Of	
	Originator's Cross ref no		Part		Of	
From:	Are all works on this notice complete?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	
	If Yes, actual inspection units					
	Number of barholes/core drills plugged: _____		Notice Date	D	M	Y

Location																																			
Description or house name/ number																																			
Street name																																			
Local area name																																			
District																																			
Post Code														National grid ref	X											-	Y								
														National grid ref	X											-	Y								
Description of works (incl. Construction methods – if known)																																			
Reinstatement							Closing Dimensions							Location							Guarantee Start Date / /														

Item	Location	Length	Width	C, F or V	Deep Ex	Interim			Permanent			
						D	M	Y	D	M	Y	
1												
2												
3												
4												
5												
6												



Section 50 Licence – Terms and Conditions

New Roads and Street Works Act 1991

1. That the work be carried out in compliance with NRSWA ‘Specification for the Reinstatement of Openings in Highways’ 4th Edition, May 2020.
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, 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.
3. That the works be guaranteed for a period of two years for excavations up to 1.5 metres in depth and 3 years for any excavations over 1.5 metres in depth 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. 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.
6. All works must be reinstated as soon as possible after the completion of the job.
7. All Road Opening Notices (Forward Planning Notice and Confirmation Notice – where required, Proposed Notice, Actual Start Notice, Works Clear/Closed Notice and the Registration of Reinstatement Notice) will be sent to the 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.
8. More than one street cannot be included on a Streetworks Road Opening Notice, meaning that each street excavated will require its own series of Streetworks Notifications. Each street must have a unique reference number however all the works can be linked together with a project number (cross reference number of the Part N form).
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.

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

Print Name:



Walsall Council

APPLICATION TO USE *TEMPORARY TRAFFIC SIGNALS or *STOP/GO CONTROL ON THE HIGHWAY

*delete as appropriate

**FORM
TS1**

IS THERE A SIDE JUNCTION WITHIN THE AFFECTED AREA? _____

PROPOSED DATES OF USE: FROM: _____ TO: _____

24 HOUR USE: _____ DAY TIME USE ONLY (Time of use) _____

Applicants Name: Applicants Address:		
Telephone Number:		
Fax No:		
Emergency Contact No. (24hr):		
Traffic Signals Owner: Address: Telephone No: Fax No:		
Name of person responsible for maintenance:	During Working Hours:	Outside Working Hours:
Telephone No:		

SITE DESCRIPTION

(a plan or sketch must be submitted)

Road No: (if any) _____ Road Name _____

Location of Use _____

Approximate Length of Restriction _____

Any person completing this application form should be aware of the following

- The Road Traffic Regulations Act 1984
- Street Works Regulations 1995 (Accreditation Units 1 and 2.)
- The Traffic Signs Regulations and General Directions 1994
- Department of Transport Departmental Standard TD 21/85 TA47/85
- Traffic Signs Manual, Chapter 8 (1991)(as amended)

The contents of these publications are such that any temporary traffic signal used on the highway must be of an approved design and marked with an appropriate crown label. The signals must be in FULL working order and must be used in vehicle actuation mode at all times unless written approval is obtained from the Highway Authority. Any requests for fixed time or manual operation of the signals should be made separately but may be attached to this application form.

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

Print Name:



Walsall Council

Statutory Undertaker Contact Details

Openreach

Phone 01313 457 381

Incoming notice Reception, PP 404B, Telecom House, Trinity Street, Hanley, Stoke-on Trent, ST1 5ND

BT Plant Services

Phone 0800 917 993

Plant Protection Service – For free site assistance

Email DBYD@bt.com

Virgin Media

Phone: 01384 838 483

Falcon House, The Minories, Dudley, West Midlands, DY2 8TW

South Staffordshire Water PLC

Phone 01922 638282

Central Office, Green Lane, Walsall WS2 7PD

Cadent Gas Ltd

Phone 01455 232 822

West Midlands Network, Hinckley LE10 0NA

National Grid

Phone 01332 827008

Herald Way, Pegasus Business Park, Castle Donnington, Derbyshire DE74 2TU

Severn Trent Water

Phone 0121 4552 3306

Waterworks Road, Edgbaston, Birmingham, B16 9DD



Walsall Council

Walsall Council Contacts

Streetworks Licence

Phone..... 01922 654675
E-mail: nrswa@walsall.gov.uk

Temporary Traffic Signals, Road Closures etc

Phone..... 01922 654675
E-mail: nrswa@walsall.gov.uk

Fixed Traffic Signals – Urban Traffic Control

Phone..... 01902 555752
E-mail: utc.controlroom@wolverhampton.gov.uk

Bridges and Structures

Phone..... 01922 652530
E-mail: roadworksmanagement@walsall.gov.uk

Road Opening, Industrial Crossings, Bellmouths

Phone..... 01922 655927
E-mail: roadworksmanagement@walsall.gov.uk