

**TORFAEN COUNTY BOROUGH COUNCIL  
NEW ROADS AND STREETWORKS ACT 1991**

**STREET WORKS LICENCE APPLICATION FOR PLACING  
APPARATUS IN THE HIGHWAY**

**SECTION 50**

I hereby apply for a licence to place/retain apparatus within the highway as the owner for the time being of the apparatus and of the leasehold/freehold interest in the land or premises proposed to be served by the said apparatus which will permanently be placed or retained in, on or over the highway

Consent will be issued subject to my undertaking to comply with the Standard Codes of Practice referred to in the New Roads and Street Works Act, 1991 and to Part III and Schedule 3 of that act

**Please Tick Box**

- i) I understand that no works must be undertaken before a licence is completed.
- ii) I agree to pay a licence fee of £400.00 prior to receiving the Licence. Please enclose the required cheque.
- iii) I agree to conform to the specification requirements as detailed in the "Trench Reinstatement Specification" drawing.
- iv) I agree to carry out the works between the hours specified by the County Engineer.
- v) I agree to notify the County Engineer one month before the commencement of works in order that a site meeting can be arranged.
- vi) I agree to notify all other undertakers one month before the commencement of works
- vii) I agree to provide signing and traffic management to the works in accordance with Chapter 8 of the Traffic Signs Manual.
- viii) Provide photocopies of Supervisors and Operatives Street Works Qualifications
- ix) I enclose 2 No. plans scale 1/2500 or greater showing clearly the highway affected and the line and position of the work I wish to execute
- x) If connecting to Utility Apparatus please provide written confirmation from Utility Company confirming permission has been granted to carry out this connection (**please enclose copy with application**)
- xi) I enclose proof of public liability insurance
- xii) I enclose the completed application form

Signed .....  
(the Applicant)

**Please return to:**  
Neighbourhood Services  
Ty Blaen Torfaen  
Panteg Way  
New Inn  
Pontypool  
NP4 0LS

**NOTE: the licence is the owner or prospective owner of the property to be served by the apparatus**

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**STREET WORKS LICENCE APPLICATION FOR PLACING  
APPARATUS IN THE HIGHWAY – SECTION 50**

(NB Those applicants not familiar with the requirements of the legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete this application and 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

|   |                      |                           |                      |                      |                             |                    |                      |                      |                      |
|---|----------------------|---------------------------|----------------------|----------------------|-----------------------------|--------------------|----------------------|----------------------|----------------------|
| <p><b>SECTION 1:</b> Licensee (i.e. Owner or prospective owner of property to be served by apparatus)</p> <p><b>Surname:</b> .....<b>Forenames:</b> .....</p> <p><b>Or full registered name of Company:</b> .....</p> <p><b>Address:</b> .....</p> <p><b>Tel Work:</b> .....<b>Home:</b>.....</p>   |                      |                           |                      |                      |                             |                    |                      |                      |                      |
| <p><b>Section 2:</b> Precise Local of Proposed Work (tick boxes where necessary)<br/>(Detailed plan to be submitted with form)</p> <p><b>Property Address:</b> .....</p> <p><b>Type of Works: (e.g. Duct/Pipe/Cable)</b> .....</p>  |                      |                           |                      |                      |                             |                    |                      |                      |                      |
| Estimated Length of Works   | <input type="text"/> | <input type="text"/>      | <input type="text"/> | m                    | Average Depth of Excavation | Up to 1.5m         | <input type="text"/> | Over 1.5m            | <input type="text"/> |
| Proposed start Date:  | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/>        | Estimated Duration | Hours                | Days                 | Month                |
| Planned Finish Date:  | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="text"/> | <input type="text"/>        |                    | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Proposed hours of Working:  | Daylight             | 24 Hours                  | Night Time           | AM Only              | PM Only                     |                    |                      |                      |                      |
| Work Lies Within:   | Verge                | Footway                   | Carriageway          | All                  |                             |                    |                      |                      |                      |
| Proposed Traffic Control:   | Stop/Go Boards       | Temporary Traffic Signals | Road Closure         | Priority Low         | Not to be used              |                    |                      |                      |                      |
| <p><b>SECTION 3:</b> Details of person/company conducting the works</p> <p><b>Name:</b> .....</p> <p><b>Address:</b> ..... <b>Tel No.</b> .....</p>   |                      |                           |                      |                      |                             |                    |                      |                      |                      |
| <p><b>Section 4:</b> Insurance – Public Liability Insurance of a minimum of £10 million must be provided up to completion of the permanent reinstatement (proof to be submitted with this form)</p> <p><b>Company Name:</b> .....</p> <p><b>Address:</b> .....</p> <p><b>Tel No:</b> ..... <b>Policy No:</b> .....</p> <p><b>Expires (Date):</b>.....</p> |                      |                           |                      |                      |                             |                    |                      |                      |                      |

Signed: ..... Date: .....

(The Licensee)

**TORFAEN COUNTY BOROUGH COUNCIL  
NEW ROADS AND STREET WORKS ACT 1991  
LICENCE TO PLACE/RETAIN APPARATUS IN THE STREET  
LICENCE NO.  
THIRD PARTY/PUBLIC LIABILITY INSURANCE**

Contractor: .....

Address: .....

.....

.....

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

Your attention is drawn to the previous of the above licence regarding Insurance Policies and you are asked to give the following undertaking:

**THIRD PARTY/PUBLIC LIABILITY INSURANCE**

I/My firm/Company carries a current Insurance Policy which was renewed on ..... In respect of Third Party/Public Liability which indemnifies the County Council in respect of legal liability for personnel injury to or arising out of my firm/company activities under the above Licence and further to the limit of indemnity is not less than £10, 000, 000 (10 MILLION)

I/We undertake to consult the Statutory Undertakers

Please insert the name and address of your Insurance Broker/Insurance Company:

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

Third Party Policy No: .....

Legal Liability Policy No: .....

Signed: ..... Date: .....

Licensee/Position in Firm: .....