

Figure 9.1 Paper notice form for manual data entry

**NEW ROADS AND STREET WORKS ACT 1991** LOGO

**NOTICE OF WORKS INCLUDING RESPONSES**

TO

FROM

**REFERENCE**  
WORKS REFERENCE

**PURPOSE**  
 NEW ACTIVITY     ACTIVITY CONF     SA RESPONSE     CANCELLATION   
 ACTIVITY START     ACTIVITY STOP     REVISED DUR.     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)

**REMEDIAL REINSTATEMENT**  
 Dangerous (2 hrs after)     Other (3 days)

**SPECIAL ENGINEERING DIFFICULTY**  
 IS SED INVOLVED? (Y/N)     IF YES HAS THE RELEVANT AUTHORITY APPROVED THE WORKS? (Y/N)

**LOCATION DETAILS**  
 DESCRIPTION OR HOUSE NAME OR NUMBER   
 STREET NAME   
 LOCALITY, TOWN, COUNTY   
 USRN   
 POST CODE   
 NGR

**DESCRIPTION OF WORKS & AUTHORITY COMMENTS**