

1. **S50 application form, fees and guidance.**
2. **Opening Notice & Stop Notice (manual entry forms).**
3. **Registration of works form.**
4. **S60/61 application form.**
5. **Application form for S14 and S16A -Temporary Traffic Orders.**

**NEW ROADS AND STREET WORKS ACT 1991- SECTION 50**

**Application for a street works licence to place apparatus in the public Highway**

**Please send applications to** [**Section50@lambeth.gov.uk**](mailto:Section50@lambeth.gov.uk)**.**

**Telephone enquiries to: 020 7926 0435**

1. **DETAILS OF APPLICANT**

Name:      .

Address & Postcode;      

Out of Hours Telephone No:

Telephone No:

Mobile Telephone No:

Contact E-Mail Address:

1. **DETAILS OF SITE**

Site Address:

1. **DETAILS OF PROPOSED WORK**

Is new apparatus being placed in the highway? Yes/No (If yes give details)

If no, which of the following descriptions apply (deletes appropriate):

Inspection /Maintenance/Adjustment/Repair/Renewal/Alteration

More details

Details of working hours\*

Details of excavation:  Length       Width       Depth to Invert:

**Excavation Type:**

Excavation works other

NO Excavation works other

Open Cut / Machine Cut

Pole Testing

Replacement of Manhole/Chamber Cover

Replacing Pole/Column (same location)

Road Breaker

Slab Working

Thrust Boring / Minimum Dig

Tunnel / Culvert/ Ditch (NO EXC)

**Proposed method of traffic management: Tick all the appropriate boxes and attach the relevant TM plans. (Addition to this the authority may request Method Statement or Risk Assessment)**

No Carriageway incursion

Some Carriageway incursion

Footway Closure

Traffic Control – Stop/Go Boards

Traffic Control – Two-Way Signals \*

Traffic Control – Multi-Way Signals\*

Traffic Control – Give & Take

Traffic Control – Priority Working

Traffic Control – Convoy Working

Lane Closure

Contra – Flow

Convoy Working

Road Closure\*

Parking Suspension\*

**Collaboration:**

No Collaboration

Other Collaboration

Trench Sharing (Primary)

Trench Sharing (Secondary)

\* **Please refer to the Guidance Notes**

Will the works involve a footway closure (Whether or not the traffic management will affect pedestrians) YES/NO.

Proposed start date:      Duration:

**Street Category:**

Normal Street

Pedestrian Planning order works

Works in Footpath or Bridleway

Works where Vehicles are prohibited

1. **SUPERVISIOR ACCREDITATION**

Name of accredited supervisor:

Street Works Qualifications Register No:

Date accredited:

Expiry Date:

**5. INDEMINITY AND INSURANCE COVER.**

I hereby undertake to indemnify London Borough of Lambeth against any claims for which I am obliged indemnity the Council under paragraph 8 of schedule 3 to the New Roads and Street Works Act 1991 and for this purpose to maintain an insurance policy to cover any liability up to £5,000,000 for any such claim and to produce the policy to the Council upon demand together with the receipt for last premium.

Name of Insurance Company:

Policy Number      Expiry Date

**I hereby apply for permission to carry out the above work. I have read the note for guidance, which I accept and I enclose the appropriate fees as described in the attachment.**

Signature:       Name Block Capitals:

Position in Company: Date:

**SECTION 50 LICENCES**

**Reference:**

Attached are the application form and other information you will need in order to apply for a street works licence.

Please ensure the enclosed ‘Notes for Guidance’ are read carefully and that your company understands its obligations when working in the public highways, even if you are an experienced operator – note the changes to the New Roads and Street Works act that have recently come in to force regarding the recording of apparatus (Section 79) and charging for prolonged works under Section 74.

Please note that we require minimum 10 working days notice of a start date before we can issue a licence and works can commence – this is because we have to inform the statutory utility companies if the works. However 3 Months is required if you have a Temporary Traffic Regulation Order for your works.

If you have any queries please do not hesitate to contact us on by

**NOTES OF GUIDANCE**

In order to issue a licence under Section 50 of the New Roads Street Works Act1991 (NRSWA) we require the following information to be supplied and conditions met:

* Copies of all statutory undertakers’ apparatus in the location of your proposed works. A list of the stats numbers accompanies this fax.
* Proof of £5,000,000 Public Liability Insurance.
* Proof of Supervisor’s qualifications under NRSWA, i.e. a photocopy of Street Works Qualifications Register card.
* Two copies of an A3/A4 size drawing to a 1:1250 plan clearly showing location of works provided with the application.
* Statement of Works, detailing start date\*, expected duration, excavation methods, approximate dimensions and depths, and reinstatement specifications. Details useful for working in the highway bear available under the NRSWA Codes of Practice.
* Out of hours and/or emergency telephone number.
* Out of hours/Weekends working please contact the following noise and pollution department to obtain permission:
* *You must contact the relevant Local Authority Environmental Health Office (EHO) to agree any noisy operations during environmentally sensitive hours. Section 61 approval -* [PriorConsentApplications@lambeth.gov.uk](mailto:PriorConsentApplications@lambeth.gov.uk) **Phone: 020 7926 5000**
* A draft application/submission should be received at least **six weeks** before work is due to commence. This allows for any necessary amendments to be made during or **prior to the 28- day period** of consideration by the Council as stated in the legislation.
* For parking suspension please access to the following council web site to obtain an application form: *Lambeth Parking to be given a minimum of 10 days notice for any bay suspensions.* <http://www.lambeth.gov.uk/apply-for-a-parking-suspension> *-* [*XHREparkingsuspensio@lambeth.gov.uk*](mailto:XHREparkingsuspensio@lambeth.gov.uk)

* The attached application form completed and signed by the owners or managers of the above property.
* Section 58 Restriction in force: please note some parts of the highway may have been resurfaced and they will have restrictions on them.

3 years for Resurfaced area

5 years for reconstructed area

* The attached NRSWA ‘N’ notice filled out and return back to us, immediately.
* Should your works require any form of traffic or pedestrian management and temporary traffic orders, please contact Traffic management Coordinator, For temporary traffic lights please complete the application form (request one) and return it to us via this email address [**tmcord@lambeth.gov.uk**](mailto:tmcord@lambeth.gov.uk)

S14.1 - For temporary traffic orders notice period of ***12 weeks*** should be allowed for the application to be processed. (Fees & Charges apply) two separate purchase order numbers £3000 making the order, £361 admin fee.

S14.2 – For an Emergency temporary traffic order the application to be processed. (Fees & Charges apply) two separate purchase order numbers £500 making the order, £192 admin fee.

* Should you wish store materials on the highway you will require an additional licence (Section 171, Highway Act) for this. Please contact :

<https://www.lambeth.gov.uk/business-services-rates-and-licensing/licence-applications/highways-licences-guide>

**Under section 74, charges will be levied for work overruns according to the Category of the street. Please contact us if you require advice prior to works commencement, or *immediately* if you find delays unavoidable during the works.**

* **FPN’s will be given for offences committed under NRSWA 1991 – COP for the Co-ordination of Streetworks and Works for Road Purposes and Related Matters. Section11.**
* **Section 50 of NRSWA your obligations to maintain apparatus in the street under, that the owner responsible for their apparatus, and must maintain it to a standard that is safe. Also if the owner no longer uses or the apparatus to requirements, the owner must remove the apparatus at their cost.**
* **Also note that the reinstatement carries the Licensee guarantee for two years for shallow excavation and three years for deep excavation. If the trench is found to be defective during this time you will fully liable for making remedial repairs.**
* After completion of works, attached NRSWA ‘R’ notice filled out and return back to us with an ‘as built’ drawing on OS map scale 1:500 or precise location of all apparatus and limits of excavations having taken place.

**SECTION 50 LICENCE FEES.**

1. **Valid for 28days and excavation not exceeding 30sq.m for working on existing apparatus**
   * **Non – Refundable 3 Inspection Fees as per DFT Statutory Guidance £150.00 (3x£50)**
   * **Non – Refundable Admin Fee £238.00**
   * **Extension to existing license £131.00 addition to the initial fee.**
   * **Total of £388.00**
   * **The cost to place new apparatus on the is £664.00**
   * **Non – Refundable 3 Inspection Fees as per DFT Statutory Guidance £150.00 (3x£50)**
   * **Non – Refundable Admin Fee £514.00**
   * **Extension to existing license £131.00 addition to the initial fee.**

**B)  Valid for 28days and excavation exceeding 30sq.m.**

* **As the majority of excavations are les than 30sq.m, that the total fee usually applicable as category A. However, should the excavation exceed 30sq.m in area, the appropriate fee should be calculated on the basis of the aforementioned rates.**

1. **Deposit for guarantee period there are two categories:** 
   * **Shallow excavation for two years £ 2000.00**
   * **Deep excavation for three years  £ 3000.00**
2. **Defective Reinstatements & Guarantee Periods**

* **If your works are defected at any time between your Category B inspection which is up 6 months of the works been completed or Category C sample inspection which is up 2 or 3 years depending on the depth of your reinstatement, please note your warranty period will start again from the date of your remedial works, your refund will be held for a further 2 or 3 years.**

**NB: It is works promoters responsibility to recover the deposit at the end of the guarantee**

**Period.**

**PAYMENT METHOD.**

**Payment can be made by Bacs:**

**Sort Code 60-03-36 Account 61818046 Bank Nat West**

**Please forward proof of payment to Section50@Lambeth.gov.uk**

**NEW ROADS AND STREET WORKS ACT 1991**

**SECTION 50 - STREET WORKS LICENCE**

**NOTES FOR GUIDANCE FOR APPLICANTS (FORM SWL1)**

The person granted a Street Works Licence becomes an Undertaker for the

Purpose of the New Roads and Street Works Act 1991, and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice. (**NB 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 to conduct the works on their behalf).**

The term “notification” includes notices, notifications, registrations of reinstatement, directions, responses, and cancellations.

Financial penalties may arise to the licence holder for non-compliance with the relevant statutory duties or licence conditions. Applicants should note that this liability cannot be delegated to any other person or organisation.

The requirement to obtain a Street Works Licence applies to any person or

organisation (other than anyone acting under a statutory right) who wishes to

place, retain and thereafter inspect, maintain, adjust, repair, alter or renew

apparatus, or change its position or remove it from the Highway. The term apparatus includes drains, cables, ducts, sewer pipes, water and gas

pipes, etc. under, over, across, along or upon the Highway.

**NEW APPARATUS**

Form SWL2 (Street Works Licence Application) must be completed by the

applicant for authorisation to place and retain apparatus in the highway, and this must be submitted to the Street Authority with:

(a) 2 copies of a scale plan at 1/2500 or greater of the proposed location and

depth of the relevant apparatus marked by a red broken line.

(b) Proof of Public Liability Insurance. This must provide a minimum £3 million

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:

* £ 238.00 Administration Fee (non refundable) Existing Apparatus
* £ 514.00 Administration Fee (non refundable) New Apparatus
* £150.00 Sample inspection charge (non refundable)
* £2,000 – shallow excavations (refundable deposit after 2 years)
* £3,000 – 1.5m deep excavations (refundable deposit after 3 years)

Total for new apparatus is **£664 T**otal for existing apparatus is **£388**

(d) Completed Declaration Form SWL6 (Statutory Undertakers

Declaration/Requirements).

**EXISTING APPARATUS**

Form SWL3 (Consent to Work on Existing Apparatus) must be completed by the applicant for consent to work on existing apparatus in the highway, and this must be submitted to the Street Authority with:

(a) 2 copies of a scale plan at 1/2500 or greater of the proposed location and

depth of the relevant apparatus marked by a red broken line.

(b) Proof of Public Liability Insurance. This must indemnify the Street Authority

against any claim in respect of injury, damage or loss arising from the works

and provide a minimum £3 million cover, and be maintained from

commencement of the works on the Highways, up to completion and

acceptance by the Street Authority of the permanent reinstatement.

On-going indemnity must be provided for the Street Authority by the

Licensee against any claim in respect of injury, damage or loss arising out

Of:

* the presence in the street of apparatus to which the licence relates,

Or

* the execution by any person of any works authorised by the licence

(c) Payment in advance of:

* £ 514.00 Administration Fee (non-refundable)
* £150.00 Sample inspection charge (non refundable)
* £2,000 – shallow excavations (refundable deposit after 2 years)
* £3,000 – 1.5m deep excavations (refundable deposit after 3 years)

Total for new apparatus is **£664.00**

(d) Completed Declaration Form SWL6 (Statutory Undertakers

Declaration/Requirements) in advance.

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.

In order for the Street Authority to comply with its statutory duty, all applications must be submitted at least **ONE MONTH** in advance of commencement of proposed works. A shorter period may be agreed by the Street Authority in conjunction with the other Undertakers likely to be affected. The application form must be signed by the owner of the existing or proposed apparatus.

Applicants should note that:

Special conditions may be imposed by the Street Authority:

(a) In the interests of safety

(b) To minimise the inconvenience to persons using the street, having in particular regard to people with a disability.

(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.

The Duty of Care: Controlled Waste Transfer Note (Form SLW7) 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 and a copy given to the person accepting the waste.

The Licensee must give **SEVEN DAYS NOTICE** OF THE INTENDED STARTING DATE TO The Street Authority using Form SWL4 (Advance Notice of Works).

Successful co-ordination requires accurate and timely information, along with good communication between street authorities and undertakers. The street authority cannot fulfil its duty, under section 59 of NRSWA, to co-ordinate activities affecting the street without adequate advance notice of proposed works.

The Licensee must permit the Street Authority to monitor his or her contractors' 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.

(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

reinstatement and will be for 2 years for excavations up to 1.5m deep and 3

years for deeper).

However, whilst individual inspections will be carried out at each of the defined stages listed above [(a) to (e)], where works are found to be defective the Highway Authority will apply the appropriate Defect Procedure and charge the Licensee in accordance with the laid down procedure in the Code of Practice for Inspections. The cost of such inspections, once found to be defective, will be £47.50 each to a maximum of three. (D1, D2, D3 inspections) Licensees should be aware of this procedure.

**Defective Reinstatements/APPARATUS**

Form SWL2 (Street Works Licence Application) must be completed by the

applicant for authorisation to place and retain apparatus in the highway, and this must be submitted to the Street Authority with:

Payment in advance of non dangerous defects:

* £ 238.00 Administration Fee (non-refundable)

Total for remedial works/apparatus is **£238.00**

**Please Note:** The guarantee period would start again from the day the defect was rectified.

The Licensee must give send in their **ACTUAL START DATE** TO The Street Authority using Form SWL4 (Works in Progress Notice of Works). By the END of the next WORKING DAY 16:00pm after the works have commenced on site. **(for any Dangerous defects only this is needs to be submitted within 2 hours after works have commenced.**

The Licensee must inform the Street Authority by submitting a **STOP NOTICE** by the end of the next WORKING DAY that all works are completed. All signing, Lighting and Guarding must be cleared from site including all spoil, materials and plant and also stating whether it is interim or permanent. If an interim reinstatement is carried out this must be made permanent within 6 months.

The Licensee must complete and submit Form SWL5 **(Registration of Works)** to the Street Authority within **10 WORKING DAYS** from the date of reinstatement.

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 the line 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, may appeal to the

Secretary of State.

When submitting Form SWL5 (Registration of Works) the Licensee must provide detailed drawing to Scale 1/2500 showing the actual depth of the apparatus, and its location measured against fixed objects/structures.

Prior to issues of the licence, Form SWL6 (Statutory Undertakers

Declaration/Requirement) must be circulated with a copy of the plans to all

relevant Statutory Undertakers to identify whether their apparatus will be affected by the proposed works. This circulation will be undertaken by the applicant.

The attention of the Licensee is also drawn to the following:

(a) The Code of Practice "Specification for the Reinstatement of Openings in

Highways" which outlines the option requirements of this Authority in relation

to interim/final reinstatements as required by Section 71 of the New Roads and Streetworks Act 1991.

All apparatus should be laid in compliance with National Joint Utilities Group

Publication No. 7 or its approved update which is available from the NJUG, 30

Millbank, London SW1P 4RI.

The Code of Practice "Safety at Street Works and Road Works and Chapter 8

of the Traffic Signs Manual 1991, which gives specific guidelines on the safe

signing, lighting and guarding of temporary works on the Highways, as

required by Section 65 of the New Roads and Street Works Act, 1991.

The Street Works (Qualifications of Supervisors and Operatives) Regulations

1992 which set out the criteria of qualifications for persons excavating in the

Highway as required by Section 67 of the New Roads and Street Works Act,

1991.

Under Section 74, charges may be levied for work overruns according to the

Category of the street. NRSWA 1991 – Section 74 Charges for Unreasonable Prolonged Occupation of the Highway.

FPN’s will be given for offences committed under NRSWA 1991 – COP for the Co-ordination of Streetworks and Works for Road Purposes and Related Matters. Section11.

Your obligations to maintain apparatus in the street under Section 81.

Valuable guidance for safe digging practices is given in HSG47 “Avoiding danger from underground services” HSG47 -

NJUG Publication No10. Guidelines for the planning, installation and maintenance of

utility services in proximity to trees. NJUG Publication No10.

The above mentioned Codes and Regulations, together with a copy of the Act are available from The Stationery Office Bookshops and various websites. If you would prefer to send a cheque or would rather not enter your credit or debit card details online, there is an option to 'Pay by Post' once in the 'Checkout'. Selecting this option will produce an online order form containing the items from your shopping basket. Simply fill in your details on screen before printing or by hand once printed and post to TSO Customer Services, PO Box 29, Norwich, NR3 1GN.If you would prefer an alternative payment procedure, please contact Customer Services by telephone **+44 (0)870 600 5522** to discuss.

**Further information is available from: and all correspondence should be**

**addressed to:**

Office address

Civic Centre

6 Brixton Hill

London SW2 1EG

Post address

London Borough of Lambeth

PO Box 734

Winchester

SO23 5DG

[**Section50@lambeth.gov.uk**](mailto:Section50@lambeth.gov.uk)

[**www.lambeth.gov.uk**](http://www.lambeth.gov.uk/)

[**https://www.gov.uk/government/organisations/department-for-transport**](https://www.gov.uk/government/organisations/department-for-transport)

[**http://www.njug.org.uk/publications**](http://www.njug.org.uk/publications)

<http://www.hse.gov.uk/pubns/books/hsg47.htm>

*The information provided on this form will be used for the co-ordination and administration of the licence only. You can read our privacy notice here:* [*www.lambeth.gov.uk/privacy-notice*](http://www.lambeth.gov.uk/privacy-notice)*”*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **This form needs to be submitted immediately works are complete** | | | | | | |  |  |  |  |  |
| **Registration of Works Pro-forma (Closing Notice)** | | | | | |  |  |  |  |  |  |
| (Please ensure all information requested on the attached checklist is also supplied) | | | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| To:   **LONDON BOROUGH OF LAMBETH,**  **Streetworks Team**  **Highways & Enforcement**  **5th Floor Blue Star House**  **234-244 Stockwell Road**  **London SW9 9SP**  **Section50@lambeth.gov.uk** | | | | From: | | | | | | | |
| LICENCE NUMBER: | | | | DATE OF COMPLETION: | | | | | | | |
| Location/property number |  | | | | | | | | | | |
| Street Name / Town |  | | | | | | | | | | |
| Description of works & apparatus installed and  reinstatement specification or construction:  **Please confirm whether the reinstatement (s) is/are permanent or Interim** |  | | | | | | | | | | |
| **REGISTRATION OF REINSTATEMENT: Please separate out works into carriageway and/or footway sections as necessary** | | | | | | | | **REINSTATEMENT DETAILS** | | | |
| Item |  | | | | | | | Length | Width | C/w, f/w | Deep Exc |
| (m) | (m) | Verge,other | (“y” if >1.5m ) |
| 1 |  | | | | | | |  |  |  |  |
| 2 |  | | | | | | |  |  |  |  |
| 3 |  | | | | | | |  |  |  |  |
| 4 |  | | | | | | |  |  |  |  |
| 5 |  | | | | | | |  |  |  |  |
| 6 |  | | | | | | |  |  |  |  |
| 7 |  | | | | | | |  |  |  |  |
| **Please note:** the date of completion should be the day that works were completed and the site cleared. Failure to clear site by the agreed estimated end date may result in charges under Section 74 (overrunning works). | | | | | | | | | | | |
| **Please ensure the following is supplied:** | | | | | | | | | | | |
| An ‘as built’ drawing on OS map scale 1:500 or better showing precise location of all apparatus and limits of excavations having taken place. | | | | | | | | | | | |
| Accuracy of recording apparatus on site should be no worse than  300mm. This accuracy must be represented on the map, together with a statement of co-ordinates as derived from either OS map or GPS. | | | | | | | | | | | |

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**CONTROL OF POLLUTION ACT 1974, SECTION 60 & 61**

**Prior Consent Application Form**

To the London Borough of Lambeth

I / WE HEREBY MAKE APPLICATION for prior consent in respect of works to be carried out on the (construction) sites specified under Section 61 of the Control of Pollution Act 1974.

Signed ¹…………………………………………….. Date ………………………………

Print Name ………………………………….…

¹ Where application is made by a Company, the signature should be that of a Director, the Company Secretary, or other assigned nominee and the address should be the Company’s registered office.

|  |  |
| --- | --- |
| Submission: | *Contract No.* |
| S61 Consent Application Reference: | |

|  |  |
| --- | --- |
| Details of 1st party | Details of contractors |

|  |  |
| --- | --- |
| Address of location of proposed works |  |

|  |  |
| --- | --- |
| Particulars and Method of works to be carried out. | Dates when proposed works are to be carried out. |
| Hours of Work:  Note: Normal working hours specified in Lambeth Code of Practice for Construction Sites are:  Monday to Friday 08:00 to18:00 hours; and  Saturday 08:00 to 13:00 hours | Reason why works are to be carried out outside of normal hours |

|  |  |
| --- | --- |
| Number, type and make of equipment and machinery (including heavy vehicles) stating Sound Power Levels. |  |

|  |
| --- |
| Proposed steps to minimise noise and vibration |

What arrangements have you made to inform local business/residents of your intentions?

Contact name and telephone number for residents and council officers to use during the day and out-of-hours, when works are taking place:

**PLEASE COMPLETE AND RETURN VIA EMAIL TO**

[PriorConsentApplications@lambeth.gov.uk](mailto:PriorConsentApplications@lambeth.gov.uk)

**Community Safety  
6th Floor, International House**

**6 Canterbury Crescent**

**London SW9 7QE**

**Phone: 020 7926 5000**

[**www.lambeth.gov.uk**](http://www.lambeth.gov.uk)

**CONTROL OF POLLUTION ACT 1974**

**SECTION 61 PRIOR CONSENT APPLICATIONS**

**NOTES FOR APPLICANTS**

The control of noise on construction sites applies to works of the following

description, namely:-

(a) the erection, construction, alteration, repair or maintenance of

buildings, structures or roads;

(b) breaking up, opening or boring under any road or adjacent land in

connection with the construction, inspection, maintenance or removal

of works;

(c) demolition or dredging work;

(d) (whether or not also comprised in (a), (b) or (c) above), any work of

engineering construction.

Please complete form legibly, preferably by word processor.

Supplementary sheets may be used for fuller descriptions and

additional information as required.

1. Where the application is made by a company, the signature should be

that of a Director or Secretary.

2. In the case of a company, the registered office address as well as the

main office address should be given.

3. Please state if the applicant is architect, quantity surveyor, contractor

etc.

4. Applicants should endeavour to provide as many details as possible

about the position of sites relative to dwellings, schools, offices etc.

Site drawings should be provided and wherever possible, the

positioning of plant should be shown.

5. The name and address of the main contractor should be given if

known. Applicants should note that if conditional consent is granted

and the actual works are to be carried out by someone else, it is his

statutory responsibility to ring the consent to the attention of that

person.

6. Applicants should give the name of the client for the works if known.

Should applicants wish to submit details of his contractual obligations

regarding site noise (including hours of work) these will be taken into

account in determining the application.

7. Applicants should give brief details only of the work but should

include the proposed commencement date.

cont../2

8. Applicants should outline the principle construction or demolition

methods to be used along with the proposed steps to minimise noise.

9. Applicants should take care to give full details of his proposed

working hours including weekends and public holidays. It should be

noted that hours in excess of those requested will not normally be

granted except in emergency conditions where there is risk of injury to

persons.

10. The use of orthodox driven and retaining piles may not be permitted in

noise sensitive areas or alternatively their use may be restricted to

specified hours during the day. Applicants are strongly advised to

consult B.S. 5228 where alternative plant and methods are given.

11. The use of acoustic sheds and the provision of silenced or super

silenced compressors may be required. When pneumatic breaking is

to take place in noise sensitive areas.

12. Applicants should indicate where possible the number and position of

plant and machinery. Where plant is non-static it is useful if the main

operating areas are indicated on the site drawings. Wherever possible

the sound power level and mechanical power rating in Horsepower or

Watts, should be given.

13. Where a building control application is required, this must be

submitted before or at the same time as this application.

14. Applicants should note that consents will only be given for a period of

up to the completion of the contract period.

**APPEALS**

15. If (a) the Council refuses consent or does not give consent within **28**

**days**, or (b) the Council attaches any condition to a consent, the

applicant may appeal to a Magistrates' Court within 21 days thereafter.

16. The grounds on which a person to whom a local authority give a

conditional consent may appeal, may include any of the following

grounds which are appropriate in the circumstances of the particular

case:-

(a) that any condition attached or imposed in relation to the consent

(hereinafter referred to as "a relevant condition") is not justified

by the terms of Section 61;

(b) that there has been some informality, defect or error in, or in

connection with, the consent;

(c) that the requirements of any relevant condition are unreasonable

in character or extent, or are unnecessary;

cont.../3

(d) that the time, or where more than one time is specified, any of

the times, within which the requirements of any relevant

condition are to be complied with is not reasonably sufficient

for the purpose.

17. If and so far as an appeal is based on the ground of some informality,

defect or error in, or in connection with, the consent, the Court shall

dismiss the appeal, if it is satisfied that the informality, defect or error

was not a material one.

18. Where the appeal relates to a conditional consent given by a local

authority, on the hearing of the appeal the Court may:-

(a) vary the consent or any relevant condition in favour of the

appellant in such manner as it thinks fit, or

(b) quash any relevant condition, or

(c) dismiss the appeal;

and a consent or condition which is varied under sub-paragraph (a)

above shall be final and shall otherwise have effect, as so varied, as if

it had been given, attached or imposed in that form by the authority.

19. Where the appeal relates to a local authority's refusal or failure to give

a consent within the period specified in Section 61(6), on the hearing

of the appeal the Court shall afford to the appellant and to the authority

an opportunity of making representations to it concerning the

application under Section 61(1) to which the appeal relates and

concerning the terms and conditions of any consent which they

consider to be appropriate thereto, and thereafter the Court shall either

:-

(a) adjourn the appeal to enable the appellant to submit to the

authority a new application under Section 61(1) relating to the

matters which are the subject of the appeal, or

(b) make an order giving consent to a the application either

unconditionally or subjects to such conditions as it thinks fit,

having regard to the provisions of Section 61(4), (5) and (9), and

any other matters which appear to it to be relevant,

and any other consent given by an order made under sub-paragraph (b)

above shall be final and shall otherwise have effect for the purpose of Part

III of the Act as if it were a consent given by the local authority under

Section 61.

## 

## Requests for: S14 and S16A - Temporary Traffic Orders

**A written request (e-mail acceptable) to be received a minimum of 12 weeks before the date the works are to commence:**

The request should include the following Information:

(1) The name of the Road(s), date works are to commence and how long the order should remain in force i.e. 1 month, 3 months etc.(allowing for contingency dates) and the type of works being carried out.

(2) Type(s) of restrictions required e.g. road closure, waiting and loading restrictions, one-ways (to be suspended or introduced). You will have determined these on your site visit, when considering what traffic management issues are required.

(3) Diversion routes in writing for any and all pedestrians and road users affected by the order**.**

(4) A Sketch plan, indicating the area of restrictions (it does not have to be to scale, but you must specify the length of restrictions required i.e. 15 metres, 30 metres, whole road). **Please attach.**

(5) Are any other Local Authorities affected by either the works or the diversion route? if so please confirm that you have contacted them and that they have agreed the works (please put name of the authority and the person who has agreed).

(6) Confirmation from the client in writing that they: (if external request)

1. make a commitment to Lambeth that they will cover any and all expenditure associated with the raising of a S14/S16A Traffic Order. This should all be on their PO, but I will also need a name and number for contacting if their PO is not received in time.
2. will provide two separate purchase orders to Lambeth in the amount of £3,000.00 & £361 administration charge so that we may begin making the S14/S16A order and that they will, at our request, raise any further purchase orders to cover sums that exceed that amount should the situation arise
3. adhere to Lambeths terms and conditions with regards to payment when they receive our invoice(s) relating to the job.
4. client’s details and contact number

*(NB: Internal clients will be billed via the Councils Internal Recharge procedure.)*

(7) Internal client’s to provide scheme name and recharge code.

**...............................................................................................................................................**

**Requesting Officers Name ...................................................................**

**Telephone No. .......................................**

**Date. .....................................**

# NOTES PLEASE READ (for your information only)

# When all the documents have been received and the order and notice have been drafted:

1. A notice of proposal will appear in the press and in line with the publication dates of The Weekender a notice of making will appear in the press a minimum of 2 weeks after the notice of proposal has been published.
2. Street Notices to be erected in road(s)/street(s) effected on the date the notice of making appears in the press (can go up slightly before, but must be erected by date notice of making is published). Contractors require one week’s notice to enable them to prepare boards and erect notice’s we have supplied.