

## SECTION 50 STREET WORKS LICENCE APPLICATION NEW ROADS AND STREET WORKS ACT 1991

Please ensure you include all the following items in your application:

- Payment**
- Scale plan of proposed works**
- SWL1 – completed in full and signed by the ‘owner’ of the apparatus**
- SWL4 – signed declaration that statutory undertakers have been contacted**
- Proof of contractor’s insurance**
- Copy of accredited operator’s card**
- Copy of accredited supervisor’s card**
- Proof of permission to connect (if applicable)**

I declare that, as the ‘Owner’ of the apparatus and applicant, I have read the attached ‘terms and conditions’ and general guidance notes.

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

Full name in capitals \_\_\_\_\_

*Incomplete or incorrectly completed applications will be returned to the applicant and could result in the delay of your works.*

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## **Guidance Notes for Section 50 Applicants**

### **Part 1 – General Guidance**

- a) Any person or organisation (other than a Statutory Undertaker) who wishes to place, maintain, repair, alter, move or adjust ‘apparatus’ must be in possession of a Section 50 Street Works Licence.
- b) The term “apparatus” includes drains, cables, ducts, sewers, water and gas pipes, etc.
- c) The Section 50 licensee will be subject to the statutory duties imposed by the New Roads and Street Works Act 1991, and the associated Secondary Legislation and Codes of Practice.
- d) The licensee will be subject to financial penalties for non-compliance with the relevant statutory duties and licence conditions. Licensees cannot delegate this liability to other persons or organisations.
- e) Applicants not familiar with the requirements of the legislation are advised to appoint a contractor with the appropriate experience and qualifications. All works in the highway must be carried out by accredited supervisors and operatives.
- f) Applicants should note that additional conditions may be imposed on the licensee and their contractor (e.g. times of working, traffic control measures, working methods, etc.).
- g) Wiltshire Council will monitor the performance of the appointed contractors at all stages of the works.
- h) The licensee’s reinstatement will be inspected for defects for up to three (3) years from the date of permanent reinstatement. Any defects within this period must be made good by the licensee.

### **Part 2 – Fees and Forms**

To obtain a Section 50 licence applicants must: -

1. Complete form **SWL1** (pages 5-10 in full. It must be signed by the owner of the apparatus, **NOT** the contractor or future adopter.
2. Fees payable either by our preferred method, debit or credit card, contact us on 01225 713497 for details of how to pay or by cheque payable to ‘Wiltshire Council’

	<b>Total Fee</b>	<b>Breakdown</b>
New apparatus	£438	administration fee: £147, capitalised fee: £141, inspection fee: £150.
Existing apparatus	£225	administration fee: £75.00, inspection fee: £150
Bond fees if required		administration fee: £473, capitalised fee: £147, NB inspection and noticing fees as determined at time of calculation of bond value

Excavations over 200 metres in length will incur additional inspection fees of £150 per 200 metres or part thereof. For example, a trench of 350 metres will require one additional inspection, while a trench of 700 metres will require three additional inspections.

3. Complete and sign form SWL4.
4. Submit copies of the contractor’s Street Works accreditation for both operatives and supervisors.

5. Submit evidence of the contractor's Public Liability Insurance. This must provide a minimum of £5 million cover and be maintained from commencement of the works to the date of permanent reinstatement.
6. Submit a scale 1:1250 drawing showing the location(s) of the apparatus measured against fixed objects/structures.

### **Part 3 - Notification of Works**

#### **Major Works.**

Major works either need a Temporary Regulation Order (i.e. a road closure) or have a planned duration of 11 working days or more.

Applicants must submit:

- a) an application at least three months in advance of the planned start date;
- b) a confirmation notice (**SWL2**) 10 working days in advance of the start date;
- c) a start notice on the first day of working (**SWL2**);
- d) a stop notice no later than 24 hours after completion of the works (**SWL2**); and
- e) a registration of works form **SWL3** within 10 days of interim or permanent completion.

#### **Standard Works**

Standard works have a planned duration of between 4 and 10 working days –

Applications must submit:

- a) an application one month in advance of the start date;
- b) a confirmation notice (**SWL2**) 10 working days in advance of the planned start date;
- c) a start notice on the first day of working (**SWL2**);
- d) a stop notice no later than 24 hours after completion (**SWL2**); and
- e) a registration of works form **SWL3** within 10 days of interim or permanent completion.

#### **Minor Works**

Minor works have a planned duration of 3 working days or less.

Applicants must submit:

- a) an application at least 3 working days in advance of the planned start date;
- b) a start notice on the first day of working (**SWL2**);
- c) a stop notice no later than 24 hours after completion of the works (**SWL2**); and
- d) a registration of works form **SWL3** within 10 days of interim or permanent completion.

#### **Immediate Works**

These are works which have the potential to cause serious damage to persons or property. In such circumstance the applicant should contact Wiltshire Council without delay.

#### **Remedial and Interim Works**

Advanced notification must be given to Wiltshire Council prior to undertaking works to correct a defect or replace an interim reinstatement.

#### **Part 4 – Registration of Works**

The licensee must submit form **SLW3** (Registration of Works) within 10 working days of completion of the works. They must state whether the reinstatement is 'interim' or 'permanent'. Where an 'interim' reinstatement is carried out, it must perform to the same standards as a permanent reinstatement. Interim reinstatements must be made permanent within 6 months of the interim reinstatement.

#### **Part 5 – Contact Statutory Undertakers**

Planned works in the highway may affect the assets/apparatus of statutory undertakers, other utilities and local highways authorities. Applicants must:

- a) contact statutory undertakers, utilities and local highways authorities (contact details on pages 13-14);
- b) provide these organisations with an accurate description and location of the proposed works;
- c) comply with any conditions specified by these organisations;
- d) notify Wiltshire Council of any such conditions; and
- e) sign form **SWL4** (page 10).

#### **Part 6 – Waste Management Duty of Care**

Applicants must ensure any wastes generated by the proposed works are handled and disposed of responsibly – The Waste Management Duty of Care. If wastes are generated applicants must complete form **SWL5**. A copy of the form must be given to the person accepting the waste. Failure to do so is an offence under the Environmental Protection Act 1990.

#### **Part 7 Overrun Charges**

If the works take longer to complete than the duration agreed with Wiltshire Council, the licensee may be subject to overrun charges of up to a maximum of £5,000 per day for the first three days, rising to a maximum of £10,000 per day for each subsequent day of overrun.

#### **Part 8 Road Closure and Temporary Traffic Signals**

For works that require temporary traffic signals complete the Portable Traffic Signals Application form (Pages 18-20)

For works that require a road closure complete the Road Closure Application form (page 21)

#### **Part 9 – Contacting Wiltshire Council**

Applicants can contact the Street Works team at Wiltshire Council in the following ways: -

**Telephone:** 01225 713497 and ask for the Street Works team.

**Post:** Street Works  
Traffic and Network Management  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JD

**Email:** streetworks@wiltshire.gov.uk



## Application for Consent to Conduct Works

**Ref Sec50 - \_\_\_\_\_**

The application form must be signed by the owner of the apparatus. (NB Those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge to help complete this application and to 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.

This Licence application shall be deemed granted when duly authorised in Section 6 of this form.

Wiltshire Council may require a Bond as security on Section 50 Licences that are over a certain risk value, we will use the information on this application to calculate the risk value and the amount of a Bond (if required.)

Please note that applications received without the submission of all the required information will not be processed. Your application may require a site meeting with our Technicians to determine the appropriate traffic control, subsequent to this there may be further licences / applications required.

No works are permitted to start without the duly authorised licences. Any unauthorised works on the public highway may be subject to consideration for prosecution.

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### Consent to work required for:

Placing New Apparatus

Working on Existing Apparatus

(Tick boxes where necessary)

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### Section 1 Owner of Apparatus – Licensee (as in Section 5)

The licensee will be subject to financial penalties for non-compliance with the relevant statutory duties and licence conditions. Licensees cannot delegate this liability to other persons or organisations.

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

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### Section 2 Precise Location of Proposed Works

(Detailed plan showing route of apparatus to be submitted with form)

Property Name/Number \_\_\_\_\_ Street \_\_\_\_\_ Town \_\_\_\_\_

Postcode \_\_\_\_\_

Description of Works \_\_\_\_\_

	Carriageway	Footway	Verge
Length in highway Metres)	_____	_____	_____
Depth of cover to apparatus (Metres)	_____	_____	_____
Width of Reinstatement (Metres)	_____	_____	_____

Proposed start date \_\_\_\_\_ Estimated duration\_\_\_\_ Hours\_\_\_\_ Days\_\_\_\_ Months \_\_\_\_\_

Proposed finished date \_\_\_\_\_

Proposed hours of working Daylight  24 hours  Night time  AM only   
(Please tick)

Proposed Traffic Management Stop/Go boards  Temp Traffic Signals  Road Closure  Priority Flow  None

**Section 3 Details of contractor undertaking the works**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

Name of accredited Operative: \_\_\_\_\_ SWQR No. \_\_\_\_\_

Name of accredited Supervisor: \_\_\_\_\_ SWQR No. \_\_\_\_\_

**EMERGENCY CONTACT DETAILS**

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

Tel: \_\_\_\_\_

## Section 4 Insurance

Public Liability insurance of a minimum of £5 million is required. Expiry date must be later than the date of proposed completion of works. Copy of certificate is required.

Company Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_ Policy No. \_\_\_\_\_ Expiry date \_\_\_\_\_

## Section 5 Declaration by owner of apparatus (as in section 1)

I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements set out in the New Roads and 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, which includes my duty to secure that the work is supervised by an accredited supervisor.

I confirm that all reasonably practicable steps have been taken to ensure that other owners of apparatus likely to be affected by these works have been contacted and where necessary the location of apparatus identified. NB It is recommended that the results of enquiries are no older than 3 months old.

I 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 costs of any necessary remedial works conducted by the Street Authority during the guarantee period, along with the required administration/capitalised annual charge fees.

I 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 confirm that I have read and understand the Notes for Guidance and the Standard Conditions as attached (n.b further conditions may be imposed at the time of granting the licence.)

I acknowledge as the licensee I will be subject to financial penalties for non-compliance with the relevant statutory duties and licence conditions. (Licensees cannot delegate this liability to other persons or organisations.)

Signed. \_\_\_\_\_ Date. \_\_\_\_\_

Print Name \_\_\_\_\_

**Section 6 Authorisation (office use only)**

Additional Conditions

No works contained in this Licence will be allowed to take place within the Public Highway until the following additional conditions are met:

- 1. Section 38/106 Agreements are in place.
- 2. Drawings are approved by Development Control.
- 3. Bonds applicable are in place.
- 4. Proof of permission to connect (if applicable)

**This Licence is hereby granted to the applicant named in Section 1 of Form SWL 1**

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

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

On behalf of the Street Authority

Highways and Transport  
County Hall  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN



## Conditions

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1. The Street Authority for the Highway mentioned in Section Two of Form SWL3 (hereinafter called "the Highway") hereby grant to the party named in Section One of Form SWL1 (hereinafter called "the Licensee") with the intent that the same shall benefit and run with the property described in Section Two of Form SWL1 hereto Licence under Section 50 of the New Roads and Street Works Act 1991 to place and leave in the Highways in the position shown by a red broken line on the plan attached hereto the apparatus (hereafter referred to as "the Apparatus") short particulars of which are set out in 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 and provisions contained in Schedule 3 of the said Act and the Licensee hereby accepts the Licence upon and subject to the said terms and 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 6 weeks' notice to the Street Authority stating to whom the benefit of the licence is to be transferred.
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 Regulations and Codes of Practice.
  - b) 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;
    - c) give at least 6 weeks written Notice to the Street Authority of his intention to cease using or abandon the apparatus.

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 7.

4. The Licensee shall pay the Street Authority in connection with the granting of the licence the current fees as detailed on the enclosed guidance notes.
  - a) A sum in respect of administration expenses (non- returnable)
  - b) A sum 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 1991.
  - c) A sum for the chargeable inspection fees, per unit of inspection.
  - d) Works in excess of 200 metres length will be subject to additional Inspection Fees.
5. 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.
6. 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 several 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 purpose of the exercise of their function as Street Authority.

NB: Under sub paragraph (c) not less than 3 months' notice will be given by the Street Authority.

7. 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 and;
  - 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 licence will be required for such works.
8. Any licence issued under this procedure by the Street Authority must not be construed as conferring any right for the application to make any connection to a sewer, drain, pipe, cable or other apparatus.
9. paratus.
10. The Licence does not confer any right on the Licensee, as against the owners of land 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.
11. It is the duty of the Licensee when executing street works involving: -
- a) Breaking up the street, or any sewer, drain or tunnel under it, or
  - b) Tunnelling or boring under the street, to secure the execution of the works is supervised by a person having the prescribed qualification as a supervisor.
12. Under Section 74 NRSWA, charges may be levied for work overruns according to the Category of the street. Please contact us if you require advice prior to works commencement, or 24 hours before your stated end date if you find delays unavoidable during the works.
13. In this Licence the terms: -
- “Licensee” shall include the Successor in Title - Personal Representative - Receiver - Liquidator or Trustee of the Licensee.
- “Highway” shall include and apply to each and every Highway, when more than one Highway is specified in Section 2 of the Form SWL1 hereto.
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**For all communications regarding this Licence, please contact: -**

The Street Works Team  
Traffic and Network Management  
Wiltshire Council  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JD

Tel: 01225 713497  
Email: [streetworks@wiltshire.gov.uk](mailto:streetworks@wiltshire.gov.uk)

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**FORM SWL4****Statutory Undertakers Declaration**

I, the applicant, have contacted the Statutory Undertakers listed below, informing them that I intend to undertake Street Works at the following location:

Property Number or Name:	Road:
Parish:	Town:

I confirm that the responses I received from the Statutory Undertakers are as shown below, and that I will take all reasonably necessary precautions to avoid damage or interference with their apparatus.

Signed:	Print Name
Position in Company (if relevant)	Date

**Statutory Undertaker's Responses****Open Reach**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Wales & West Utilities (WWU)**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Southern Gas Networks (SGN)**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Scottish and Southern Energy (SSE) PLC**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**LEVEL3 Communications**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Sembcorp Bournemouth Water**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Wessex Water Plc (WWS)**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Thames Water Utilities Ltd**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Bristol Water plc**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Southern Water plc – for sewage**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Virgin Media**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Vodafone**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**National Grid**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Esso (ExxonMobil) and CLH**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Sky Network Services (SNS)**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Gas Transportation UK Ltd**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**COLT Technology Services**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Wiltshire Council**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Cholderton and District Water Co Ltd**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**TATA**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Oil Pipelines Agency**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Network Rail**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Vtesse Networks**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Connect (GTC)**

Apparatus Affected (YES/NO)	Special Requirements Needed	
Contact Name	Ref. No.	Date

**Fijitsu Telecommunications Europe Ltd**

Apparatus Affected (YES/NO)	Special Requirements Needed
Contact Name	Ref. No. Date

**Gas Transportation Company**

Apparatus Affected (YES/NO)	Special Requirements Needed
Contact Name	Ref. No. Date

**STATUTORY UNDERTAKERS WITH APPARATUS IN WILTSHIRE****Openreach (BT)**

Postpoint PP3WW18  
 Telecom House  
 Trinity Street, Hanley  
 Stoke on Trent  
 ST1 5ND  
 Email: [nnhc@openreach.co.uk](mailto:nnhc@openreach.co.uk)  
 Tel: 0800 800 865

**Wales and West Utilities (WWU)**

Plant Protection Enquiries  
 Spooner Close  
 Celtic Springs  
 Coedkernew  
 Newport  
 NP10 8FZ  
 Email: [plantprotectionenquiries@WWutilities.com](mailto:plantprotectionenquiries@WWutilities.com).  
 Tel: 02920 278912

**Southern Gas Networks (SGN)**

Plant Protection  
 95 Kilbirnie Street  
 Glasgow  
 G5 8JD  
[plantlocation@SGN.co.uk](mailto:plantlocation@SGN.co.uk).  
 Tel: 0141 418 4093

**Scottish and Southern Electric Plc (SSE)**

Mapping Services  
 Email: [mapping.services@SSE.com](mailto:mapping.services@SSE.com).  
 Tel: 01256 337294

**Wiltshire Highways Partnership**

Highways Northern Division  
 Bath Road  
 Chippenham  
 SN14 0AB  
 Email: [northernhighways@wiltshire.gov.uk](mailto:northernhighways@wiltshire.gov.uk).  
 Tel: 01249 468550

**Wiltshire Highway Partnership**

Highways Central Division  
 36 Lancaster Road  
 Melksham  
 SN12 6QT  
 Email: [centralhighways@wiltshire.gov.uk](mailto:centralhighways@wiltshire.gov.uk).  
 Tel: 01225 712810

**Wiltshire Highway Partnership**

Highways Southern Division  
 The Avenue  
 Wilton  
 SP2 0BT  
 Email: [southernhighways@wiltshire.gov.uk](mailto:southernhighways@wiltshire.gov.uk).  
 Tel: 01722 438980

**Wessex Water Plc (WW)**

Developers Group  
 Operations Centre  
 Claverton Down Road  
 Claverton Down  
 Bath  
 BA2 7WW  
 Email: [asset.enquiries@wessexwater.co.uk](mailto:asset.enquiries@wessexwater.co.uk).  
 Tel: 01225 526422

**Semcorp Bournemouth Water**

George Jessel House  
 Francis Avenue  
 Bournemouth  
 Dorset  
 BH11 8NB  
 Tel: 01202 597033  
 Email: [assetenquiries@bournemouthwater.co.uk](mailto:assetenquiries@bournemouthwater.co.uk).

**Virgin Media**

National Plant Enquires  
 Scimitar Park  
 Courtauld Road  
 Basildon  
 SS13 1ND  
 Tel: 0870 888 3116 (option 2)  
 Email: [plantenquiriesteam@virginmedia.co.uk](mailto:plantenquiriesteam@virginmedia.co.uk).

**Vodafone**

C/o Atkins  
 PO Box 290  
 260 Aztec West  
 Almondsbury  
 Bristol  
 BS32 4WE  
 Email: [Osm.enquiries@atkinglobal.com](mailto:Osm.enquiries@atkinglobal.com).  
 Tel: 01454 662881

**Thames Water**

Maple Lodge STW  
 Denham Way  
 Rickmansworth  
 Herts  
 WD3 9SQ  
 Email: [searches@thameswater.co.uk](mailto:searches@thameswater.co.uk) (maps)  
[developer.services@thameswater.co.uk](mailto:developer.services@thameswater.co.uk) (new connections)

**Bristol Water plc**

Development Service Department  
 PO Box 218  
 Bridgewater Road  
 Bristol  
 BS99 7AU  
 Email: [development.services@bristolwater.co.uk](mailto:development.services@bristolwater.co.uk)  
 Tel: 01179 341 074

**Southern Water Services**

Hampshire Division (Sewer)  
 Southern House  
 Sparrow Grove  
 Otterbourne  
 Winchester  
 SO1 2SW  
 Email: [customerservices@southernwater.co.uk](mailto:customerservices@southernwater.co.uk).  
 Tel: 0330 3030277 (option 4, then option2)

**Connect (GTC)**

Ocean Park House  
 East Tyndall Street  
 Cardiff  
 CF24 5GT  
 Tel: 0292 031 4000 (option 4)  
 Website: [https://pe.gtc-uk.co.uk/Plant\\_Equiry](https://pe.gtc-uk.co.uk/Plant_Equiry).

**Fujitsu Telecommunications Europe Ltd Solihull**

Parkway  
 Birmingham Business Park  
 Birmingham,  
 West Midlands  
 B37 7YU  
 Tel: 0121 717 6000

**National Grid**

Nrswa Enquiries, PO Box 3484  
 NGT House, Warwick Technology Park  
 Gallows Hill  
 Website: [www.linesearchbeforeudig.co.uk](http://www.linesearchbeforeudig.co.uk).

**Cholderton and District Water Co Ltd**

Cholderton Estate Office  
 Cholderton  
 Salisbury  
 SP4 0DR  
 Tel: 01980 629203

**Gas Transportation Company**

Woolpit Business Park  
 Bury St Edmunds  
 Suffolk  
 IP30 9UP  
 Tel: 01359 240363 (option 4)  
 Website: [http://pe.gtc-uk.co.uk/plant\\_enquiry](http://pe.gtc-uk.co.uk/plant_enquiry).

**ESSO (ExxonMobil) and CLH**

**Oil pipelines**  
 Website: [www.linesearchbeforeudig.co.uk](http://www.linesearchbeforeudig.co.uk).

**Network Rail**

Buried Services NST  
 5C Hudson House  
 Toft Green  
 York  
 YO1 6HP  
 Email: [BuriedServicesNST@networkrail.co.uk](mailto:BuriedServicesNST@networkrail.co.uk).  
 Tel: 01904 522657

**Sky Network Services (SNS)**

70 Buckingham Avenue  
 SLOUGH  
 SL1 4NP  
 Email: [nrswa@sky.uk](mailto:nrswa@sky.uk).  
 Tel: 020 7032 3234/3250

**VTESSE Networks**

Email: [VTN.PlantEnquiries@interoute.com](mailto:VTN.PlantEnquiries@interoute.com).  
 Tel: 01992 532 100

**TATA**

C/O Planning & Works Control Dept  
 McNicholas Construction Services Ltd  
 Lismirrane Industrial Park  
 Elstree Road  
 Elstree  
 WD6 3EA  
 Email: [plantenquiries@mcnicholas.co.uk](mailto:plantenquiries@mcnicholas.co.uk).  
 Tel: 0330 055 8469/8523

**COLT TECHNOLOGY SERVICES**

Email: [plantenquiries@catelecomuk.com](mailto:plantenquiries@catelecomuk.com).  
 Tel: 01227 768427

**ZAYO (fibre-optic cables)**

Website: [www.linesearchbeforeudig.co.uk](http://www.linesearchbeforeudig.co.uk).

**LEVEL 3**

Email: [plantenquiries@instalcom.co.uk](mailto:plantenquiries@instalcom.co.uk)

## FORM SWL5

## Duty of Care: Controlled Waste Transfer Notice

**Section A** Description of Waste

(Please describe the waste being transferred) How is the waste contained?

Loose \_\_\_\_\_ Sacks \_\_\_\_\_ Skip \_\_\_\_\_ Drum \_\_\_\_\_ Other \_\_\_\_\_ Please indicate

What is the quantity of waste (number of sacks, weight etc) \_\_\_\_\_

**Section B** Current holder of the waste

Full Name (Block Capitals) \_\_\_\_\_

Name and Address of Company \_\_\_\_\_

Which of the following are you? (Please  $\checkmark$  one or more boxes)

Producer of the waste  holder of waste disposal or waste management licence Licence number Issued by \_\_\_\_\_

Importer of waste  exempt from requirement to have a waste disposal or waste management licence Give reasons \_\_\_\_\_

Waste collection authority  registered waste carrier Registered number Issued by \_\_\_\_\_

Waste disposal authority (Scotland only)  exempt from requirement to register Give reasons \_\_\_\_\_

**Section C** Person collecting the waste

Full Name (Block Capitals) \_\_\_\_\_

Name and Address of Company \_\_\_\_\_

Which of the following are you? (Please  $\checkmark$  one or more boxes)

Waste Collection authority  holder of waste disposal or waste management licence Licence number Issued by \_\_\_\_\_

Waste Disposal authority (Scotland only)  exempt from requirement to have a waste disposal or waste management licence Give reasons \_\_\_\_\_

Exporter  registered waste carrier Registered number Issued by \_\_\_\_\_

exempt from requirement to register Give reasons \_\_\_\_\_

**Section D**

1. Address of place of transfer/collection point \_\_\_\_\_

2. Date of transfer \_\_\_\_\_ 3. Time(s) of transfer (for multiple consignments, give "between" dates)

4. Name and Address of broker who arranged this transfer (if applicable) \_\_\_\_\_

5. Signed \_\_\_\_\_ Signed \_\_\_\_\_

Full Name (Block Capitals) \_\_\_\_\_ Full Name (Block Capitals) \_\_\_\_\_



## Portable Traffic Signals Application Form (New Roads and Street Works Act 1991)

<b>To:</b> <b>FAO</b> <b>STREETWORKS</b> <b>WILTSHIRE COUNCIL</b>  <b>FAX: 01225 713 309</b> <b>E-MAIL: streetworks@wiltshire.gov.uk</b>	<b>From:</b>
	Name:
	Organisation:
	Address:
	Post Code:
	Tel:
	Fax:
Works Ref:	

**PART A** To be completed by the Promoter and with reference to Guidance Notes

### Details

Road Number:	A	B	C	Unclassified		
Location/NSG Ref:						
Grid Reference:	Easting		Northing			
Nature of work:						
Work Type:	Emergency	Yes	No	Planned	Yes	No
Start Date:			Finish Date:			
Duration (in days only):						
Are the works in the vicinity of any permanent signals or pedestrian crossing?				Yes	No	

### Timing of Traffic Light Use - Tick box or enter details

24 hours - weekdays only		24 hours - weekends included	
Restricted 0930 -1530		During normal working hours	
Night Time 1900 - 0700		Other	

### Signal Details - circle details

**NB If heads >2 ALL THE FOLLOWING DETAILS MUST BE PROVIDED**

Number of heads	2	3	4	If >2 See notes on Portable Traffic Signals	
Included with this application are:			2 site plans 1:1250	Yes	No
Showing:					
Head/Controller Positions	Yes	No	Stage diagram details	Yes	No
Proposed timings	Yes	No	Crown label details	Yes	No
STOP and GO Boards on site				Yes	

**Emergency/Out of Hours Contact - for Traffic Management**

Name:	Organisation:	Tel:
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**Note:**

Any changes to the approved application must be agreed by the highway authority and may require a new application to be submitted.

**Declaration**

I have completed **ALL** the above sections, have read, and agree to the conditions relating to Portable Traffic Signals and have provided any additional information as required. I understand that incomplete Applications will be refused and will notify the Street Authority if any change is made to the date or time given on this Application.

Name:	Signature:	Date:
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**PART B** To be completed by the highway authority**Approval**

The Highway Authority has considered this application and has made the following decision:

Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>	Authority Reference: (or electronic signature)
Conditions of Approval:				
Reasons for non-approval:				
Site Visits:	Required		Date of site visit	Outcome of visit:
	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Traffic Impact Assessment: (tick the worse case scenario)		Slight	Moderate	Severe
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority Signatory: (Includes electronic signature)		Name(print):		Date:
Contact Number:		Out of Hours Contact Number:		

**Note: Return of the duly authorised application form constitutes permission in writing**

## Application Conditions:

1. The provision, operation and maintenance of all signing, lighting and guarding associated with portable signals must be in accordance with the New Roads and Street Works Act 1991, "Safety at Street Works and Road Works - A Code of Practice" which should be read in conjunction with Chapter 8 of the "Traffic Signs Manual". The Supervisor and Operatives responsible for signing, lighting and guarding and for the works must be qualified as required under Section 67 of the New Roads and Street Works Act 1991. All portable traffic signal equipment must conform to the latest issue of DfT Specification TR 2502<sup>11</sup> for traffic controllers and TR2504<sup>15</sup> for detectors. All items of equipment (controllers, signal heads and microwave detectors) must be fitted with a label as shown in DfT publication "An Introduction of the Use of Portable Vehicular Signals".

2. An emergency telephone number of Undertaker's representative shall be displayed on an information board at every site.

**3. Portable Traffic Signals - Shuttle Working ( 2 Way Lights )**  
**Minimum Notice Periods - Emergency/Urgent Works to be informed within 2 hours ( if Traffic Sensitive 2 hours in advance)**  
**Planned Works 7 days notice wherever possible**

An application form is not required for normal shuttle working, however, a Notification must be made and written confirmation of approval will be by way of return comment to electronic Notice submitted for the works. For normal shuttle working, the Applicant may assume that an Application/Notification has been successful unless notified otherwise by the Street Authority within 48 hours of receipt.

**4. Portable Traffic Signals > 2 Heads (or 2 way including a junction)**  
**Minimum Notice Periods - planned works non-trunk road 14 days in advance**

In addition the Street Authority requires Written Site Approval for the use of the portable traffic signals where the following circumstances apply:

1. shuttle working at works for a period > 6 months;
2. shuttle working at works where vehicle actuation is NOT to be used;
3. haul route crossings;
4. where multi-phase equipment is to be used; and
5. where equipment is modified from its approved use.

For haul route signals the equipment shall conform to MCE0137.

5. The period of use and the controlled shuttle working length to be kept to an absolute minimum. Signals must operate in vehicle actuated mode unless an alternative mode is agreed with Wiltshire Council.

6. Manual control during peak hours and Stop/Go boards must be used in the event of equipment failure.

**NB** When submitting Application for Written Site Approval all information requested in *Signal Details* must be provided where possible

7. **Should the works be within the boundary of a level crossing, or in the highway in the vicinity of a level crossing Railtrack MUST be contacted in addition to this Application as per guidance notes of HAUC Advice Note 2**

## Road Closure Application Form

### APPLICATION FOR TEMPORARY TRAFFIC RESTRICTION

(1)	<b>LOCATION/ROAD/FOOTPATH</b> Road name and route number (if any) and precise limits of lengths affected as shown on the plan
(2)	<b>TYPE OF RESTRICTION REQUIRED</b>
(3)	<b>ALTERNATIVE ROUTE (e.g. from and to)</b> Application must be submitted with a plan and text description of alternative route.
(4)	<b>DATE AND PERIOD OF RESTRICTION/CLOSURE</b>
(5)	<b>DESCRIPTION OF WORKS NECESSITATING RESTRICTION/CLOSURE</b>
(6)	<b>PURCHASE ORDER NO FOR CLOSURE (unless cheque is attached) BUDGET CODE (For internal jobs)</b>

Please note applications without payment methods will not be processed.

**Applicant must:**

- Give a minimum of twelve weeks' notice of required closure. b) Agree to meet Wiltshire Council costs.
- Maintain pedestrian and vehicular access to frontages.
- Provide, erect and maintain diversion signs. The type and siting of which must be compliant with TSRGD
- Give one month's notice before Closure Order expires if extension of period is required.
- Undertake to inform all stakeholders known to be directly affected by the proposed prohibition including all frontagers on the length of road concerned at least two weeks before works commence.
- Undertake a risk assessment on the suitability of any diversion route in accordance with the Safety at Street Works and Road Works Code of Practice.

The provision, operation and maintenance of all signs, lighting and guarding of the works shall be in accordance with the requirement of The New Roads and Street Works Act, 1991 'Safety at Street Works and Road Works' Code of Practice and read in conjunction with the Traffic Signs Manual, Chapter 8.

Name of Applicant ..... on behalf of .....  
 Address.....  
 Telephone No (include STD code).....  
 Signed ..... Date.....

Name and emergency telephone number of undertaker's representative who may be contacted for call out/maintenance purposes. (The call out details shall be displayed on an information board at every site and the Highway Authority should be informed of these particulars before works commence on site.)

Name.....  
 Emergency Telephone No (include STD code).....

THIS FORM IS TO BE SUBMITTED, TOGETHER WITH A COPY OF THE PLAN TO: Strategic Services, Traffic and Network Management, County Hall, Trowbridge, Wiltshire, BA14 8JN or email to [streetworks@wiltshire.gov.uk](mailto:streetworks@wiltshire.gov.uk) with a cheque for fee as below. The plan should show the section to be closed in red and the alternative route in green (A3 or A4).

**Fees:**

**Temporary Traffic Order £1,274**

**Emergency/Urgent Closure Notices £206**

**Re-enactment of Temporary Traffic Order within 18 months of original order £461**

**Extension to the closure period extra fee of £206**

**APPLICANTS CHECKLIST**

Please ensure you enclose the following:

- The correct payment, made payable to Wiltshire Council
- Copies of any correspondence/agreements with affected parties
- Programme of work/method statement
- Map indicating road closure and proposed diversion route and Public Rights of Way or Bridleways affected.

## **DATA SUBJECTS' INFORMATION - Highways Asset Management**

**To be provided to the data subject at the time of obtaining personal data from them**

### **1. Data Controller**

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at [ICO register of data controllers](#).

### **2. Data Controller Contact Details**

We can be contacted by [phone, in person, or in writing](#)

### **3. Data Protection Officer**

Our DPO may be contacted as above or online at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

### **4. Purpose of processing**

The Highways Asset Management Service will process your personal information for the following purposes:

- maintaining our own accounts and records
- promoting the services we provide
- managing our property
- carrying out surveys
- licensing and regulatory activities
- local fraud initiatives
- crime prevention and prosecution offenders including the use of CCTV
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- the provision of all commercial services including the administration and enforcement of parking regulations and restrictions
- internal financial support and corporate functions
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

### **5. Legal basis for processing**

Our processing shall be lawful because at least one of the following will apply:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the Council is subject;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council;

**If your special category data is processed, in addition to one of the above, processing will be necessary because at least one of the following shall also apply:**

- a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
- b) for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

c) processing is necessary for reasons of substantial public interest;

## 6. Recipients or categories of recipients

Where necessary and lawful, or when required by legal obligation, we may share information with:

- customers
- family, associates or representatives of the person whose personal data we are processing
- debt collection and tracing agencies
- service providers
- local and central government
- ombudsman and regulatory authorities
- press and the media
- professional advisers and consultants
- courts and tribunals
- political organisations
- professional advisers
- professional bodies
- survey and research organisations
- police forces
- data processors
- other police forces, non-home office police forces
- regulatory bodies
- local and central government
- 
- partner agencies, approved organisations and individuals working with the police,
- service providers
- law enforcement and prosecuting authorities
- legal representatives, defence solicitors
- police complaints authority

## **7. Retention Period**

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of our retention schedule may be found at:  
<http://www.wiltshire.gov.uk/freedom-of-information>

## **8. Your rights**

Your rights are set out in Articles 13 to 22 of the [General Data Protection Regulation 2016](#) and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the [Information Commissioner](#) if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

## **9. Contracts**

The information you are giving us is not a statutory or contractual requirement; or a requirement necessary to enter into a contract. You are not obliged to provide this information.

## **10. Automated Decision Making**

Wiltshire Council does not use automated decision making in respect to your personal information for this service.