

Appendix J



**APPLICATION FORM FOR SHORT TERM ROAD
CLOSURES UNDER TOWN POLICE CLAUSES 1847**

Name of Applicant/Organiser: (required)

Organisation (if applicable):

Contact address (incl. postcode):

Telephone number (daytime):

Telephone number (evening):

Email address: (if available)

Type of Event (Please tick the appropriate box)

Public Celebration ☐

Christmas Lights Switch on ☐

Procession /Parade Other ☐

Please Specify

Approximate Number of People involved/attending the event:

.....

Name of road(s) to be closed:

Date and time of road closure

If you plan to close only a section of the road(s), where will the closure begin and end?

From:

To:

If yes, you will need to send a traffic plan showing the exact extent of the closure and an alternative route for traffic.

To close a road under the Town Police Clauses Act 1847 you need to consult the Police for their support and resources for the duration of the event. Please provide copies of any correspondence with the Police with this application.

If you are planning a road closure you will also need to consult residents and businesses with properties within the closure.

We have available upon request a typical consultation letter for neighbouring residents or commercial properties affected by your event.

Conditions of Road Closure Order

- The duration of the road closure must not exceed 3 hours.
- Minimum 8 week notice is required
- The application fee for this application is £191.00. Cheques should be made payable to Swindon Borough Council.
- Reasonable pedestrian access being maintained at all times.
- Vehicular access for emergencies being available at all times
- Road Closures and advanced notice signs being erected in consultation with the Highway Authority at the cost of your organisation and removed by them at the end of the temporary closure.
- Your organisation will be responsible for stewarding the event,
- Your organisation will be responsible for clearing the highway immediately after the event and take responsibility for any damage caused to any street furniture during the entire period of preparation, event and clearing up operation.
- Street fire hydrants must not be obstructed.
- No claims will be entertained by Swindon Borough Council (as highway authority) in respect of any accident, damage or injury sustained as a result of the event, the onus is on your organisation to obtain necessary insurance cover.

Signed Dated

Please return this completed form to:

**Street Works
Swindon Borough Council
Wat Tyler House West
Beckhampton Street
Swindon
SN1 2JG**

You will be sent confirmation of your application within approximately 10 working days.

If you have any queries please contact us on 01793 466380 or email us at streetworks@swindon.gov.uk.



**HIGHWAYS ACT 1980
SECTION 171 LICENCE**

STREET WORKS

Application for consent to make a temporary excavation in the public highway

Name of Applicant:.....

Address:.....

.....

Tel No:..... Fax No:..... Email:.....

Name of Contractor:.....

Address:.....

.....

Tel No:..... Fax No:..... Email:.....

Insurance Information:

Insurance Provider:

Address:

.....

.....

Postcode:

Policy number:

Policy Commencement Date:

Policy Expiration Date:

Cont....

Works Details:

Location of works (include a plan)

.....

Description of Proposed Work:

.....

Proposed Works Dates:

Start:..... End:.....

Note: This should be at least one month after the date of this application

Details of Statutory Undertakers' equipment affected by excavation:

.....

.....

.....

This application must be accompanied by:-

- i) A plan showing the exact location of the proposed excavation
- ii) Plans and sections, which give details of what is proposed and its relationship with and the effect on the highway.
- iii) Traffic management plans
- iv) A copy of your current public liability insurance certificate – this must provide cover of at least **£5 million** & copies of street works accreditation for workers and supervisors
- v) Letters from Statutory Undertakers either that the apparatus is not affected, or their requirements.
- vi) An application fee of **£254.00** made payable to "Swindon Borough Council"

Signed:

Please print name:

Date:

Please send to
Street Works
Swindon Borough Council
4th floor Wat Tyler House West
Beckhampton Street, Swindon
SN1 2JG
Tel: 01793 466380
Fax: 01793 466446
email: streetworks@swindon.gov.uk

APPLICATION FOR TEMPORARY URGENT TRAFFIC RESTRICTIONS



(FOR UP TO 5 DAYS OR UP TO 21 DAYS IN THE EVENT OF AN EMERGENCY)

Guidance for Temporary Traffic restriction

Please read carefully and sign below before completing the form. The applicant must:

- (a) Submit the application form after seeking permission from the Street Works Manager
- (b) Meet the council's charges for processing the restrictions (detailed below)
- (c) Maintain pedestrian access to frontages at all times
- (d) Provide, erect and maintain all signs required to give effect to the Order, the type and siting of which must be approved by SBC
- (e) Give a minimum of a week notice to Streetworks before the expiry of restriction if an extension is required
- (f) Not commence the restriction(s) (by placing signs) until authorisation has been received from Streetworks and the legal administration process has been completed
- (g) Notify all parties on the affected length(s) of road by letter, as soon as possible before the restriction(s) commence.
- (h) NOT use the restricted length(s) of road for the general parking of vehicles. A vehicle may only enter and remain in the restricted length(s) of road if doing so is necessary to the works (e.g. delivery of materials)
- (i) (Road closures only) erect and maintain advance works signs as soon as possible prior to the closure. Failure to do so may delay the start of the closure.
- (j) Ensure that the provision, operation and maintenance of all signs, lighting and guarding of the works is in accordance with the requirements of the New Roads and Street Works Act 1991, the Road Traffic Regulation Act 1984, Safety at Street Works and Road Work Code of Practice and in conjunction with Chapter 8 of the current Traffic Manual.
- (k) Ensure that the supervisor of the works is a qualified person pursuant to Section 67 of the New Roads and Street Works Act 1991
- (l) Agree that Swindon Borough Council may distribute to third parties and use publicly any of the information provided within these forms

Charges

(1) The charge for the temporary restriction is £276.00. This consists of office time in assessing the restriction, legal administration costs and a processing fee.

Charges are made in accordance with the Road Traffic Regulation Act 1984 and will be subject to periodic review by HAUC.

(2) Should the closure / restriction remain in force for a period in excess of that requested; a further charge will be applied

Please attach a cheque for £276.00 (made payable to Swindon Borough Council) or a purchase order for invoicing purposes. Internal SBC or SCS applicants must supply an expenditure code.

I have read and agree to the conditions at (a) to (l) above and am authorised to sign this

Application on behalf of(name of company/organisation)

Signed:Date.....

APPLICATION FOR TEMPORARY URGENT TRAFFIC RESTRICTIONS



(FOR UP TO 5 DAYS OR UP TO 21 DAYS IN THE EVENT OF AN EMERGENCY)

Application for Temporary traffic restriction

1) Location / Road / Footpath

Road name and route no (if any) and precise lengths of highway affected (to be shown on the plan)

(2) Type of temporary restriction required (tick as appropriate)

Road closure Waiting restriction PROW closure Weight restriction
Speed restriction Other (please specify) _____

3) Alternative Route (if applicable)

(4) Period of closure / restriction (if Waiting Restriction please specify times required):

From: _____ To _____

(5) Timing of Restriction

24 Hour overnight daytime
Please give timings for overnight and daytime restriction.....

(6) Purpose of restriction:

(7) Purchase Order reference if appropriate:

(8) For SBC or SCS applicants please give expenditure code:

The supervisor of the works is to be qualified as required under Section 67 of the New Roads and Street Works Act 1991.

Applicants Name.....

Company Name:

Address:

.....

Invoice address if different.....

.....

Telephone No:

Mobile (if applicable).....

E-mail.....

Fax:

Name and telephone number of representative to be contacted for emergency call-out/maintenance purposes. (These details to be displayed on an information board to be located on site.)

Name: Emergency Tel No.....

APPLICATION FOR TEMPORARY URGENT TRAFFIC RESTRICTIONS



(FOR UP TO 5 DAYS OR UP TO 21 DAYS IN THE EVENT OF AN EMERGENCY)

These forms should be signed and submitted, together with a copy of the closure plan, to the following address:

Street Works Team
Swindon Borough Council
4th floor Wat Tyler House West, Beckhampton Street, Swindon, Wilts, SN1 2JG
E-mail streetworks@swindon.gov.uk

Contact for information: Tel (01793) 466386 Fax (01793) 466446

Consultation – Applicants must make arrangements for residents/business affected by closures to be notified. An example letter is provided below. Restriction dates and times will only be confirmed to you when the council has processed the application.

Dear Owner/Occupier

NOTICE OF RESTRICTION NAME OF ROAD - REASON FOR RESTRICTION

We wish to advise you that the contractor **NAME OF CONTRACTOR** of **ADDRESS** will be carrying out **TYPE OF WORK** in **NAME OF ROAD** commencing:
DATES & TIMES

It is anticipated that these restrictions will take approximately **LENGTH OF TIME** to complete.

ANY GUIDELINES TO RESIDENTS / BUSINESSES EG The works / restrictions cannot be successfully or quickly completed /implemented if vehicles cause obstruction or disregard the closures/ restrictions, so please pay careful attention to the signage on the street during the closure period(s).

Should you have any queries please do not hesitate to contact
NAME OF CONTRACTOR on **TELEPHONE NUMBER**.

We regret any inconvenience caused, but trust you will appreciate the benefits of the works once complete.

Yours faithfully

NAME

APPLICATION FOR TEMPORARY TRAFFIC RESTRICTION

Guidance for Temporary Traffic restriction

Please read carefully and sign below before completing the form. The applicant must:

- (a) Submit the application form a minimum of 12 weeks before the proposed start date (bank holidays may extend this period)
- (b) Meet the council's charges for making the order (detailed below)
- (c) Maintain pedestrian access to frontages at all times
- (d) Provide, erect and maintain all signs required to give effect to the Order, the type and siting of which must be approved by SBC
- (e) Give a minimum of two months' notice in writing to the council before the expiry of order if an extension is required
- (f) NOT commence the restriction(s) (by placing signs) until you have received confirmation from Streetworks that you application has been approved and the legal order making process has been completed.
- (g) Notify all parties on the affected length(s) of road by signed and dated letter, 3 weeks before the restriction(s) commence.
- (h) NOT use the restricted length(s) of road for the general parking of vehicles. A vehicle may only enter and remain in the restricted length(s) of road if doing so is necessary to the works (e.g. delivery of materials)
- (i) (Road closures only) erect and maintain advance works signs, 2 weeks prior to the closure. Failure to do so may delay the start of the closure.
- (j) Ensure that the provision, operation and maintenance of all signs, lighting and guarding of the works is in accordance with the requirements of the New Roads and Street Works Act 1991, the Road Traffic Regulation Act 1984, Safety at Street Works and Road Work Code of Practice and in conjunction with Chapter 8 of the current Traffic Manual.
- (k) Ensure that the supervisor of the works is a qualified person pursuant to Section 67 of the New Roads and Street Works Act 1991
- (l) Agree that Swindon Borough Council may distribute to third parties and use publicly any of the information provided within these forms

Charges

(1) The charge for a TTRO is £1266.00. This consists of legal advertising costs, legal administration costs and a processing fee.

A further charge may be incurred should the legal/advertising costs amount to more than those specified above or the closure involves a number of roads and restrictions. Charges are made in accordance with the Road Traffic Regulation Act 1984 and will be subject to periodic review by HAUC.

(2) Should it be necessary to extend the TTRO, or should the closure / restriction remain in force for a period in excess of that requested, a further charge will be made.

Please attach a cheque for £1266.00 (made payable to Swindon Borough Council) or a purchase order for invoicing purposes. SBC applicants must supply an expenditure code.

I have read and agree to the conditions at (a) to (l) above and am authorised to sign this application on behalf of(name of company/organisation)

Signed:Date.....

APPLICATION FOR TEMPORARY TRAFFIC RESTRICTION

Tel No. (including code)..... Fax

Application for Temporary traffic restriction

1) Location / Road / Footpath

Road name and route no (if any) and precise lengths of highway affected (to be shown on the plan)

(2) Type of temporary restriction required (tick as appropriate)

Road closure Waiting restriction PROW closure Weight restriction
 Speed restriction Other (please specify) _____

3) Alternative Route (if known)

(4) Suspension of any existing restrictions (tick as appropriate)

Any prohibitions on traffic Waiting restriction Weight restriction
 Speed restriction Other (please specify) _____

(5) Period of closure / restriction:

From:

To:

Is this a 24 hour closure

if not please give details of the timings

(6) Purpose of restriction:

(7) Is this closure or restriction on a bus route yes no

(8) Purchase Order reference if appropriate:

(9) For SBC applicants only please provide an expenditure code

The supervisor of the works is to be qualified as required under Section 67 of the New Roads and Street Works Act 1991.

Applicants Name.....

Company Name:

Address:

Invoice address if different:.....

Telephone No:

Mobile (if applicable).....

E-mail:

Fax:

APPLICATION FOR TEMPORARY TRAFFIC RESTRICTION

Name and telephone number of representative to be contacted for emergency call-out/maintenance purposes. (These details to be displayed on an information board to be located on site.)

Name: Emergency Tel No:

These forms should be signed and submitted, together with a copy of the closure plan, to the following address:

Street Works Team
Swindon Borough Council
4th floor Wat Tyler House West, Beckhampton Street, Swindon, Wilts, SN1 2JG
E-mail streetworks@swindon.gov.uk

Contact for information: Tel (01793) 466380 Fax (01793) 466446

Consultation – Applicants must make arrangements for residents/business affected by closures to be notified. An example letter is provided below. Restriction dates and times will only be confirmed to you when the council has processed the application.

Example letter of notification

Dear Owner/Occupier

NOTICE OF RESTRICTION NAME OF ROAD - REASON FOR RESTRICTION

We wish to advise you that the contractor **NAME OF CONTRACTOR** of **ADDRESS** will be carrying out **TYPE OF WORK** in **NAME OF ROAD** commencing:
DATES & TIMES

It is anticipated that these restrictions will take approximately **LENGTH OF TIME** to complete.

ANY GUIDELINES TO RESIDENTS / BUSINESSES EG The works / restrictions cannot be successfully or quickly completed /implemented if vehicles cause obstruction or disregard the closures/ restrictions, so please pay careful attention to the signage on the street during the closure period(s).

Should you have any queries please do not hesitate to contact
NAME OF CONTRACTOR on **TELEPHONE NUMBER**.

We regret any inconvenience caused, but trust you will appreciate the benefits of the works once complete.

Yours faithfully

NAME

**HIGHWAYS ACT 1980
SECTION 169
Application for a Licence to place a
Crane on the highway**



SBC Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: Streetworks@swindon.gov.uk

Web: www.swindon.gov.uk

Conditions for use of cranes/cherry picker/lifting platform the Public*

Guidance – To be read by the Applicant:

1. The consent will only be granted to the individual or company making the application. It cannot be transferred to another person or company.
2. The consent will be issued only for a specified period.
3. The location where the plant is to be placed shall be stated. Alternatively the applicant can supply a scaled plan (1:1250 in urban areas), which clearly identifies the location for use.
4. The applicant shall contact SBC Street Works in order that any traffic management measure may be discussed at an early stage and prior to any operations commencing on the highway.

Schedule of Conditions relating to use of Cranes or Other Equipment and Machinery on the highway

1. All applications must be made by the main operator, who will be held by the Council to be responsible for all matters pertaining to the Plant and its use on the highway.
2. On approval of this application if required the requisite road closure / lane closure / traffic management plans should also be in place.
3. The works shall be carried out with speed and diligence.
4. The Applicant shall permit the Council to inspect the operations at all reasonable times.
5. The Applicant shall regulate the works so as to minimise the obstruction to vehicular and pedestrian traffic. He shall sign and guard the Plant in accordance with Chapter 8 of the Traffic Signs Manual published by TSO, with due regard to safety zones and horizontal and clearances to traffic. Please note that this is a legal requirement and an offence may be caused by inadequate signing and guarding. Approved traffic control will be required if a clear carriageway width of 3m cannot be maintained, a road closure may be necessary. In this event there will be a separate charge to cover the Council's costs in making and advertising an order. The applicant will be responsible for all diversion signing.
6. The applicant shall have a minimum public liability insurance of £5 million.
7. The Applicant shall note that the Council may, if it thinks fit and reasonable to do so, terminate this consent without notice. At such time all operations and plant shall be dismantled and removed from the highway without delay.
8. Any damage to the highway arising out of the operations or use of the Plant on the highway shall be reported to the Council immediately. The Council will seek recovery only of the costs it has incurred in repairing such damage.

Declaration

I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to place a Crane* on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions for placing a Crane on the Public Highway.

Signature..... Name.....

Date.....

**HIGHWAYS ACT 1980
SECTION 169 & 172**

**Application for a Licence to use a
Crane/Cherry Picker/Lifting platform on the
highway**



SWINDON
BOROUGH COUNCIL

Email: Streetworks@swindon.gov.uk

SBC Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Web: www.swindon.gov.uk

IMPORTANT NOTES FOR THE APPLICANT

1. Read the 'Conditions for use of cranes/cherry picker/lifting platform the Public Highway',
2. Sections 1-6 **must** be completed in full,
3. Return the application to the postal/email address above with **5 working days-notice**,
4. Provide proof of your public liability insurance of a minimum of £5m
5. Advise of payment method for **£98.00 application fee** – express approval (within 5 working days) of receipt is subject to additional charge of £23 (Total charge £121.00)
6. Licences are only valid for the period approved in Section 2 (for up to a 1 month period)

SECTION 1 – LOCATION / STREET

Street Name

Street Name	
Property Name / Number	
Other	

SECTION 2 – DATES Licence Required

FIVE full working days' notice SHALL be given or express charges will apply.

From		Start time	
To		End time	

SECTION 3 – CLIENT (USER)

Name	
Address	
Postcode	
Tel	
Out of Hrs. Tel No	

SECTION 4 – CONTRACTOR (CRANE/HIRE COMPANY)

Name	
Address	
Postcode	
Tel	
Out of Hrs. Tel No	

Section 5 – CRANE DETAILS (X)

Front	
Side Elevation	
Other	

SECTION 6 – LOCATION (X)

Footway	
Carriageway	
Verge	

Declaration

I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to use crane/cherry picker/lifting platform on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions for use of on the Public Highway.

Signature..... Name.....

Date.....

FOR OFFICE USE ONLY

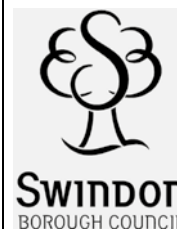
Licence Ref:...CRA/..... Fee Paid £.....

Signature..... Print Name.....

Date.....

HIGHWAYS ACT 1980 SECTION 169 & 172

Application for a Licence to erect a Scaffolding / Hoarding on the highway



SBC Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: Streetworks@swindon.gov.uk

Web: www.swindon.gov.uk

Conditions for erection of scaffolding/hoarding on highway

- i) That the Scaffolding /Hoarding is designed, secured, maintained and dismantled in accordance with all relevant, current standards and legislations. A comprehensive risk assessment is undertaken to take account of its effect on all types of traffic that will pass under or nearby the structure.
- ii) That the scaffolding/hoarding is boarded and screened in such a manner as to prevent the falling of any tool or object onto the highway and that as little inconvenience as possible is caused to the general public. Where appropriate, pedestrian access shall be provided through the scaffolding/hoarding to avoid the necessity for pedestrians to walk in the carriageway
- iii) That the scaffolding/hoarding is whitewashed or painted white to a height of 1.6m above ground level and adequately lit. If in position between half-an-hour after sunset and half-an-hour before sunrise.
- iv) Pedestrian barriers shall be attached to the scaffolding/hoarding and should be of a reasonable solid construction to guide blind and partially sighted people. They shall have a robust tapping rail fixed at a height of approximately 150mm above ground level measured to the underside of the rail and a robust handrail at a height of between 1 and 1.2m measured to the top of the rail. In both cases the rail should be at least 150mm deep. The thickness and/or width will depend on the material and construction and will need to be such as to ensure sufficient strength.
- v) Road danger lamps shall be placed on scaffolding/hoarding and show amber light. They should be placed at regular intervals along the line of obstruction. Lamps should comply at all times with BS3143 Part 2:1990 "low intensity battery operated lamps" and must comply with Regulation 40. Care should be taken to ensure that the intervals at which bulbs and batteries are changed and the type of replacement used, are in accordance with the manufacturers recommendations.
- vi) The applicant shall ensure that the lighting and guarding is to the satisfaction of the highway authority
- vii) If possible, the vertical members of the scaffolding/hoarding should be on base plates and if necessary sole plates (i.e. sleepers on planks). If this is not possible and it is necessary to open the footpath or carriageway, it must be clearly understood that the permanent reinstatement work will be carried out by the department at your expense
- viii) The scaffolding/hoarding shall be satisfactorily earthed and the scaffolding/hoarding should be sufficiently bonded to earth. One suitable method is to run a metal (not aluminium) earthing strip 20mm x 2.5mm size underneath and in contact with the base plates carrying the vertical members. This strip should be suitably earthed at intervals and not exceeding 20 metres
- ix) That any reasonable request by a statutory/licenced undertaker or highway authority to do anything necessary for the purpose of giving access to or protecting their apparatus
- x) The applicant of the scaffolding/hoarding shall have a policy of insurance providing adequate cover against all risks which will continue in force without any amendment during the period of this licence. The indemnity limit for the Approved Policy shall be a minimum of £5 million, and the policy to be approved by the highway authority prior to the granting of this permission.

A licence to erect scaffolding/hoarding on the highway is issued under **Section 169 Scaffolding and 172 Hoardings of the Highways Act 1980** and anyone failing to observe the conditions of such licence is guilty of an offence and liable of fine on summary conviction

Declaration

I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to place scaffold/hoarding within or adjacent to the highway and confirm that the foregoing details are correct. I have read and accepted the Conditions for erection of scaffolding/hoarding on highway

Signature..... Name.....
Date.....

HIGHWAYS ACT 1980 SECTION 169 & 172

Application for a Licence to erect a Scaffolding / Hoarding on the highway



SBC Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: Streetworks@swindon.gov.uk

Web: www.swindon.gov.uk

IMPORTANT NOTES FOR THE APPLICANT

1. Read the 'Conditions for use of Scaffolding / Hoarding on the Public Highway',
2. Sections 1-6 **must** be completed in full,
3. Return the application to the postal/email address above with **5 working days-notice**,
4. Provide proof of your public liability insurance of a minimum of £5m
5. Advise of payment method for **£98.00 application fee for scaffolds & £98 for hoardings** – express approval (within 5 working days) of receipt is subject to additional charge (Total charge £121.00 for either application)
6. Licences are only valid for the period approved in Section 2 (for up to 3 months)

SECTION 1 – LOCATION / STREET

Street Name

Street	
Property Name / Number	
Other	

SECTION 2 – DATES Licence Required

From

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To

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SECTION 3 – CLIENT (Hirer)

Name	
Address	
Postcode	
Tel	

SECTION 4 – CONTRACTOR (Scaffold Provider)

Name	
Address	
Postcode	
Tel	
Out of Hrs..Tel No	

Section 5 – SCAFFOLD DETAILS

Front	
Side Elevation	
Other	

SECTION 6 – LOCATION

Footway	
Carriageway	
Verge	

Declaration

I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to erect a Scaffold/Hoarding on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions for erecting a Scaffold/Hoarding on the Public Highway.

Signature..... Name.....

Date.....

FOR OFFICE USE ONLY

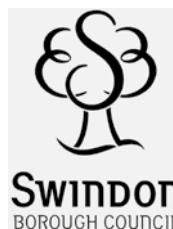
Licence Ref:....SCA/.....HOA/..... Fee Paid £.....

Signature..... Print Name.....

Date.....

HIGHWAYS ACT 1980 SECTION 169 & 172

Application for a Licence to erect a Scaffolding / Hoarding on the highway



SBC Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: Streetworks@swindon.gov.uk

Web: www.swindon.gov.uk

Conditions for erection of scaffolding/hoarding on highway

- i) That the Scaffolding /Hoarding is designed, secured, maintained and dismantled in accordance with all relevant, current standards and legislations. A comprehensive risk assessment is undertaken to take account of its effect on all types of traffic that will pass under or nearby the structure.
- ii) That the scaffolding/hoarding is boarded and screened in such a manner as to prevent the falling of any tool or object onto the highway and that as little inconvenience as possible is caused to the general public. Where appropriate, pedestrian access shall be provided through the scaffolding/hoarding to avoid the necessity for pedestrians to walk in the carriageway
- iii) That the scaffolding/hoarding is whitewashed or painted white to a height of 1.6m above ground level and adequately lit. If in position between half-an-hour after sunset and half-an-hour before sunrise.
- iv) Pedestrian barriers shall be attached to the scaffolding/hoarding and should be of a reasonable solid construction to guide blind and partially sighted people. They shall have a robust tapping rail fixed at a height of approximately 150mm above ground level measured to the underside of the rail and a robust handrail at a height of between 1 and 1.2m measured to the top of the rail. In both cases the rail should be at least 150mm deep. The thickness and/or width will depend on the material and construction and will need to be such as to ensure sufficient strength.
- v) Road danger lamps shall be placed on scaffolding/hoarding and show amber light. They should be placed at regular intervals along the line of obstruction. Lamps should comply at all times with BS3143 Part 2:1990 "low intensity battery operated lamps" and must comply with Regulation 40. Care should be taken to ensure that the intervals at which bulbs and batteries are changed and the type of replacement used, are in accordance with the manufacturers recommendations.
- vi) The applicant shall ensure that the lighting and guarding is to the satisfaction of the highway authority
- vii) If possible, the vertical members of the scaffolding/hoarding should be on base plates and if necessary sole plates (i.e. sleepers on planks). If this is not possible and it is necessary to open the footpath or carriageway, it must be clearly understood that the permanent reinstatement work will be carried out by the department at your expense
- viii) The scaffolding/hoarding shall be satisfactorily earthed and the scaffolding/hoarding should be sufficiently bonded to earth. One suitable method is to run a metal (not aluminium) earthing strip 20mm x 2.5mm size underneath and in contact with the base plates carrying the vertical members. This strip should be suitably earthed at intervals and not exceeding 20 metres
- ix) That any reasonable request by a statutory/licenced undertaker or highway authority to do anything necessary for the purpose of giving access to or protecting their apparatus
- x) The applicant of the scaffolding/hoarding shall have a policy of insurance providing adequate cover against all risks which will continue in force without any amendment during the period of this licence. The indemnity limit for the Approved Policy shall be a minimum of £5 million, and the policy to be approved by the highway authority prior to the granting of this permission.

A licence to erect scaffolding/hoarding on the highway is issued under **Section 169 Scaffolding and 172 Hoardings of the Highways Act 1980** and anyone failing to observe the conditions of such licence is guilty of an offence and liable of fine on summary conviction

Declaration

I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to place scaffold/hoarding within or adjacent to the highway and confirm that the foregoing details are correct. I have read and accepted the Conditions for erection of scaffolding/hoarding on highway

Signature..... Name.....

Date.....

HIGHWAYS ACT 1980 SECTION 169 & 172

Application for a Licence to erect a Scaffolding / Hoarding on the highway



SBC Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: Streetworks@swindon.gov.uk

Web: www.swindon.gov.uk

IMPORTANT NOTES FOR THE APPLICANT

1. Read the 'Conditions for use of Scaffolding / Hoarding on the Public Highway',
2. Sections 1-6 **must** be completed in full,
3. Return the application to the postal/email address above with **5 working days-notice**,
4. Provide proof of your public liability insurance of a minimum of £5m
5. Advise of payment method for **£98.00 application fee for scaffolds & £98 for hoardings** – express approval (within 5 working days) of receipt is subject to additional charge (Total charge £121.00 for either application)
6. Licences are only valid for the period approved in Section 2 (for up to 3 months)

SECTION 1 – LOCATION / STREET

Street Name

Street	
Property Name / Number	
Other	

SECTION 2 – DATES Licence Required

From

--

To

--

SECTION 3 – CLIENT (Hirer)

Name	
Address	
Postcode	
Tel	

SECTION 4 – CONTRACTOR (Scaffold Provider)

Name	
Address	
Postcode	
Tel	
Out of Hrs..Tel No	

Section 5 – SCAFFOLD DETAILS

Front	
Side Elevation	
Other	

SECTION 6 – LOCATION

Footway	
Carriageway	
Verge	

Declaration

I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to erect a Scaffold/Hoarding on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions for erecting a Scaffold/Hoarding on the Public Highway.

Signature..... Name.....

Date.....

FOR OFFICE USE ONLY

Licence Ref:....SCA/.....HOA/..... Fee Paid £.....

Signature..... Print Name.....

Date.....



Swindon Borough Council
Safe & Effective Highway Network
Street Works Team 4th Floor
Wat Tyler House
Beckhampton Street
Swindon, SN1 2JG
Tel: 01793 466380
Fax: 01793 466446
Email: streetworks@swindon.gov.uk

Dear Sir / Madam

New Roads and Street Works Act 1991
Request for consent to connect to or install a new utility or service in the Highway

I refer to your request for information on the above and please find enclosed for your information:

Notes for guidance to applicants (SC2)
Application Form and Declaration (SWL2S)
Notice of Works (SWL4)
Registration of Works (SWL5)
Controlled Waste Transfer Notice (SWL7)
Payment Form (SWL9)
Clear plans indicating location of works to be submitted with your completed application

Please complete Forms SWL3, SWL7 and SWL9 and return to SBCD Street Works Department, along with full payment. Cheques are to be made payable to Swindon Borough Council.

New Applications	Works on Existing apparatus
£255.00 Application administration fee £20 Manual Notice administration fee £156 Inspection Fee (For each 200m in Length for Category A, B & C Inspections) TOTAL: £431.00	£85.00 Application administration fee £20 Manual Notice administration fee £154 Inspection Fee (For each 200m in Length for Category A, B & C Inspections) TOTAL: £259.00

Forms SWL4 and SWL5 are submitted later.

Please note that it is necessary for SBC Street Works to have received an application for the consent with a minimum of 12 weeks-notice prior to the intended major works date. If you have any further queries, please contact SBC Street Works on 01793 466380

Yours faithfully
Martin Roberts
Street Works Manager
Transport Development & Street Works Management
Service Delivery
Swindon Borough Council

Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG
Tel: 01793 445500
DX: 133055 Swindon 16
Minicom: 01793 43665

CHECKLIST
Have you enclosed the following?
Please return this checklist with the application.

Payment	Tick
Proof of accredited operative	
Proof of accredited supervisor	
Proof of public liability insurance (£10million)	
Scale plan of works (1:100, 1:500, 1:1250)	
Completed SWL2/3 signed by licensee	
Method Statement / Risk Assessments	
SWL6 and copies of all current service drawings	
Stats searches (Thames Water, SSE, BT, Gas & other)	
Proof of permissions to connect (if applicable) – S106 WIA	
Proof of third party connection consent (Gas / Elec / Comms)	

Please give a contact name and number in case of queries with the application.

Contact name:

Contact number:

When calling or telephoning please ask for: Street Works

My Ref:

Your Ref:

**New Roads and Street Works Act 1991
Section 50 Street Works Licence.**

Part 1	Guidance note for applicants	FORM SWL 1
Part 2	Street works licence: application, conditions and authorisation	FORM SWL 2
Part 3	Consent to work on existing apparatus	FORM SWL 3
Part 4	Advance notice of works (FORM SWL 4
Part 5	Registration of works	FORM SWL 5
Part 6	Statutory undertakers declaration/requirement	FORM SWL 6
Part 7	Controlled waste transfer note (where applicable)	FORM SWL 7
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Consent to lay private apparatus in the Highway

Section 1 – To be completed by the Applicant

New Application

Renewal

Location of works:

Address:

Postcode:

Purpose of Works: (sewer connection / new private service etc.)

Full Name and Address of Organisation	Post code:
From (proposed works start date):	To (anticipated works end date):
Email Address:	Emergency Tel No:

I have read, understood and will comply with the Notes for Guidance (SC2) previously supplied

I have included Public Liability Insurance as requested

Signed: Tel No: Fax No:

Name: Date:

The Council, pursuant to the powers conferred by the New Roads and Street Works Act 1991 hereby grants permission to the above applicant in accordance with the above dated application for the operative period as stated above (or as shown in the special conditions) subject to the following:

1. The Notes for Guidance (SC2) being strictly adhered to.
2. Compliance with additional Special Conditions (if any) outlined in the space below (unless the renewal box is ticked above)
3. The Council is to be indemnified up to the value of £5 million by the Licensee from and against all actions and claims arising out of the connection to the existing sewer.

THIS CONSENT IS NOT VALID UNTIL SECTION 2 IS COMPLETED	
Section 2 – To be completed by the Team	
Special Conditions:	
Signed:	Dated:
For and on behalf of SBC Street Works Agreed by:	Paid in full Yes / No Insurance & indemnity checked: Yes / No Agreed: Yes / No
Licence No:	Renewal: Yes/ No
Assessed by:Street Works Team	
Comments: 	

Notes for Guidance – SC2

1. The person granted to lay apparatus in order to connect into a public or highway sewer becomes the undertaker for the purposes of the New Roads and Street Works Act 1991, and therefore attracts relevant duties and responsibilities imposed by the Act and associated secondary legislation and Codes of Practice. (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 for non-compliance with the relevant statutory duties or conditions. Applicants should note that this liability cannot be delegated to any other person or organisation.
3. The requirement to obtain a consent to work on the highway applied to any person or organisation (other than anyone acting under a statutory right) who wishes to place, retain and therefore 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.
5. The term 'said works' applies to all aspects of the work undertaken to connect to a sewer, including design, construction, protection (to include signing and guarding and traffic management), maintenance and removal of the apparatus.
6. Form SWL3S must be completed by the applicant for consent to lay apparatus up to the foul sewer in the highway and this must be submitted along with:
 - a. 3 copies of a detailed plan (no smaller than 1:2500 scale) of the location of the apparatus marked by a red line.
 - b. Proof of Public Liability Insurance. Swindon Borough Council is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of, or in any way incidental to, the said works, their maintenance and use. £5 Million public liability insurance is required and proof of this has to be sent to SBC Street Works, as stated on the covering letter, prior to works commencing.
 - c. Payment of £150 Inspection Fee for each 200 metres (or part thereof) with completed payment form.
 - d. Completed declaration.
7. The applicant will also have to obtain consent from the sewerage authority for making the connection into the public sewer (Section 106 Water Industries Act)
 - a. **Only the sewerage authority will be able to make the final saddle/manhole connection onto the public sewer.**
8. The highway authority may reinstate the carriageway / footway and take steps to recover its costs in so doing if any of these conditions are not complied with.
9. Consent to lay apparatus up to the foul sewer in the highway will only be granted to the owner(s) of apparatus or his Successor in Title. Owners should note their statutory duty to ensure that the apparatus is properly maintained at all times.
10. In order for SBC Street Works to comply with its statutory duty, all applications **must** be submitted at least **three months** in advance of commencement of the proposed major works. **The owner of the apparatus must sign the application form.**
11. Applicants should note that Special Conditions may be imposed by SBC Street Works;
 - a. In the interests of safety
 - b. to minimise the inconvenience to persons using the street, in particular having regard to people with disabilities
 - c. For Traffic Sensitive Streets, Streets with Special Engineering Difficulties and
 - d. Protected Streets
 - e. To protect the structure of the highway and the integrity of the apparatus in it
12. Note: the applicant must strictly adhere to these conditions

13. The Duty of Care: Controlled Waste Transfer Note (SWL7) must be completed where any waste from the excavation has to be disposed of. A copy of the completed form must be retained by the applicant with a copy given to the person accepting the waste.
14. The applicant **must** give SBC Street Works **ten days** advance notice of the intended starting date of the works using Form SWL4.
15. The applicant must permit the Swindon Borough Council to monitor performance throughout all stages of street works. These are:
 - a. Signing, guarding and excavation
 - b. Immediately after permanent reinstatement
 - c. During the one month preceding the end of the guarantee period. (This period will begin from the date SBC Street Works is notified of the permanent reinstatement and will be two years for excavations up to 1.5 metres deep of three years for deeper excavations)
16. The applicant must inform SBC Street Works of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent. If interim reinstatement is carried out this must be made permanent within six months.
17. The applicant must complete and submit Form SWL5 to SBC Street Works within ten days of completing the works and clearing the site.
18. To comply with Section 69 of the new Roads & Street Works Act where street works are likely to affect another person's apparatus in the street, the applicant must take all reasonably practicable steps:
 - a. To give the person whom the apparatus belongs reasonable facilities for monitoring the execution of the works, and
 - b. To comply with any requirement made by him, that is reasonably necessary for the protection of the apparatus, or securing access to it.
19. Therefore, statutory undertakers shall be contacted prior to the commencement of any work.
20. Confirmation in writing that this request has been complied with should be presented to us along with your declaration and application form.

New Roads and Street Works Act 1991

Application for Consent to Lay Apparatus up to an existing sewer for the purposes of connection to an existing sewer.

TO: Swindon Borough Council

(NB 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 requirement of the New Roads and Street Works Act 1991 may result in severe financial penalties.

SECTION 1 Owner of Apparatus

Surname:..... Forenames:.....

Address:.....

Post Code Tel: (work)..... Tel: (home)

SECTION 2 Precise Location of Proposed Works

(Tick boxes where necessary)

Property

Reference:.....

Road/Street:.....

District/Parish/Ward..... City/Town/Village:.....

Post Code.....

National Grid Reference.....

Category of

Works

Category of works;

Emergency		Special		Minor with Excavation		Minor without Excava ion		Standard Works	
Urgent		Urgent							

Type of Works:.....

Estimated Length of Works



Depth of Excavation

Proposed Start Date:

Estimated Hours Days Months

Duration:

SECTION 3 Details of Person Conducting the works

Name:

Address:

Tel No:

.....
.....
.....

SECTION 4 Insurance Public Liability Insurance of a minimum of £5 million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form)

Company Name:

Address:.....

Tel No:

Policy No:

Expires: (Date).....

N.B. PERMISSION TO CONNECT TO THE SEWER IS GIVEN BY THE SEWERAGE AUTHORITY

Please note that this licence is only issued for privately owned Apparatus.

WHEN SUBMITTING YOUR APPLICATION PLEASE ENSURE THAT YOU HAVE INCLUDED ALL OF THE FOLLOWING

- If Existing Apparatus – SWL3 form completed & signed by Owner of apparatus. (Note: If Owner is a company then form must be signed by a Director of that company).
- Plan of works.
- Copies of all current Service Drawings from:
 - BT / CABLE & WIRELESS / NTL / VIRGIN MEDIA
 - THAMES WATER UTILITIES (including SEWERS)
 - TRANSCO / WALES & WEST UTILITIES
 - SCOTTISH & SOUTHERN ELECTRICITY
- Declaration Form SWL6 completed by each of the Statutory Undertakers listed above.
- Evidence of Owner's Current Public Liability Insurance (minimum £5 Million).
- Evidence of Contractor's Current Public liability Insurance (minimum of £5 Million).
- Proof of Works Supervisor's & Operatives accreditation in respect of
- Excavations in the Public Highway.
- **Advance** Payment of fee by either Credit / Debit card or cheque.
- Payment by Credit or Debit card (not American Express) can be made by calling onto Swindon Borough Council, Wat Tyler House offices at Beckhampton St, Swindon, SN1 2JH. Please ensure that you quote the correct budget code and reference number when making payment in this method.
- Payment by cheque should be made out to "Swindon Borough Council"

Failure to submit all of the above information will result in the application being DELAYED or REFUSED.

New Roads and Street Works Act 1991**Section 50 Street Works Licence.****Notes for Guidance for applicants**

1. The person granted a Street Works Licence becomes an Undertaker for the purpose 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. (N.B. Those applicants not familiar with the requirements of this legislation must appoint a contractor with 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 noncompliance with the relevant statutory duties or licence conditions. Applicants should note that this liability couldn't be delegated to any other person or organisation.
3. The requirements 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, alter 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 it
5. Form SWL2 must be completed by the applicant for authorisation to place and retain apparatus in the highway, and must be submitted to the Street Authority with:
 - a) A copy of a scale plan at 1/200 or greater of the proposed location and depth of the relevant apparatus marked by a red line
 - b) Proof of Public Liability Insurance. This must provide a minimum £5,000,000 cover and be maintained from commencement of the works on the highway, up to completion and acceptance by the street Authority of the permanent reinstatement.
 - c) Payment in advance of: - (payable to "Swindon Borough Council" together with completed form SWL2)Please refer to fees indicated on Page 1 above
 - d) Completed Declaration Form (Statutory Undertakers Declaration/Requirements)
6. A Street Works Licence to place apparatus or consent to work on existing apparatus in the highway will only be granted to the owner(s) of apparatus or his Successor in Title. Owners should note their statutory duty to secure that the apparatus is properly maintained at all times.
7. In order for the Street Works Authority to comply with its statutory duty, all applications must be submitted at least ONE MONTH in advance of commencement of the proposed works. A shorter period may be agreed by the Street Authority in conjunctions with the other undertakers likely to be affected.
8. The application form must be signed by the owner of the existing or proposed apparatus
9. Applicants should note that: - Special conditions may be imposed by the street Authority: -
 - 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

NB. The applicant must strictly adhere to these conditions

9. The Duty of care: Controlled Waste Transfer Note must be completed where any waste from the excavation has to be disposed of. A copy of the completed form must be retained by the Licence Holder with a copy given to the person accepting the waste
10. The Licensee must give **SEVEN DAYS** advance notice of the intended starting date to the Street Authority
11. The Licensee must permit the Street Authority to monitor his or his contractor's performance throughout all stages of Street Works. These are: -
 - a) Signing, Guarding and excavation
 - b) Signing, Guarding and reinstatement
 - c) Immediately after permanent reinstatement
 - d) Between 6 and 9 months after permanent reinstatement and,
 - e) During the one month preceding the end of the guarantee period. (This period will begin from the date the Street Authority is notified of the permanent and will be for 2 years for excavations up to 1.5m deep and 3 years for deeper)
12. The Licensee must inform the Street Authority of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent.
13. The Licensee must complete and submit Form SWL5 to the street Authority within 7 days of completion of the works and clearing the site.
14. Where the apparatus in respect of which an application for a Street Works Licence is made to the Street Authority is to be placed or retained on a line crossing the street and not along of the street, a person aggrieved by: -
 - a) The refusal of the Authority to grant him a licence
 - b) Their refusal to grant a licence except on terms prohibiting its assignment or
 - c) Any terms or conditions of the licence granted to him
15. When submitting Form SWL5, the licensee must provide detailed drawings showing the actual depth of the apparatus and its location measured against fixed objects/structures locally. All dimensions provided **MUST** be accurate.
16. Prior to issue of the licence, Form SWL6 must be circulated to all Statutory Undertakers to identify whether their apparatus will be affected by the proposed works. This circulation will be undertaken by the applicant, who will provide the Swindon Borough Council – Street Works team with the undertaker's responses, together with plans at least 1 month before commencement of works.

Street Works Licence Application for placing Apparatus in the Highway, Section 50, New Roads and Street Works Act 1991.

NB Those applicants not familiar with the requirements of this legislation must appoint a contractor with the appropriate knowledge and accreditation to help complete this application and to conduct the works on their behalf. Noncompliance with any requirement of the New Roads and Street Works Act 1991 may result in severe financial penalties.

Section 1: Owners Apparatus.

Name:.....
 Address:.....
 Postcode:
 Work Tel: Home Tel:

Section 2: Precise Location of Proposed Work (detailed plan to be submitted with form)

Property Reference/No:
 Road/Street: Postcode:
 National Grid Ref:.....
 Please tick as necessary:

Category		Traffic Control		Works Details		Hours of Working	
Emergency		Stop/Go boards		Estimated length of work in metres		Daylight	
Urgent		Temp traffic signals				24 hours	
Minor with excavation		Road closure*		Average depth of excavation		: Night only	
Minor without excavation		Priority flow		Upto 1.5m		AM only	
Standard works		None		Over 1.5m		PM only	
Major project				No excavation			

Please see guidance notes. These will need to be applied for separately Work lies within:

Verge		Footway		Carriageway		All	
-------	--	---------	--	-------------	--	-----	--

Proposed start date:/...../.....

Proposed finish date:/...../.....

Description of works:

Section 3: Details of Person/Company Conducting the Works (proof to be submitted with this form).

Name:.....
 Address:.....
 Postcode:
 Work Tel: Fax:
 Name of accredited operative: SWQR no:.....
 Name of accredited supervisor: SWQR no:.....

Section 4: Insurance (public liability insurance of a minimum of £2 million must be provided up to the completion of the permanent reinstatement and included with this form).

Company name:
 Address:
 Postcode:
 Tel no:..... Policy no: Expiration:/...../.....

Section 5: Declaration by Owner 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 Road and Street Works Act 1991, associated legislation and code of practise together with any conditions imposed by the Street Authority in the relevant Licence, which includes my duty to secure that the work is supervised by an accredited supervisor.

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

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

1. The placing or presence in the street of apparatus to which the licence relates, or
2. The execution by any person of any works authorised by the licence.

I also acknowledge that I have read and understood the Notes for Guidance contained in Part 1, form SWL1.

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

Print name:

In the capacity of:

Section 6: Consent to Work on Existing Apparatus.

Additional conditions:.....

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

On behalf of Street Authority.

Important: all communications relating to this consent should be addressed to:

**New Road and Street Works Act 1991.
Registration of Works.**

To: SBC Street Works Swindon Borough Council Wat Tyler West 4 th Floor Beckhampton Street Swindon	From:
---	---

Description/House name/number:

Street/Road name:

Local area name:

District: Postcode:

National grid ref:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Description of Works (inc. construction methods if known):

.....

.....

.....

.....

.....

Reinstatement		Closing dimensions		Location		Guarantee start date	
Item	Location	Length (m)	Width (m)	CF or V	Deep exc.	Interim	Perm.
1					/...../...../...../.....
2					/...../...../...../.....

As laid record:

Depth of top apparatus in metres:

Sketch of location (including measurements to fixed objects.

Statutory Undertaker's Response.

Wales and West: Apparatus affected: Special requirements: Company stamp: Date:/...../.....
Thames Water: Apparatus affected: Special requirements: Company stamp: Date:/...../.....
British Telecom: Apparatus affected: Special requirements: Company stamp: Date:/...../.....
Cable and Wireless: Apparatus affected: Special requirements: Company stamp: Date:/...../.....
BT: Apparatus affected: Special requirements: Company stamp: Date:/...../.....
Virgin Media: Apparatus affected: Special requirements: Company stamp: Date:/...../.....
NTL (Vodafone) Apparatus affected: Special requirements: Company stamp: Date:/...../.....

Duty of Care Waste Transfer Note.

Section A: Description of Waste.

1. Please describe the waste being transferred:

.....

.....

2. How is the waste contained:

LooseSacksSkipDrumOther

3. What is the quantity of waste (number of sacks etc.):

.....

Section B: Current Holder of Waste (transferor).

Full name and address (BLOCK CAPITALS):

.....

.....

Name and address of company (if applicable):.....

.....

.....

Which of the following are you (please tick one or more boxes)

Producer of waste	Holder of waste disposal or waste management licence	Licence no. issued by:
Importer of waste	Exempt from requirement to have a waste disposal or waste management licence	Give reason:
Waste collection authority	Registered waste carrier	Registration no.:
		Issued:

Section C: Person Collecting the Waste (transferee).

Full Name and address (BLOCK CAPITALS).....

Name and address of company (if applicable):.....

.....

Which of the following are you (please tick one or more boxes)

	Authorised for transport purposes	Specify which of those purposes
Waste collection authority	Holder of waste disposal or waste management licence	Licence No.....
		Issued by.....
	Registered waste carrier	Registration no.....
	Exempt from requirement to register	Issued by.....
		Give reasons.....

Section D: The Transfer.

Address of place of transfer/collection point:

.....
.....

Date of transfer:/...../.....

Times of transfer (for multiple consignments)::.....,:.....,:.....,

Name and address of broker who arranged the waste transfer:

.....
.....

Transferor signature:	Transferee signature:
Full name (BLOCK CAPITALS):	Full name (BLOCK CAPITALS):
Representing:	Representing:

NEW ROADS AND STREET WORKS ACT 1991

ADDRESS LIST FOR LETTERS

This must be completed with Address relevant to SBC

<p>a) Location of apparatus b) Granting of Licenses c) Diversion of plant</p> <p>Wales & West Utilities Spooner Close Mapping Centre Celtic Springs Coedkernew NEWPORT NP10 8FZ</p>	<p>Scottish & Southern Energy Plc</p> <p>SSE Mapping Services PO Box 6206 Basingstoke Hants RG24 8BW 01256 337288</p> <p>mappingservices@scottish-southern.co.uk</p>
<p>In respect of:</p> <p>a) Location of apparatus(C2 notices) b) Section 50 Licence</p> <p>BT NNHC Postpoint 404 Telecom House Hanley TOKE-ON-TRENT ST1 5HD</p>	<p>In respect of:</p> <p>Diversion of plant C3 and C4 notices</p> <p>British Telecom Network Alteration Projects PP E206R Eastlake House Eastlake Street PLYMOUTH PL1 1BQ</p>
<p>C2 notices should be obtained via maps by e-mail in respect of Swindon Borough Council Departments</p>	
<p>Cable & Wireless South C/o Atkins Telecom PO Box 290 THE HUB 500 Park Avenue Aztec West BRISTOL BS32 4RZ</p>	<p>Thames Water NRSWA Enquiries</p>
	<p>Virgin Media National Plant Enquiries Cablephone House Small Heath Business Park B10 OHJ</p>

NB – ALL AMENDMENTS TO BE AUTHORISED Street works Manager

Appendix “A”

SUGGESTED LEGISLATION TO BE READ BY APPLICANT

1. New Road and Street Works Act 1991 (ISBN 0-10-542291-6)
2. Code of Practice: “Safety at Street Works and Road Works.” (ISBN 0-11-551144-X)
3. Code of Practice: “Specification for the Reinstatement of Openings in Highways.” (ISBN 0-11-551143-1)
4. “Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters.” (ISBN 0-11-551162-8)
5. “Code of Practice for Inspections.” (ISBN 0-11-11-551184-2)
6. Code of Practice: “Measures Necessary where Apparatus is affected by Major Works (diversionary works).” (ISBN 0-11-551149-0)
7. “Waste Management, The Duty of Care, A Code of Practice.” (ISBN 0-11-753210-X)

TEMPORARY TRAFFIC SIGNAL APPLICATION

TO: (Street Authority Name) : : Email:	STATUTORY UNDERTAKER:	(logo)
	Details of Company applying.	
	NAME	
	ADDRESS:	
	POST CODE:	
	TEL:	
FAX:		
EToN REF:		

Immediate Application	Y	N	Planned Application	Y	N
-----------------------	---	---	---------------------	---	---

LOCATION DETAILS

ROAD NUMBER (A & B Only): STREET or USRN: GRID REF:EASTING:	LOCATION: TOWN: NORTHING:
---	---------------------------------

Site Set Up

DOES SITE CONTAIN A JUNCTION?	Y	N	SITE LENGTH <i>(Please delete)</i> 1. <300m 2. >300 but <500m
Comments:			
DOES THIS AFFECT PERMANENT SIGNALS OR PEDESTRIAN CROSSING?			Y N
Comments:			
Number of Signal heads	1	2	3 4
Site plans attached:	Y	N	

Work Details

START DATE:				FINISH DATE:			
WORKS DESCRIPTION:							
TIMING OF TRAFFIC LIGHT USE - <i>Tick Applicable Boxes Or Enter Details</i>							
24 hrs	Night 19:00-07:00hrs	Peak 09:30-1600hrs	Other	Comments:			
Weekday	Weekends						

EMERGENCY/OUT OF HOURS CONTACT – For Traffic Management /Signal Failure

NAME:	ORGANISATION:	TEL:
-------	---------------	------

DECLARATION

I have completed ALL the above sections, have read and understood the Notes on Portable Traffic Signals and have provided any additional information as required. I understand that incomplete Applications will be refused and will notify the Street Authority if any change is made to the date or time given on this Application. I understand that as part of this agreement, it is a mandatory condition to have stop/go boards available on site whilst works are ongoing in case of signal failure.	
NAME	DATE:

STREET AUTHORITY COMMENTS

Response	(AUTHORISED / NOT AUTHORISED)				
Comments					
NAME:		DATE:		Contact Tel	

Guidance Notes

Method of sending

All applications must be sent by email in the first instance. Other methods of sending, (E.g. fax/post) must be agreed with the Street Authority first. The Local Authority must publish the recipient contact details and preferred method of sending on the SWHAUC website.

Application Durations	
<i>Planned Applications:</i>	
Minor / Standard Applications	10 working days
Major works	12 weeks (early start subject top negotiation)
Immediate Applications / Urgent / Emergency:	As soon as reasonably practicable
Location Details	
Road Number:	Only required if this is an A or B route.
Street / USRN	One or both is acceptable. N.B. Must correspond with EToN Notice.
Town:	Must correspond with EToN Notice.
Grid reference:	Must be 12 figures minimum.
Site Set Up	
Permanent signals / Crossing / Junctions:	Must be checked and any special requirements to manage the junction noted at this stage on the application. <i>I.e. Permanent signal heads to be switched of (£150 fee)</i>
Site length:	Agreement is required for sites over 300m by the Street Authority so this must be highlighted. 500M is the maximum length allowed.
Signal Heads:	Only 1 application will be accepted per street and per set of signals. E.g. If moving from 2 to 3 way signals, 2 applications must be sent together.
Site Plans:	1 is the minimum requirement. The street map must be to an appropriate scale and indicate the start / finish of the shuttle lane. If this changes whilst works are ongoing on site, the works promoter must undertake a risk assessment and log all justifications for slight amendments on a audit document. If the changes are significant. E.g. 2 ways to 3 way, affecting another street, then approval from the street authority is required.
Work Details	
Start / Finish Date:	To represent actual days on site. N.B. Must correspond with the EToN Notice and be a reasonable duration to avoid challenge by the street authority.
Works description:	Must be in laymen's terms. (N.B. No technical jargon) and justify the duration of any work requested. E.g. New Water supply 100m and 5 connections.
Timings of Traffic Lights:	Must reflect the intention of when you will leave the lights operational, not just be working on site.
Emergency/out of Hours contact	Must be a number that can be contacted 24/7 in case of traffic management concerns or signal failure. This cannot be an individual's mobile.

“NOTES FOR GUIDANCE”

Temporary excavations in the highway



GENERAL CONDITIONS:

Applicants, via their contractor, shall indemnify Swindon Borough Council against all losses or claims arising out of the execution of the works and shall insure against any damage, loss or injury which may occur to any property or to any person by, or arising out of, the execution of the works.

The contractor shall have third party insurance for a minimum liability of £5,000,000 for any one claim.

Applicants should be aware that certain verges within Parishes are not maintained by the Highway Authority. This should be checked by the applicant with the relevant Parish and written confirmation of their approval submitted with this application.

There may be additional costs if the Defect Inspection system has to be implemented as detailed in The New Roads and Street Works Act 1991.

1. General

The following specifications of work to be undertaken when temporarily excavating in the highway.

It is important to note that no works shall be commenced before the approval of the Highway Authority Street Works Manager is given to the specification to be adopted in the particular case. Applicants must arrange, therefore, for the Street Works Manager (address overleaf) to give his approval for the temporary excavation in the highway. It is pointed out that service provider's apparatus (e.g. underground pipes, cables, etc.) may be affected by the temporary excavation and require alteration.

The cost of any alterations, and/or damage to service provider's apparatus must be borne by the works contractor and the responsibility for notifying the service providers rests with the works contractor.

2. Commencement of work

Before commencing work the person/firm undertaking the work must obtain from the Street Works Manager a Street Works Licence, the application for which must be accompanied by the full administration and inspection fees along with any specification plans which may be needed to process the application.

Please note that planning permission may be required for the works. Applicants should therefore consult Swindon Borough Council Planning Department to establish whether or not planning permission is required for the works. Applicants must also obtain the written permission of third party landowners e.g. Housing Associations and/or private tenants, whose land is required for any excavation outside the highway.

3. Materials and workmanship

All materials shall conform to the appropriate British Standard and the workmanship shall be to the satisfaction of the Street Works Manager whose decision in each case shall be final and binding on all parties.

All reinstatement materials must be in accordance with HAPAS or BBA approval and any deviation from this Specification must be agreed in advance.

4. Maintenance period

Upon completion of the works the owner shall, for a period of two years, be responsible for the rectification of any constructional faults which may appear.

5. Signing of works

During the progress of the works the applicant and/or the contractor shall be responsible for the maintenance of signs in accordance with Chapter 8 of the Traffic Signs Manual 1991 and any amendment or re-enactment thereof. Where failure to ensure that your works areas are unsafe a defect charge of £47.50 will be levied and payment requested.

Where defects are noted by our inspectors we will raise an invoice and issue this to the recorded license address for payment. Failure to make requested payment may bring rise to legal proceedings taking place against the offending undertaker.

6. Service providers (utility companies) equipment

The works contractor should be aware that service providers apparatus may be present in the footway or verge. This may not be clearly apparent on the surface. In some situations service providers apparatus (e.g. underground pipes, cables, inspection covers etc.) may be affected by the construction of the access crossing and require alteration.

The costs of any alterations and/or damage to the service provider's apparatus must be borne by the applicant.

Under Section 184(9) of the Highways Act 1980 the highway authority may authorise the works contractor to carry out the works to install dropped kerbing.

The highway authority will only permit the construction of the access upon receipt of evidence that the works contractor has notified the service providers and obtained approval for apparatus to be altered where required. The works contractor must place the order and make payment to the service provider in accordance with their requirements.

7. Temporary traffic lights

The use of any temporary traffic lights which may be necessary in order to carry out said works will require the separate prior written approval of Swindon Borough Council, such approval to be obtained by application on a form obtained from the Street Works team at Beckhampton Street, Swindon or telephone 01793 466386.

8. Contractors

The works contractor must note that only accredited personnel with public liability insurance cover are permitted to carry out works on the highway. All contractors must hold a City and Guilds Certificate for "New Roads and Street Works Act 1991 Qualification of Supervisors and Operatives" or equivalent.

9. Payment

Payment of £254.00 fee in respect to Section 171 Licenses may be paid by the following methods:

Cheque: Please make all cheques made payable to Swindon Borough Council and submit to us with your application form,

Card: Please call the Admin team on 01793 463040.

Go to:

www.swindon.gov.uk/yourcouncil/epayments/business-licences.htm#licencelist

Please ensure that all details are provided in order for us to determine that payment has been made.

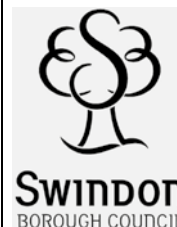
When using the online payment system please ensure that you quote the company name so that we can identify your payment to the relevant license.

SUGGESTED LEGISLATION TO BE READ BY APPLICANT

1. New Road and Street Works Act 1991 (ISBN 0-10-542291-6)
2. Code of Practice: "Safety at Street Works and Road Works." (ISBN 0-11-551144-X)
3. Code of Practice: "Specification for the Reinstatement of Openings in Highways." (ISBN 0-11-551143-1)
4. "Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters." (ISBN 0-11-551162-8)
5. "Code of Practice for Inspections." (ISBN 0-11-11-551184-2)
6. Code of Practice: "Measures Necessary where Apparatus is affected by Major Works (diversionary works)." (ISBN 0-11-551149-0)
7. The Highways Act 1980. (ISBN 0-10546680-8)
8. "Waste Management, The Duty of Care, A Code of Practice." (ISBN 0-11-753210-X)

HIGHWAYS ACT 1980 SECTION 139

Application for a Licence to place a Builder's skip on the highway



Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: Streetworks@swindon.gov.uk

Web: www.swindon.gov.uk

Conditions for placing a builder's skip on the highway

Guidance – To be read by the Applicant:

1. The consent will only be granted to the company making the application. It cannot be transferred to another person or company.
2. The consent will be issued only for a specified period not exceeding 21 working days.
3. The location where the skip is to be placed shall be stated. Alternatively the applicant could submit a plan (1:1250 scale in urban areas), which clearly identifies the location for use.
4. The applicant shall contact SBC Street Works in order that any traffic management measure may be discussed at an early stage and prior to any operations commencing on the highway where required.

Schedule of Conditions relating to use of skips or Other Equipment and Machinery on the highway

1. All applications must be made by the main operator, who will be held by the Council to be responsible for all matters pertaining to the Plant and its use on the highway.
2. On approval of this application if required the requisite road closure / lane closure / traffic management plans should also be in place.
3. The works shall be carried out with speed and diligence.
4. The Applicant shall permit the Council to inspect the operations at all reasonable times.
5. The Applicant shall regulate the works so as to minimise the obstruction to vehicular and pedestrian traffic. They shall light, sign and guard the Plant in accordance with Chapter 8 of the Traffic Signs Manual published by TSO, with due regard to safety zones and horizontal and clearances to traffic. Please note that this is a legal requirement and an offence may be caused by inadequate signing and guarding. Approved traffic control will be required if a clear carriageway width of 3m cannot be maintained, a road closure may be necessary. In this event there will be a separate charge to cover the Council's costs in making and advertising an order. The applicant will be responsible for all diversion signing.
6. The applicant shall have a minimum public liability insurance of £5 million.
7. The Applicant shall note that the Council may, if it thinks fit and reasonable to do so, terminate this consent without notice. At such time all operations and plant shall be dismantled and removed from the highway without delay.
8. Any damage to the highway arising out of the operations or use of the Plant on the highway shall be reported to the Council immediately. The Council will seek recovery only of the costs it has incurred in repairing such damage.

Declaration

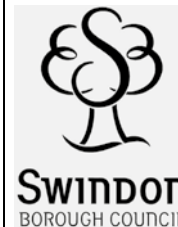
I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to place a Crane* on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions for placing a Crane on the Public Highway.

Signature..... Name.....

Date.....

HIGHWAYS ACT 1980 SECTION 139

Application for a Licence to place a Builder's skip on the highway



Street Works
Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: Streetworks@swindon.gov.uk

Web: www.swindon.gov.uk

IMPORTANT NOTES TO THE APPLICANT

1. Read the Conditions for place a builder's skip on the public highway.
2. Sections 1-6 **must** be completed in full.
3. Return the application to the postal/email address above with **5 working days-notice**.
4. Provide proof of your public liability insurance of a minimum of £5m
5. Advise of payment method for **£35.00 application fee** – express approval (within 5 working days) of receipt is subject to additional charge of £30 (Total charge £65.00)
6. Licences are valid for a period of 21 days only
7. Extensions must be submitted with 5 working days-notices and a fee of £18.00 will apply.

SECTION 1 – LOCATION / STREET

Street Name

Street	
Property Name / Number	
Other	

SECTION 2 – DATES Licence Required

From		Start time	
To		End time	

SECTION 3 – CLIENT (Hirer)

Name	
Address	
Postcode	
Tel	
Out of Hrs.Tel No	

SECTION 4 – SKIP COMPANY (Skip Provider)

Name	
Address	
Postcode	
Tel	
Out of Hrs.Tel No	

Section 5 – SKIP SIZE (mark with X)

<input type="checkbox"/> < 3yds (2.3m)	
<input type="checkbox"/> 3-6yds (2.3m-4.6m)	
<input type="checkbox"/> 6-9yds (4.6m -6.8m)	
<input type="checkbox"/> 9-15yds (6.8m-11.5m)	

SECTION 6 – LOCATION (mark with X)

<input type="checkbox"/> Carriageway	
<input type="checkbox"/> Verge	

Declaration

I, as an authorised representative of the aforementioned company, apply to Swindon Borough Council for permission to place a skip on the highway and confirm that the foregoing details are correct and that I have read and accepted the conditions placing a skip on the Public Highway.

Signature..... Name.....

Date.....

FOR OFFICE USE ONLY

Licence Ref:....SKI/..... Fee Paid £.....

Signature..... Print Name.....

Date.....

Formation of highway access/vehicle crossing in tarmac

If you have any queries relating to an application please contact Streetworks at the above address; via telephone on 01793 463040 or via email at streetworks@swindon.gov.uk

Please be advised, that if the application is regarding an access off a classified road (A, B or C class), then planning permission is likely to be a requirement. You may telephone the street works team on 01793 463040 or email: streetworks@swindon.gov.uk to confirm whether or not planning permission would be required.

- If the property has received planning permission in respect of an access or additional hard standing of more than 5m², please provide the planning reference number and the date of the decision
- The parking area must be perpendicular to the carriageway and no part of a vehicle parked within your property may overhang the footpath, which is stated in the online Vehicle Crossing Application Guidelines.
- Please return your application to Street Works, 4th Floor Wat Tyler West, Beckhampton Street, Swindon, SN1 2JG or streetworks@swindon.gov.uk .

To be completed by applicant:

Applicant's name.....

Location of access: Front / Side / Rear (please delete as applicable)

Address.....

Post code Telephone No.....

Email address

Applicant's address – if different from one given above

.....

Are you the owner of the property? Yes / No

If 'No', please supply the name and address of the landlord:

.....

Is this application to widen an existing access? Yes / No

Is there a verge between the carriageway & property? Yes / No

Are there any nearby trees which may be affected by the crossing? Yes / No

You must select an approved contractor before we can issue highway authorisation.
If you have already chosen a contractor please enter the details below:

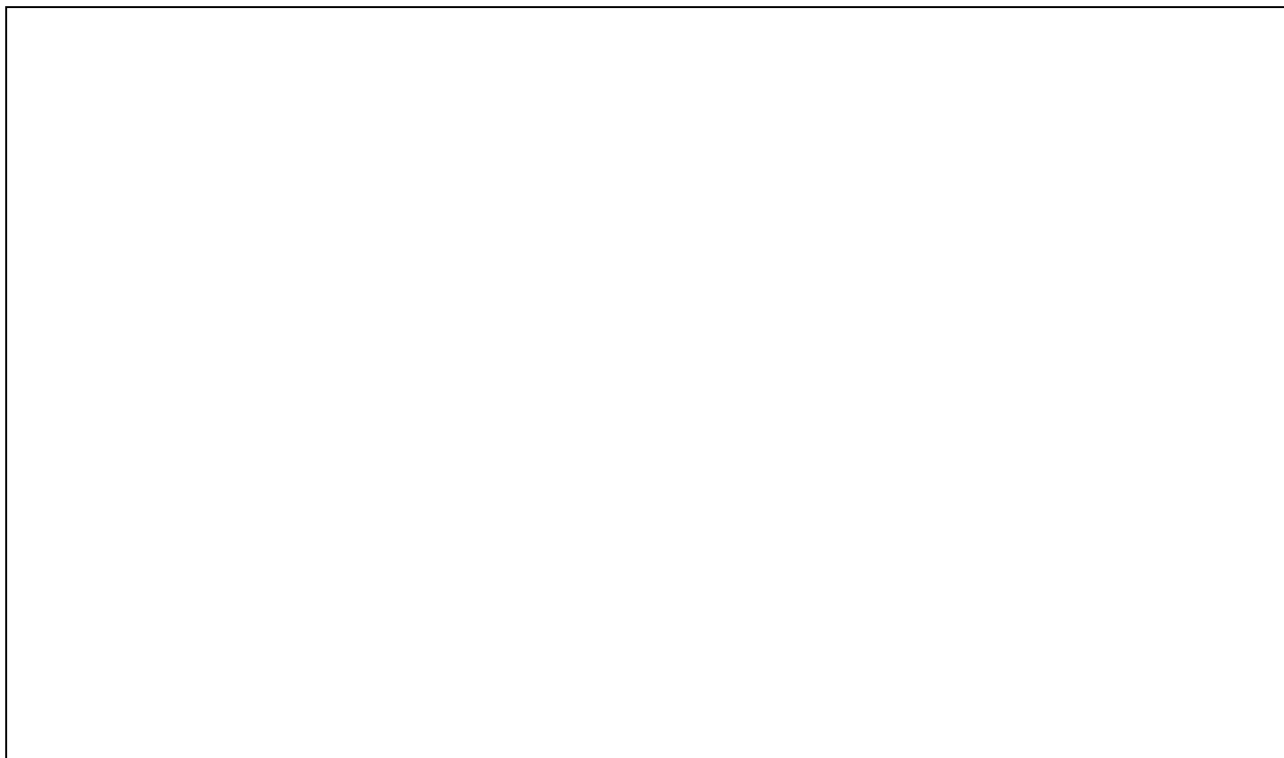
Name of contractor to undertake construction.....

The fee is **£113.00** for domestic premises & **£149.00** for commercial development:
Payment Method (please circle appropriate): **Cheque / Card (over the phone).**

I have read and understand the guidelines. Please issue me with the necessary authorisation.

Signed..... Date.....

The space below may be used to sketch the general arrangement of the proposed crossing (or alteration to an existing crossing). If possible, please mark the widths of the proposed crossing (and existing crossing if applicable); the length and width of the driveway, and the distances from the boundaries of the property. Please also mark the position of any trees, lamp columns, street signs, inspection covers or any other obstacle present.



- If an **existing** access is to be widened then please indicate the requested amount that the access is to be extended by and whether the access is to be widened on the left or the right.

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Swindon Borough Council's Approved Contractors for S184 works:

Please be advised, that you may choose to use a contractor that does not appear on the list below, however prior to any work being carried out we must be provided with copies of their valid public liability insurance (to the value of £5,000,000) & street works accreditation.

We would recommend collecting several quotations before submitting your application.

Swindon Borough Council cread@swindon.gov.uk	Waterside Park Cheney Manor Ind Est SN2 2PN	01793 463 696
Mick Hollick & Sons mick.hollick@bopenworld.com	86 Kingshill Road Old Town SN1 4LH	01793 644 783 07944 726 549
T & G Tarmac brendanbbc@googlemail.com	7 Melville Close Walcot SN3 3AD	01793 642 580
A4 Drive Care Ltd m.linn@brockmarl.org.uk	52 Whittonditch Road Ramsbury SN8 2PY	01672 520 828
Rockstone Surfacing Ltd ht@rockstonesurfacing.ltd.uk	Central Trading Estate Signal Way SN3 1PD	01793 536 308
Southern Construction & Surfacing Ltd marktblain@aol.com	Downside Farm Woodway Road OX11 9EX	01865 390 089 07973 606 360
Conlon Ltd shaunagh@conlon.co.uk	Manor Farm Calcutt SN6 6JR	01793 759 328 07436 035 911
Chris Wheeler Construction Ltd cw.cw@btinternet.com	Church Farm Burbage SN8 3AT	01672 810 315 07463 301 912
R & K Design and build Contractors Ltd Ben@r-k-designandbuild.com	5 Westmorland Road Swindon SN1 2ND	07595 724 734

VEHICLE CROSSING APPLICATION GUIDELINES

A vehicle crossing is defined as a section of kerb lowered to provide vehicular access. The application form supplied by Swindon Borough Council can be used to apply for highway authorisation for a new access, or to extend an existing access.

The Highway Authority needs to be involved:-

- To make sure permission is granted from the relevant Council departments before work is carried out
- To ensure that all work is carried out to the required specifications as laid down under section 184 of the Highways Act 1980
- To avoid damage to underlying utility apparatus
- To allow only qualified contractors to work on the public highway
- To make sure that all work is carried out safely without endangering the general public
- To make sure the access when installed will not endanger pedestrians, the user and other road users

You must not commence any works until you have highway authorisation.

The installation of a vehicle crossing can be costly and you may like to contact approved contractors for quotes before applying. You should inform us of your choice of contractor as soon as possible as we need this information before we can authorise the crossing. (Commercial applications only) If you wish to use a contractor not on our approved contractors list you will need to supply us with copies of their public liability insurance and Street Works accreditation.)

If you live on a classified road you will certainly need to gain planning permission. Also, planning permission may be required for a hard standing area in any location if it exceeds 5 square metres. Please contact Street Works to confirm if you need to obtain any other permission.

Suitable drainage must be provided within the boundaries of your property and the driveway must be constructed to prevent water running onto the highway. This is encompassed within sustainable urban drainage systems (SUDS) for the effective management of rainwater run-off and the Planning department may advise on these issues.

It is the responsibility of your chosen contractor to establish the location of mains and services within the construction area. Through liaison with the statutory undertakers (gas, water companies etc.), they must find out if any utility apparatus is affected by your proposals, and communicate this to SBC Street Works. Applicants should be aware that additional costs may be incurred and these may include the relocation or removal of underground cables, cabinets, road signs, lamp- columns or trees.

For your application to be successful there must be a suitable parking area within your property: The hard-standing (driveway) area must be at least 4.8 metres long, from the front of your house to the boundary of your property, and a minimum of 2.4 metres wide.

There must also be enough space for pedestrian access when a vehicle is parked. **The parking area must be perpendicular to the carriageway and no part of a vehicle parked within your property may overhang the footpath.**

Plants or structures within the vicinity of your crossing must be kept below 600mm so that visibility is not restricted.

If the frontage of your property does not meet the minimum criteria as detailed above you may be able to apply for a special circumstances application. This will consider the impact of granting or refusing permission after considering additional factors such as your personal circumstances and additional highway network considerations.

A standard crossing is equal to 2 x taper (ramp) kerbs and 3 x flat (drop) kerbs. However, each vehicle crossing application is looked at individually and if you would like to request a wider crossing please detail this on the application form.

If you use gravel or similar loose material for your hard-standing a 1m* strip of concrete or tarmac must be provided behind the footpath to stop materials encroaching on to the highway. (*5m wide if you live on a classified road.)

No financial assistance is available for the installation of an access. However, if you are a disabled person you may be able to apply for a disabled facilities grant. You should contact the Social Services department for more information. The Social Services reception is in Clarence House, Euclid Street and the telephone number is 01793 466900.

The construction of a vehicle crossing at your property does not give you any particular rights, except to drive across the footway to gain access to your property with a private or light goods motor vehicle. The crossing itself remains part of the public highway and after construction the Borough Council will be responsible for maintaining it and may alter it due to modifications in the footway or verge.

Please note that cars causing an obstruction to the footpath or a vehicle crossing are a Police matter. You can contact them on the non-emergency number 101.

HOW TO APPLY FOR A VEHICLE CROSSING

1. Contact the Street Works department (01793 463040) to check if you will be required to submit any other applications.
2. Complete the vehicle crossing application form and plan
3. Submit the application with your cheque payment. You may also pay via card over the telephone by calling 01793 **463040**.
4. Decide on your contractor and inform the Street Works office
5. Your application will be processed and a technical inspection of the site will be conducted within 6-8 weeks from your acknowledgment letter.
6. If there are no issues or objections raised, you will receive written confirmation that highway authorisation has been granted. We **estimate** that you will receive your approval by the end of 10 weeks. Please note that if your application is refused the **administration fee cannot be refunded**.

Should you have any queries relating to vehicle crossings please contact us by telephone on Swindon 463040 or email streetworks@swindon.gov.uk

CLIENT: CONTACT NAME BUSINESS ADDRESS AND TEL	
CONTRACTOR:	
EMAIL:	
TEL:	
ADDRESS:	

[illegible]

INITIAL NOTICE		CONFIRM NOTICE		SA RESPONSE		CANCELLATION	
START NOTICE		STOP NOTICE		REVISED DURATION		OTHER	

Date of issue:				Time of issue (immediate only)			
Expected start date:				Expected completion date:			
Actual start date:				Revised completion date:			
Actual stop date:							

Minor (3 days)		Standard (10 days)		Major (10 days)	
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Is SED involved?	YES	NO	If yes, has the relevant authority approved the works? YES / NO
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LOCATION DETAILS:								
House name /number/description/location								
Street Name								
Locality / Town								
Post code								
USRN								
NGR								

Contra-Flow		Temporary Traffic Signals (2-way)	
Road Closure		Temporary Traffic Signals (multi-way)	
Priority Arrangement		Convoy	
Some c/way incursion		Give / Take	
No c/way incursion		Lane Closure	
		Stop / Go	

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CLIENT: CONTACT NAME BUSINESS ADDRESS AND TEL	
CONTRACTOR:	
EMAIL:	
TEL:	
ADDRESS:	

REFERENCE															
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PURPOSE:

INITIAL NOTICE		CONFIRM NOTICE		SA RESPONSE		CANCELLATION	
START NOTICE		STOP NOTICE		REVISED DURATION		OTHER	

TIMING:

Date of issue:				Time of issue (immediate only)			
Expected start date:				Expected completion date:			
Actual start date:				Revised completion date:			
Actual stop date:							

WORKS CATEGORY:

Emergency (2 hrs after)		Urgent (2 hrs after)		Minor (3 days)		Standard (10 days)		Major (10 days)	
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SPECIAL ENGINEERING DIFFICULTY:

Is SED involved?	YES	NO	If yes, has the relevant authority approved the works? YES / NO
------------------	-----	----	---

LOCATION DETAILS:

House name /number/description/location								
Street Name								
Locality / Town								
Post code								
USRN								
NGR								

PROPOSED TRAFFIC MANAGEMENT:

Contra-Flow		Temporary Traffic Signals (2-way)	
Road Closure		Temporary Traffic Signals (multi-way)	
Footway Closure		Convoy	
Priority Arrangement		Give / Take	
Some c/way incursion		Lane Closure	
No c/way incursion		Stop / Go	

DESCRIPTION OF WORKS:

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Filming on the Highway Application Form

Street Works
Swindon Borough Council
4th floor Wat Tyler House West
Beckhampton Street
Swindon SN1 2JG

Tel: 01793 466380

Fax: 01793 466446

Email: streetworks@swindon.gov.uk

Please complete the following information:

Name:

Address:

..... **Post Code:**

Telephone: **Mobile:**

Filming Details:

Location, date and time of filming:

Contact Details:

Name(s):

Telephone(s):

Mobile(s):

Details of proposals and please supply a plan showing dimensions and layout:

.....
.....
.....

Please also supply a copy of your current public liability insurance, minimum value £5 million.

The application fee is £70 and is required upon application. Cheques should be made to 'Swindon Borough Council'.

Guidance Notes:

- This information is to assist you in providing us with the right information to enable us to process your application more quickly. Two weeks should be allowed for this process. Please provide as much detail as possible especially with respect to dimensions and layout.
- You will need to indemnify the Council against any claims, which may arise as a result of your event. Public Liability Insurance cover for a minimum of £5 million for any one claim must be provided.
- Please note that you must also obtain approval from the Police who will advise on traffic, parking and safety matters.

I have read the notes for guidance, which I accept.

I enclose a copy of Public Liability Insurance, minimum value of £5 million

I enclose a cheque for £70 made payable to 'Swindon Borough Council'

Signed: **Date:**

Please print name:

Please return this form to Street Works at the address above



Swindon Borough Council is a Data Controller under the Data Protection Act. This confirms Swindon Borough Councils commitment to protect your privacy and to process your personal information in a manner, which meets the requirements of the Act.