



Reading
Borough Council

Working better with you

HIGHWAYS ACT 1980

SECTION 171 : LICENCE APPLICATION PACK

**Consent to deposit building materials and making of excavations in the
Public Highway**

All Correspondence to :

Reading Borough Council Highways Department
19 Bennet Road
Reading
Berkshire
RG2 0QX

Tel : 0118 9372943



Ref:

READING BOROUGH COUNCIL
HIGHWAYS ACT 1980
SECTION 171 LICENCE APPLICATION

REQUIREMENTS :-

1. DETAILS OF LICENSEE

Contact Name : _____

Company Name : _____

Address & Postcode : _____

Daytime Telephone Number : _____

Out of Hours telephone Number : _____

Fax Number _____ E mail _____

2. DETAILS OF THE SITE

Site Location : _____

Company Name (if applicable) and Address of Landowner : _____

Contact Name : _____

3. DETAILS OF THE PROPOSED WORKS

Description of the proposed works : _____

Approximate dimensions of proposed excavating (m): Length _____ Width _____ Depth to Invert _____

Proposed method of traffic/ pedestrian management (e.g. Traffic Signals, Stop/Go) : _____

Proposed Start Date : _____ Proposed Completion Date _____

FOR EVERY APPLICATION YOU MUST ALSO PROVIDE THE FOLLOWING :

4. SITE PLANS

Provide 2 copies of the A4/A3 sized works location plan clearly showing the proposed area of excavation and the boundary of the landowners' property/ land. Please ensure that this plan is to a sensible scale and shows nearby landmarks including junctions and nearby properties. The area of excavation and the property boundary **must** be marked using coloured pens or similar.

In addition each plan **must** clearly show the signing and guarding that is to be used on site (i.e. showing traffic/pedestrian management) and estimated measurements of the works area.

5. INDEMNITY AND INSURANCE COVER

All persons wanting to carry out work on or in the public highway within the Borough of Reading **must** carry a valid public/ third party liability insurance cover of no less than **£10 Million**. Proof of valid/ third party liability must accompany each application.

This insurance cover must indemnify the Council against any claim in respect of injury, damage or loss arising from the works. This insurance cover must be maintained from the commencement of the works on the highway up to the conclusion and acceptance by the Council of the permanent reinstatement following a 2 year guarantee.

Please note that if more than one contractor/ company will be working on the highway (i.e. main contractor and reinstatement contractor) proof of insurance will be required for each.

If any insurance cover is due to expire before the works are likely to be completed we will need to see evidence that it has been renewed. Delays in providing this information **will** delay your application and proposed start date.

6. ACCREDITATION DETAILS

The New Roads & Street Works Act 1991 introduced a legal requirement for there to be a qualified supervisor in control of any work and for there to be at least one qualified operative at all times. In addition, each of the operatives carrying out work must be qualified for the tasks they are undertaking.

Failure to meet these requirements is a criminal offence.

Reading Borough Council, as the Street Authority, will not allow any works to proceed if you cannot provide evidence to show that your supervisor and operatives are suitably qualified. We will require copies of the Street Works Qualification Register (SWQR) cards for at least one Supervisor and one Operative who will be on site during the proposed works. These copies will need to clearly show the front and reverse of each card and certificates will not be sufficient.

Please note that if a card has expired or is likely to expire before completion of the works it **will not** be accepted.

Important notes: Supervisor qualifications cannot overrule or replace Operative qualifications. One person cannot cover both the role of Supervisor and the role of Operative at the same time. Highway Inspectors may arrive on site at any time to verify that all tasks that are being undertaken are done so by suitably qualified operatives. It is therefore a requirement that the Street Works Qualification Register card is carried at all times.

7. LICENCE FEE

The fee for this licence application is £406.00 for the first 4 weeks and an addition £25.50 per week thereafter.

The preferred method of payment is by card over the phone. Once the application is received, we will make contact to take the payment.

Providing all the performance requirements of the New Roads & Street Works Act (NRSWA) have been fully complied with regard to excavation backfilling and reinstatement there will be no further charges. However, the licensee may become liable for defect charges in the event that they fail to fully comply with the requirements for reinstatements in the highway which may become apparent during the guarantee period.

8. DECLARATION

Carefully read and fully complete the declaration on the next page. This should be completed by the licensee.

DECLARATION

To be completed by the licensee

I hereby apply for permission to carry out street works at the following location :

I have read and understood the Notes for Guidance and Schedule of Conditions sections of this application and that the information I have provided is correct to the best of my knowledge.

I understand that it is a criminal offence to commence any works on the Highway until this fully completed application has been approved and permission has been granted, in writing, by the Street Authority.

I understand that I must follow the New Roads & Street Works Act 1991 and related codes of practice and that failure to do so could result in charges being made or legal action being taken against me or my company.

I have received full responses from the relevant utility companies stating the apparatus that is present in the vicinity of my proposed excavation. The age of the records that I have received indicate that the records will be valid (as per the utilities disclaimer) throughout the duration of my proposed works. The contractors will ensure that these plans are present and available for inspection whenever they are on site.

If works have been agreed to be conducted as emergency works all possible resources will be used to ensure that damage to underground apparatus is avoided.

Signature : _____

BLOCK CAPITALS : _____

Company Name : _____

Position in Company : _____

Date : _____

SCHEDULE OF CONDITIONS SUBJECT TO WHICH THE LICENCE IS GRANTED

Standard Conditions

1. The Licensee must contact all relevant utility companies to obtain responses of what apparatus is present in the vicinity of the proposed area of works, A List of the utility Companies, statutory undertakers, to be consulted is attached.
2. The Licensee or person working on their behalf must ensure at all times that no damage occurs to any apparatus belonging to any statutory undertaker and access to their plant must be allowed at all times.
3. The Licensee or person undertaking the work on their behalf must comply with any directions given in writing by Reading Borough Council (the Council) with respect to the erection and maintenance of traffic signs in connection with the deposit or excavation.
4. The Licensee must ensure that the obstruction or excavation is properly fenced and adequately lighted at all times in accordance with the New Roads & Street Works Act 1991 Code of Practice.
5. If the licensee fails to comply with any direction given verbally or in writing by the Council and the Council is then required to undertake the necessary works, including reinstatement, all costs associated with the works will be payable by the Licensee.
6. All supervisors and operatives must hold a street works qualification register (SWQR) card for the tasks they are undertaking.
7. The Licensee shall indemnify the council against any claim in respect of injury, damage loss or third party claim with respect to the deposit or excavation.
8. The minimum amount of insurance cover will be £10, 000, 000 (ten million pounds) in respect of any one claim and an unlimited number of claims.
9. The Licensee shall regulate the Works so as to minimise obstruction to vehicular and pedestrian traffic. Traffic management plans and the associated application forms should be completed and returned to the Council should a Temporary Traffic Regulation Order under section 14 of the Road Traffic Regulation Act be required. Should a Temporary Order be required sufficient notice should be provided in accordance with the Traffic Management Act 2004.
10. There will be 4 inspections carried out at the following stages :-
 - (i) Prior to works commencing
 - (ii) During the progress of the work
 - (iii) At the completion of the works
 - (iv) At the end of the maintenance period
11. The Council has the right to withdraw and licence issued if any of these conditions are not adhered to.

HIGHWAYS ACT 1980 SECTION 171

Application for consent to deposit building materials and make excavations in the streets

Notes for Guidance

1. Definition of street : Any part of the verge, footway or carriageway within the borough boundary that is maintained at the public expense.
2. It is an offence Under Section 171 of the Highways Act 1980 to deposit materials on the street and make excavations in the street without obtaining consent from the Council.
3. The name and address of the landowner requiring the service is to be provided. This may be a private individual, a limited company or a partnership, If a partnership, the names and addresses of those persons in whom the land is vested are to be given. If a company, the registered office is to be given. If the land is vested in joint names then details of both persons are required.
4. Supervisors of street works shall be qualified to the standard prescribed in the Street Works (Qualifications of Supervisors and Operatives) regulations 1992 and from 5th August 1997 all operatives shall be so qualified. Follow the instructions within Section 6 of the application form.
5. The licensee shall ensure that he, or any contractor employed by him, shall be aware of the obligations placed on him by the various Codes of Practice and Regulations prescribed under the New Roads and Street Works Act 1991. In particular the licensee shall comply with the Specification for the Reinstatement of Openings in Highways.
6. The licensee shall also comply with the Code of Practice “Safety at Road Works and Street Works” and give details of proposed traffic management measures in section 3. If it is considered that a road closure may be required then early advice from the Council should be sought. A period of 6 weeks should normally be allowed for road closure applications and there will be additional costs to the licence.
7. The licence shall remain in force for the time agreed in the licence or licence extension or until such times the Council agree by means of a final inspection of the area.
8. The licence does not dispense the licensee from obtaining any other consent, licence or provision which may be required on the street.
9. The licence or consent is not transferable to any other party.
10. If the applicant is a contractor employed by the owner of the property for the consent, then the licence should be assigned to that property owner **prior** to the commencement of works.
11. A minimum period of 28 days should be allowed for the application to be processed.
12. It is the responsibility of the licensee to ensure that safe digging practice is met and that all reasonable measures are taken to locate and avoid any buried apparatus. The applicant must contact all relevant utility companies to obtain responses of what apparatus is in the vicinity of the proposed works prior to applying for the licence.

BRITISH TELECOM

Website : www.dialbeforeyoudig.com

E mail : stoke.incoming.notices@openreach.co.uk to register to "Maps by E mail" service

Tel: 0800 917 3993

CABLE & WIRELESS (including Thus plc, Your Comms, Energis and Mercury Communications)

Department : Plant Enquiries Team

E mail : osm.enquiries@atkinsglobal.com

Postal Address : Atkins Global, P.O. Box 290, 500 Aztec West, Almondsbury, Bristol. BS32 4RZ

Tel: 01454 662 881 Fax: 01454 663 330

INSTALCOM

Department : Plant Enquiries

E mail : plantenquiries@instalcom.co.uk

Postal Address : Instalcom House, Manor Way, Borehamwood, Hertfordshire. WD6 1QH

Tel: 0208 731 4613 Fax: 0208 731 4601

ORANGE UK

Department : Plant Search

E mail : plantsearch@maygurney.co.uk

SCOTIA GAS NETWORKS

Department : Plant Location

Postal Address : 95 Kilbirnie Street, Glasgow. G5 8JD

SCOTTISH AND SOUTHERN ENERGY

Department : Mapping Services

E mail : mapping.services@scottish-southern.co.uk

Postal Address : P.O.Box 6206, Basingstoke, Hampshire. RG24 8BW

THAMES WATER UTILITIES

Department : Asset Location Services

Website : www.digdat.co.uk

E mail : searches@thameswater.co.uk

Postal Address : Blake House, Manor Farm Road, Reading. Berkshire RG2 0JN

VIRGIN MEDIA

Department : National Plant Enquiries

Website : www.digdat.co.uk

E Mail : plant.enquiries.team@virginmedia.co.uk

Postal Address : Unit 1A, Scimitar Park, Courtauld Road, Basildon. SS13 1ND

Classification: OFFICIAL

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