

**STREET WORKS LICENCE  
(SECTION 50 - NEW ROADS AND STREET WORKS ACT 1991)  
APPLICATION FOR PLACING NEW APPARATUS IN THE HIGHWAY**

**SECTION 1 - OWNER OF APPARATUS**

Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_

Or Full Registered name of Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel. Work: \_\_\_\_\_ Home: \_\_\_\_\_

**SECTION 2 - LOCATION** (Tick boxes where necessary). (Detailed plans to be submitted with form).

Property Reference \_\_\_\_\_ Road/Street \_\_\_\_\_

District/Parish/Ward \_\_\_\_\_ City/Town/Village \_\_\_\_\_

Postcode: \_\_\_\_\_ National Grid Ref: \_\_\_\_\_

Category of Works:	Emergency Urgent	Special Urgent	Minor with Excavation	Minor without Excavation	Standard Works	Major Project
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Type of works: (e.g. Duct/Pipe/Cable) \_\_\_\_\_

Estimated Length Of Works _____ m Average	Depth of Excavation	Up To 1.5m	Over 1.5m	Works with No Excavation
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Proposed Start Date _____	Estimated <u>Duration</u> :	Hours	Days	Months
Planned Finish Date: _____				

Hours of Working:	Daylight	24 Hours	Night time	AM only	PM only

Work Lies Within:	Verge	Footway	Carriageway	All
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Proposed Traffic Control:	Stop/Go Boards	Temp. Traffic Signals	Road Closure	Priority Flow	Not To Be Used
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/continued overleaf .....

**SECTION 3 - DETAILS OF NRSWA ACCREDITED CONTRACTOR.** (Proof to be submitted with this form).

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Accreditation/Registration No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**SECTION 4 - INSURANCE.** Public Liability Insurance of a minimum of £5 million must be provided  
(Proof to be submitted with this form).

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Policy No: \_\_\_\_\_ Expiry Date : \_\_\_\_\_

**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 Roads & Street Works Act 1991, and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant licence.

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 the cost of any necessary remedial works conducted by the Street Authority during the guarantee period, along with the required administration/capitalized annual charge fees:

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:-

- (a) The placing or presence in the street of apparatus to which the licence relates, or
- (b) The execution by any person of any works authorised by the licence.

I also acknowledge that I have read and understand the Notes for Guidance contained in Form SWL 1A.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

**SECTION 6 - CONDITIONS**

1. The Street Authority for the Highway mentioned in Section Two of Form SWL2 (hereinafter called "the Highway") hereby grant to the party named in Section One of Form SWL2 (hereinafter called "The Licensee") with the intent that the same shall benefit and run with the property described in Section Two of Form SWL2 hereto Licence under Section 50 of the New Roads and Street Works Act 1991 to place and leave in the Highway in the position shown by a red broken line on the plan attached hereto the apparatus (hereinafter referred to as "the Apparatus") short particulars of which are set out in the Section Two of Form SWL2 hereto and to maintain, repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon the terms and subject to the conditions hereinafter specified and subject also to the relevant conditions and provisions contained in Schedule 3 of the said Act and the Licensee hereby accepts the Licence upon and subject to the said terms, conditions and provisions.
2. This licence is granted to the owner of apparatus and his Successors in Title and where he proposes to part with his interest in the apparatus, he shall before doing so give at least 6 weeks written notice to the Street Authority of the intention to abandon the apparatus or transfer the licence stating to whom the benefit of the licence is to be transferred, and also give written Notice to the Street Authority of the date of transfer.

3. The Licensee shall:
  - a) Conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991, and its associated Secondary Legislation and Codes of Practice.
  - b) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:
    - i) the placing or presence in the street of apparatus to which the licence relates, or
    - ii) the execution by any person of any works authorised by the licence:
 and the former licensee shall indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by the Authority or the licensee of any works under Paragraph 8.
  - c) Give at least 6 weeks written Notice to the Street Authority of his intention to cease using or abandon the apparatus.
4. The Licensee shall pay the Street Authority in connection with the grant of the licence:
  - a) The sum of **£250** in respect of administration expenses (non returnable)
  - b) The sum of **£100** which the Street Authority will accept as a capitalised payment in lieu of the annual fee for administering the licence recoverable under schedule 3 section 2b of the New Roads and Street Works Act
  - c) The sum of **£150** for the chargeable inspection fees, per unit of inspection.
  - d) Works in excess of 200 metres length will be subject to additional Inspection Fees of £150 per 200 metres or part thereof.
5. Any licence issued under this procedure by the Street Authority must not be construed as conferring any right for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus.
6. The licence hereby granted shall remain in force until withdrawn by the Street Authority under schedule 3 of the New Roads and Street Works Act 1991 or surrendered to the Street Authority by the Licensee.

### **The Licence**

7. The Street Authority may determine this licence at any time :-
  - a) on the expiration of such period as may be specified in the Notice being a period of not less than seven working days beginning with the date of service of the Notice on the Licensee if any condition of this licence is contravened by the Licensee or if the Street Authority becomes aware of the fact that the Licensee intends to cease using or has abandoned the apparatus or intends to do so, or
  - b) the Licensee has parted with or intends to part with his interest in the apparatus in a case where assignment of the licence is prohibited, or
  - c) the Street Authority considers the withdrawal of the licence is necessary for the exercise of their function as Street Authority

NB: Under sub paragraph ( c ) not less than 3 months notice will be given to the Street Authority.
8. Where a licence expires or is withdrawn or surrendered the Street Authority :-
  - a) may remove the apparatus to which the licence relates or alter it in such a manner as they think fit and reinstate the street and may recover from the former Licensee the expenses incurred by them in doing so.
  - b) if satisfied that the former Licensee can, within such reasonable time as they may specify, remove the apparatus or alter it in such a manner as they may require and reinstate the street, they may authorise him to do so at his own expense. A further notice will be required for such works.
9. The Licensee does not confer any right on the Licensee, as against the owners of land on which the highway is situated, to use the land. The Licensee must make his own arrangements with such owners in cases where their consent is needed.

10. In this Licence the terms :-

“Licensee” shall include the Successor in Title – Personal Representative – Receiver – Liquidator Trustee of the Licensee.

“Highway” shall include and apply to each and every Highway, when more than one Highway is specified in the Section 2 of Form SWL2 hereto.

**SECTION 7 - AUTHORISATION**

Additional conditions:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
*On behalf of Street Authority*

**IMPORTANT**

**All communication relating to this Licence should be addressed to:-  
Leicestershire County Council, Environment & Transport Department  
Highways Depot, Arbor Road, Croft, Leicestershire, LE9 3GE**

**Telephone: 0116 3052163    Email: [networkmanagement@leics.gov.uk](mailto:networkmanagement@leics.gov.uk)**