

STREET WORKS LICENCE PROCEDURE

SECTION 50 – NEW ROADS AND STREET WORKS ACT 1991

This detailed procedure has been produced in accordance with the regulations of the New Roads and Street Works Act 1991 (Section 50) and the recommended instruction procedure as prepared by the Association of Metropolitan Authorities.

This procedure contains the following:

Part 1	Notes for Guidance for applicants	
Part 2	Street works Licence	(Form SWL 1)
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Part 4	Advance Notification of Works	(Form SWL 3)
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PART 1

NEW ROADS AND STREET WORKS ACT 1991

SECTION 50 STREET WORKS LICENCE

NOTES FOR GUIDANCE FOR APPLICANTS

- 1) **With the introduction and implementation of the Traffic management Act 2004, and the coming into operation of the N.R.S.W.A code of practise for co-ordination 3rd edition, the notification and registration of works have been affected. In some cases it may be necessary to provide a minimum of 3 months notice, prior to commencement of work, dependant upon the location and duration of the proposed activity.**

- 1a) The person granted a Street Works Licence becomes an Undertaker for the purposes of the New Roads and Street Works Act 1991, and thereafter attracts the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice, including the requirement to secure that the work is supervised by an accredited supervisor.

Note: 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.

- 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 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) In order for Birmingham City Council THE HIGHWAY AUTHORITY to comply with its statutory duty all completed applications including all requested submissions must be returned at least **ONE MONTH** in advance of the commencement of the works. The owner of the apparatus must sign the Licence form **SWL 1**. Applications will only be considered if the appropriate documentation (see enclosed forms) is completed in accordance with these written instructions.
- 6) Prior to the issue of a formal licence, the licensee must inform all Statutory Undertakers (**see appendix 1**) of his/her proposals including the submission of detailed plans, in order to identify whether the proposed works will affect their apparatus.

THIS CIRCULATION MUST BE UNDERTAKEN BY THE APPLICANT

- 7) A Street Works Licence to place 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 ensure that all apparatus is properly maintained at all times.
- 8) Applicants should note that special conditions may be imposed by Birmingham City Council:
 - a) In the interest 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.
- 9) Licensees have a duty to produce records of the apparatus that they install, and have an obligation to other undertaker's apparatus, which may be affected by the works, and must avoid unnecessary delays and obstructions during the works.
- 10) The attention of the licensee is also drawn to the following:
 - a) The code of practice "specification of the Reinstatement of Openings in Highways" which outlines the requirements of this Authority in relation to interim and final reinstatements, as required by Section 71 of the New Roads and Street Works Act 1991.
 - b) For further information on the specifications of the Reinstatement of openings in Highways, please contact Amey on 0121 212 7222 or 0121 212 7269.

- c) All apparatus should be laid in compliance with the National Joint Utilities Group Publication: Guidelines On The Positioning And Colour-Coding of Utilities Apparatus (April 2003), which is available from the NJUG, 30 Millbank, London SW1P 4R1 or www.njug.org.uk
- d) The Code of practice “Safety at Street Works and Road Works” and Chapter 8 of the Traffic Signs Manual 1991, which give specific guidelines on the safe signing, lighting and guarding of temporary works on the Highway, as required by Section 65 of the New Roads and Street Works Act, 1991. **A copy of operatives accreditation (front and back) is to be submitted with the application.**
- e) The Street Works (Qualifications of Supervisors and Operatives) Regulations 1992 which set out the criteria of qualifications for persons excavating in the Highway, and which must be held by the Contractor and his staff, as required by Section 67 of the New Roads and Street Works Act, 1991.

The above mentioned codes and copies of the act are available from HMSO,

68-69 Bull Street, Birmingham B4 6AD Tel: 0121 236 9696

- 11) The Highway authority has a statutory duty to monitor the licensee’s performance throughout all stages of the programmed works. These are as follows:
 - a) Signing and guarding and excavation.
 - b) Signing and guarding and reinstating.
 - c) Immediately after the permanent reinstatement (within one month).
 - d) Between six and nine months after the permanent reinstatement.
 - e) During the one month preceding the end of the guarantee period this period will commence from the date that the Highway Authority is notified in writing of the permanent reinstatement; refer to form SWL3. Licensees must notify Highway Authority of the completion of the reinstatement, whether interim or permanent, by the end of the following working day. If an interim reinstatement is carried out, this must be made permanent within six months.

Individual inspections will be carried out at each of the defined stages listed above [(a) to (e)]. Should a defect be found, licensees will be notified and subject to any costs incurred by the Highway Authority. Licensees should make themselves aware of these procedures.

- 12) Where the apparatus, for which a licence application is made to a Highway Authority, is to be placed or retained on a line crossing a street, and not along the line of the street, a person aggrieved by:
- a) The refusal of the Authority to grant a licence.
 - b) The refusal to grant a licence except on terms prohibiting its assignment.
 - c) Any terms or conditions of the licence granted.

May appeal to the Secretary of State.

- 13) The licensee must send all completed forms and requested information to:

Highways Department
Birmingham City Council
PO Box 37
1 Lancaster Circus
Queensway
Birmingham B4 7DQ

Note:

It is an offence in law to carry out any works on the Highway until the licence procedure has been completed and the provisions of the licence are adhered to.

Form **SWL 1 (Application for Placing Apparatus in the Highway)** must be completed and signed **BY THE OWNER OF THE APPARATUS** for authorisation to place and retain apparatus in the highway, and this must be submitted to Birmingham City Council THE HIGHWAY AUTHORITY together with the following:

- i) Four copies of a scale plan at 1/2500 or greater showing the proposed location and depth/height of the apparatus marked by a red broken line.
- ii) **Can you please indicate on the scale plan you provide any works near or close to any trees in the area.**
- iii) **IF FOR SOME REASON THE WORKS FOR WHICH YOU HAVE REQUESTED THIS SECTION 50 LICENCE DO NOT GO AHEAD CAN YOU PLEASE CAN ENSURE THAT SOMEONE FROM YOUR COMPANY OR THE COMPANY WHICH IS UNDERTAKING THE WORKS ON YOUR BEHALF TELEPHONES STREETWORKS SECTION 50 TEAM ON 0121 675 0273 TO INFORM THEM THAT THE WORKS ARE NOT GOING AHEAD. THIS WILL ENABLE THE SECTION TO UPDATE ITS COMPUTER DATA BASE & HELP US TO DISREGARD ANY PAPERWORK WHICH IS KEPT PRIOR TO ANY APPLICATION BEING RETURNED TO THIS DEPARTMENT.**
- iv) A method statement for the works.
- v) A programme of works.
- vi) A Health and Safety Plan including Risk Assessments.
- vii) Operatives' accreditation (front and back).
- viii) Details of the C.D.M. planning supervisor (if applicable).
- ix) Any other information relating to the work deemed necessary by Birmingham City Council.
- x) Payment in advance, of £805.00 Nil VAT, which covers:
 - i) Administration Fee (Non returnable).
 - ii) Capitalised fee in lieu of annual charge.
 - iii) Inspection fee per 200m length or part thereof.
 - iv) An additional inspection fee of £170.00 Nil VAT will be charged for each additional 200 metres.

Details of insurance should be submitted on form SWL 2. (Third party public liability insurance.)

The Licencee or the person(s) undertaking the works on his/her behalf must also provide public liability/third party insurance to the value of £5 million.

This insurance must be in place from the commencement of the works and be maintained until the completion of the permanent reinstatement and its acceptance by Birmingham City Council.

FORM SWL3

The Notification and Response (Part N) (Form SWL 3) must be used by the Licensee to notify relevant parties in advance of the intended start date.

This form must be completed by the applicant and circulated to the City Council and all the Statutory Undertakers (see appendix 1) 28 days prior to the proposed start date of the works.

The same form should then be reissued to all parties 7 days prior to the work actually commencing on site.

The requirement to circulate these forms IS IN ADDITION to the correspondence described in point 6 of Part One “Notes for Guidance For Applicants” these guidance notes, which is also required to be sent to all the Statutory Undertakers.

FORM SWL 4

The Registration of Works (Form SWL 4) must be completed by the licensee and submitted to the Highway Authority and to all Statutory Undertakers within seven days of the completion of the works.

Along with this form the Licensee is required to provide a copy of an as-built drawing of the apparatus, including detailed dimensions of the position and depth of the apparatus scaled from fixed points.

The applicant should complete **the Statutory Undertakers Clearances Summary (Form SWL 5)** once a response has been received from each of the Statutory Undertakers as a result of the applicant's enquiries described in point 6 of Part One "Notes for Guidance For Applicants" of these guidance notes.

This form should then be submitted with the application form SWL 1.

Controlled Waste Transfer Note

The Duty of Care: **A Controlled Waste Transfer Note (For example see appendix 2)** must be completed where any waste from the excavation has to be disposed of. The Licence Holder must retain a copy of the form with the original being given to the person accepting the waste.

Road Closures

The licensee should note that all road closure applications should be sent in writing to the Director of Transportation (**see appendix 3 for more information**). Any such agreement to close a road is subject to the payment by the applicant of all legal and other costs relating to the temporary order

Temporary Traffic Signals

The licensee should note that applications for temporary traffic signals are to be made to the Traffic Control Team.

FURTHER INFORMATION

Further information is available from:

Street Services Division
Highways
1 Lancaster Circus
Queensway
Birmingham B4 7DQ

Tel: 0121 675 0273
Fax 0121 303 1324

NEW ROADS & STREET WORKS ACT 1991, SECTION 50

APPLICATION FOR THE PLACING OF APPARATUS IN THE HIGHWAY

FORMS SWL 1/1 – SWL 1/7 INCLUSIVE MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE SCHEME COMMENCING

To: Birmingham City Council

Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge to help complete this application and to conduct the works on their behalf. Non Compliance with any requirements of the New Roads and Street Works Act, 1991 may result in severe financial penalties.

SECTION 1 – OWNER OF APPARATUS

Contact Name: _____	Company: _____
Address: _____	
Email : _____	Telephone: _____

SECTION 2 – PRECISE LOCATION OF PROPOSED WORKS (Detailed plans to be included)

Property Ref: _____ Road/Street: _____

District: _____ Town/Village: _____

Category of works (please tick)

Emergency / Urgent		Minor without Excavation	
Special / Urgent		Standard Works	
Minor with excavation		Major Project	

Description of Apparatus: _____

Description of Works: _____

Length in metres: _____

Depth of Exc.:

Up to 1.5 m		Over 1.5 m		No Excavation	
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Proposed start date		Est. Duration Of Works	Hours	Days	Months
Proposed Finish date					

Hours of Working:

Daylight	24 Hours	Night Time	AM Only	PM Only

Work Lies Within:

Verge	Footway	Carriageway	All

Section 3 Traffic Management

Proposed Flow Control:				
Stop Go Boards	Road Closure*	Temporary Traffic Lights **	Priority Flow	Other Specify:

Section 4 – Details of Persons/Contractors Undertaking Works

Contractors Name: _____

Contact Name: _____ Tel. No. _____

Address: _____

A pre-start meeting will be required before commencement of works. To arrange this please contact:

Street Services Division
Highways
1 Lancaster Circus
Queensway
Birmingham B4 7DQ
Tel: 0121 675 0273
Fax 0121 303 1324

Section 5 Conditions of Licence.

1. Birmingham City Council for the Highway mentioned in section Two of Form SWL 1 (hereinafter called the “Highway”) hereby grant to the party named in section One of Form SWL 1 (hereinafter called “the Licensee”) with the intent that the same shall benefit and run the apparatus described in section Two of Form SWL 1 hereto Licence under Section 50 of the New roads and Street Works act 1991 (hereinafter referred to as “the Act”) to place and leave in the Highway in the position shown by a red broken line on the plan attached hereto the apparatus described in section Two of Form SWL 1 and to maintain repair and reinstate the apparatus and break open and have access to the Highway for those purposes upon the terms and subject to the conditions hereinafter specified and subject also to 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.

* (See Appendix 3)

** (See appendix 4)

2. This Licence is granted to the owner of the apparatus and his successors in title and where he proposes to part with his interest in the apparatus, he shall before so doing give at least 6 weeks written notice to the Street Authority (Birmingham City Council) 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 upon which the transfer is actually completed.
- 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 Birmingham City Council 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 the former licensee shall indemnify Birmingham City Council against any claim respect of injury, damage or loss arising out of the execution by the Authority or Licensee of any works under paragraph 7.
 - c) Give at least 6 weeks written notice to Birmingham City Council of his intention to cease using or abandon the apparatus.
3. The Licensee shall pay Birmingham City Council in connection with the grant of the licence the sum of £730.00, which covers:
- a) Administration expenses.
 - b) Birmingham City Council's acceptance as a capitalised payment in lieu of the annual fee for administering the licence recoverable under schedule 3 section 2b of the Act.
 - c) Chargeable inspection fees per 200m of inspection or part thereof.

- d) Works in excess of 200m will be subject to additional Inspection fee of £170 per 200 metres or part thereof.
 - e) Additional inspection fees may be charged, dependant on the type of works and / or method of working.
- 5) Any licence issued under this procedure by Birmingham City Council must not be construed 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 Birmingham City Council under Schedule 3 of the Act or surrendered to Birmingham City Council by the Licensee.

The Licence

- 7) Birmingham City Council 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 Birmingham City Council 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 the case where assignment of the Licence is prohibited, or

- c) Birmingham City Council considers the withdrawal of the licence is necessary for the purpose of the exercise of the function as Street Authority. **Note:** **Under paragraph C not less than 3 months notice will be given by Birmingham City Council.**
- 8) Where a licence expires or is withdrawn or surrendered Birmingham City Council :
- 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 owner of the 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 need.
- 10) It is the duty of the Licensee when executing street works involving:
- a) The breaking up of the street, or any sewer drain or tunnel under it, or
- b) Tunnelling or boring under the street,

To secure that the execution of the works is supervised by a person having a prescribed qualification as a supervisor.

11) In this Licence the terms:

“Licensee” shall include the Successor in Title, Personal Representative, Receiver, Liquidator, or trustee of the Licensee.

“Highway” shall include and apply to each and every Highway where more than one Highway is specified in Section 2 of form SWL 1 hereto.

12) The granting of this Licence does not preclude the need to obtain any other appropriate permissions, consents or permits from either the Highway Authority or Planning Authority that may be applicable for the execution of the works, or associated works.

Section 7 Additional Conditions

Section 8 – Declaration by Owners Of Apparatus

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 and Street Works Act 1991 and associated legislation and enabling Codes of Practice in conjunction with any conditions imposed by the Highway Authority (Birmingham City Council) in the relevant Consent.

I also acknowledge the statutory need for me to pay the prescribed fees which will be imposed by the Highway Authority, including any defect inspection fees that may arise and the cost of any necessary remedial works undertaken by the Highway authority during the guarantee period.

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

- (a) the placing or presence in the street apparatus to which the consent applies, or
- (b) the execution by any persons of any works authorised by the consent.

SIGNED _____

DATED _____

IN THE PRESENCE OF _____

DATED _____

Section 9 Authorisation

Signed

On Behalf Of Birmingham City Council

Date

**COMPLETED FORMS SWL 1/1 - SWL 1/7 INCLUSIVE AND FORMS SWL2 AND SWL5
TO BE RETURNED**

NEW ROADS & STREET WORKS ACT 1991, SECTION 50
APPLICATION FOR THE PLACING OF APPARATUS IN THE HIGHWAY
PUBLIC LIABILITY INSURANCE CERTIFICATE

To: Birmingham City Council

DETAILS TO REFER TO CONTRACTOR UNDERTAKING THE WORKS

NAME OF CONTRACTOR CARRYING OUT WORKS:	
INSURANCE COMPANY:	
ADDRESS:	
TELEPHONE NUMBER:	
POLICY NUMBER:	
EXPIRY DATE:	

**PUBLIC LIABILITY INSURANCE TO A MINIMUM VALUE OF £2 MILLION MUST
BE PROVIDED UP TO THE COMPLETION OF THE PERMANENT
REINSTATEMENT.**

**A COPY OF THE INSURANCE DOCUMENT IS TO BE SUBMITTED AS PROOF,
WITH THIS FORM.**

LICENCE UNDER SEC. 50 N.R.S.W.A.1991

NOTIFICATION AND RESPONSE (PART N)

CORRECT NOTIFICATION PERIOD TO BE DETERMINED BY HIGHWAY
AUTHORITY PRIOR TO SUBMISSION OF NOTICE.

TO:	FROM:
TELEPHONE No:	

TO BE COMPLETED BY LICENCEE

JOB REFERENCE No (DESIGNATED BY B.C.C.)	
DATE OF ISSUE:	
EXPECTED START DATE:	
EXPECTED COMPLETION DATE	
ROUTE NUMBER:	
DESCRIPTION (House No or Name):	
STREET NAME:	
LOCAL AREA NAME:	
DISTRICT:	
POST CODE:	
DESCRIPTION OF WORKS:(Including construction methods if known)	
COMMENTS:(Traffic management or other)	

TO BE COMPLETED BY THE HIGHWAY AUTHORITY

TYPE OF WORK:		
NOTICE PERIOD:		
ROAD STATUS (tick box)	TRAFFIC SENSITIVE	
	NON TRAFFIC SENSITIVE	
	SPECIAL ENGINEERING DIFFICULTIES	
	PROTECTED STREET	
	ROAD CATEGORY	

LICENCE UNDER SEC. 50 N.R.S.W.A.1991
REGISTRATION OF WORKS

MUST BE SUBMITTED TO HIGHWAY AUTHORITY WITHIN SEVEN DAYS OF THE COMPLETION OF THE WORKS. PLEASE NOTE: AN AS-BUILT DRAWING IS REQUIRED.

TO:	FROM:
TELEPHONE No:	

TO BE COMPLETED BY LICENCEE

JOB REFERENCE No (DESIGNATED BY B.C.C.)	
COMPLETION DATE:	
ROUTE NUMBER:	
DESCRIPTION (House No or Name):	
STREET NAME:	
LOCAL AREA NAME:	
DISTRICT:	
POST CODE:	
DESCRIPTION OF WORKS:(Including construction methods if known)	
COMMENTS:(Traffic management or other)	

REINSTATEMENT CLOSING DIMENSIONS

<u>ITEM:</u>	<u>LOCATION:</u>	<u>LENGTH:</u>	<u>INTERIM DATE:</u>	
Permanent Date:	WIDTH:	LENGTH:	DEEP EXC.(Y/N)	
<u>ITEM:</u>	<u>LOCATION:</u>	<u>LENGTH:</u>	<u>INTERIM DATE:</u>	
Permanent Date	WIDTH:	LENGTH:	DEEP EXC.(Y/N)	

 DEPTH TO TOP OF APPARATUS:

LICENCE UNDER SEC. 50 N.R.S.W.A.1991

STATUTORY UNDERTAKERS CLEARANCES SUMMARY

For the most up to date list of Statutory Undertakers' addresses, please see ANNEX 1 (enclosed).

STATUTORY UNDERTAKER	ENQUIRY DATE	REPLY DATE	APPARATUS PRESENT (Y/N)	APPARATUS EFFECTED (Y/N)	STATS LETTERS & DRAWINGS ENCLOSED
AQUILA					
BIRMINGHAM CABLE LTD					
BRITISH TELECOM					
CENTRO					
CONSIGNIA PLC					
EASYNET TELECOM					
ENERGIS GROUP					
FIBERNET LTD					
FUJITSU					
GLOBAL CROSSINGS					
GOBAL ONE					
INDEPENDENT PIPELINES					
MAINLINE PIPELINES					
NATIONAL GRID GAS					
NETWORK RAIL					
ORANGE					
SEVERN TRENT WATER					
SOUTH STAFFS					
TORCH TELCOM					
TORCH TELECOM					
VODAPHONE					
WESTERN POWER					
WORLDCOM INC					
YOUR COMMUNICATIONS					

Annex 1 is the list of Utility Plant Enquiry Addresses which should follow on from this page. If it is missing, please contact the Birmingham City Council Section 50 team.

TO:

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

Section B – Current Holder of the Waste

1. Full Name (BLOCK CAPITALS):
2. Name and Address of Company:
3. Which of the following are you? Please 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:
Importer of the Waste	<input type="checkbox"/>	Exempt from Requirement To have a Waste Disposal or Waste Management Licence	<input type="checkbox"/>	➔ Give Reason:
Waste Collection Authority	<input type="checkbox"/>	Registered Waste Carrier	<input type="checkbox"/>	➔ Registration Number: Issued By:
Waste Disposal Authority (Scotland Only)	<input type="checkbox"/>	Exempt from Requirement To Register	<input type="checkbox"/>	➔ Give Reason:

Section C – Person Collecting Waste

1. Full Name (BLOCK CAPITALS):
2. Name and Address of Company:
3. Which of the following are you? Please 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:
Waste Disposal Authority (Scotland Only)	<input type="checkbox"/>	Exempt from Requirement To have a Waste Disposal or Waste Management Licence	<input type="checkbox"/>	➔ Reason:
Exporter	<input type="checkbox"/>	Registered Waste Carrier	<input type="checkbox"/>	➔ Registration Number: Issued By:
		Exempt from Requirement To Register	<input type="checkbox"/>	➔ Give Reason:

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
Full Name:
(BLOCK CAPITALS)
Representing:
- Signed:
Full Name
(BLOCK CAPITALS)
Representing:

1. CLOSURES OF THE PUBLIC HIGHWAY

BEFORE ANY ROAD CLOSURE OR TRAFFIC RESTRICTION IS AUTHORISED THE CITY COUNCIL (THE "HIGHWAY AUTHORITY") MUST BE SATISFIED THAT THE WORK INVOLVED CANNOT REASONABLY BE CARRIED OUT WITHOUT THE CLOSURE OR RESTRICTION BEING IMPLEMENTED E.G. BY CHOOSING A DIFFERENT METHOD OF WORKING, OR MAINTAINING TRAFFIC FLOW WITH RESTRICTED CARRIAGEWAY WIDTH OR BY THE USE OF TEMPORARY TRAFFIC SIGNALS/STOP GO BOARDS.

THE COUNCIL IS RESPONSIBLE FOR ENSURING THAT PERSONS WISHING TO CLOSE ROADS OR FOOTPATHS FOR TEMPORARY PERIODS COMPLY WITH CERTAIN CONDITIONS AND COMPLETE LEGAL PROCEDURES. THE FOLLOWING ARE THE MAIN POINTS WHICH THE PERSON WANTING THE CLOSURE AND THE COUNCIL NEED TO CONSIDER:

- i) SIX TO EIGHT WEEKS NOTICE REQUIRED FOR YOUR APPLICATION BY LETTER WHICH SHOULD INCLUDE:
- ii) THE REASON FOR THE CLOSURE E.G. CRANEAGE, BUILDING OPERATIONS PREFERRED DATE OF CLOSURE AND DURATION (FOR PROGRAMMING). YOUR METHOD STATEMENT OF WORKING.
- iii) A SKETCH OF THE LENGTH OF HIGHWAY YOU WISHED CLOSED WITH A PLAN OF THE EXTENT OF YOUR WORKS, WORKING SPACE, CRANE WITH OUTRIGGERS ETC..
- iv) A STATEMENT THAT YOU WILL PAY THE COSTS INCURRED BY THE COUNCIL IN CARRYING OUT THE NECESSARY ARRANGEMENTS FOR THE ROAD CLOSURE AS DESCRIBED IN ITEM (VII) (YOUR ORDER NO. AT AN EARLY STAGE WOULD ENSURE THAT PROGRESS IS NOT HELD UP).
- v) ROAD CLOSURES OF LESS THAN A DAY SHOULD GENERALLY BE CARRIED OUT ON A SUNDAY OR OVERNIGHT WHEN STREETS ARE LESS TRAFFIC SENSITIVE.
- vi) APPLICANTS SHOULD BEAR IN MIND THAT WITH THE INCREASE IN VEHICULAR/PEDESTRIAN ACTIVITY, ROAD CLOSURES ARE NOT GENERALLY PERMITTED IN THE SIX WEEK PERIOD BEFORE CHRISTMAS, OR THE TWO WEEK PERIOD AFTER CHRISTMAS IN THE CITY CENTRE. LOCAL FACTORS WILL BE CONSIDERED TO DETERMINE CLOSURES AT OTHER LOCATIONS.
- vii) ALL ROAD CLOSURES WILL INVOLVE A SITE MEETING WITH VARIOUS INTERESTED PARTIES I.E. BIRMINGHAM CITY COUNCIL TRANSPORTATION DEPT., WEST MIDLANDS POLICE, REPRESENTATIVES FROM THE BUS COMPANIES IF ON A BUS ROUTE.
- viii) THE SUSPENSION OF ANY PARKING BAYS E.G. PAY AND DISPLAY IS SUBJECT TO THE PERMISSION FROM AND COMPENSATION TO THE CITY COUNCIL'S CAR PARKING SECTION TEL: 0121 303 6421.
- ix) REQUESTS FOR ANY PERMITS FOR CRANES, SKIPS, HOARDING OR CARTING OVER THE FOOTWAY SHOULD BE TAKEN UP WITH STREET SERVICES DIVISION TEL: 0121 675 0273.
- x) ALL COSTS INCURRED BY THE CITY COUNCIL IN CARRYING OUT ROAD CLOSURES OR TRAFFIC RESTRICTIONS (E.G. LEGAL PROCEDURES, POSTING NOTICES, INFORMING WARD COUNCILLORS AND 20 ORGANISATIONS, ERECTING AND REMOVING DIVERSION SIGNS) WILL BE RECHARGED TO THE APPLICANT.