

Important Notes

1. The application for a Street Works Licence should be entered into by the company conducting the works on behalf of the Owner of Apparatus, therefore, if the requirements of this application are met, the licence will be issued to the Owner of Apparatus.
2. In order for the Street Authority to comply with its statutory duty, all applications must be made at least one month in advance of commencement of the proposed works. A shorter period may be agreed by the Street Authority, in conjunction with the other Undertakers likely to be affected.
3. Those carrying out Street Works are governed by the New Roads and Street Works Act 1991, and are bound by the duties and responsibilities imposed by the Act, associated Secondary Legislation and Codes of Practice. The contractor executing the works must be qualified in accordance with the New Roads and Street Works Act 1991.
4. Please note that the law places responsibility for these proposed works on the Owner of Apparatus/Proposed Apparatus and not the contractor, even though they may be acting for the Owner. Any breaches of the law by the contractor will be attributed to the Owner of Apparatus in any proceedings. It is, therefore, vital that the contractor is managed, to avoid any undue difficulties that may arise out of their actions.
5. Applicants should note that special conditions may be imposed by the Street Authority in the interest of:
 - a) Safety
 - b) Minimising the inconvenience to persons using the street, having regard to people with a disability in particular
 - c) Protecting the integrity of apparatus, or the structure of streets with Special Engineering Difficulties and Protected Streets
 - d) Minimising disruption to local traffic flow

These special conditions must be strictly adhered to.

6. The Owner of Apparatus must permit the Street Authority to monitor their contractors' performance throughout all stages of Street Works.

These are:

- a) Signing, lighting, guarding and excavation
- b) Signing, lighting, guarding and reinstatement
- c) Immediately after permanent reinstatement
- d) During the one month preceding the end of the guarantee period. (This period will begin from the date that 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)

An interim reinstatement will need to be made permanent within 6 months of being installed.

7. Financial penalties may arise to the Owner of Apparatus for non-compliance with the relevant statutory duties or conditions imposed by the Street Authority. The Owner of Apparatus should note that this liability cannot be delegated to any other person or organisation.
8. Owners should note that it is their Statutory Duty to ensure that their apparatus is properly maintained at all times. Should future maintenance of this apparatus require excavation of the highway (or under the highway), the Owner of Apparatus must contact the Street Authority for the relevant consent forms.