

Application for a street works licence under Section 50 of the New Roads and Street Works Act 1991 (NRSWA) | New apparatus

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 & Street Works Act 1991 may result in severe financial penalties.



This application is to be used for works to install new apparatus. The minimum notice period for this licence is one month.

You can:

- complete this application electronically
- print, complete by hand in BLOCK letters and scan to your device ready to send

We will reject applications if you do not provide the following:

- a fully completed application – SWL 2 (this document); and
- a traffic management plan / map – this must clearly illustrate the location and extent of excavation works; and
- two valid street works accreditation cards – scanned copies front AND back of both, and one MUST show a ‘supervisor’ designation; and
- a valid insurance certificate – minimum £5 million public liability, which covers up to completion of permanent reinstatement

Please read [guidance for all applicants](#) (SWL 1)

In addition, there are [special conditions](#) attached to licences to install new apparatus.

Please return completed applications with all essential documents to trafficteam@dorsetcouncil.gov.uk.

We apologise for the inherent reduced accessibility that comes with providing forms in this format; and we are striving to make all our customer access points fit for the future. See our [accessibility statement](#). If you require this document in an alternative format, please contact trafficteam@dorsetcouncil.gov.uk

Owner of the apparatus (complete all fields)	
Surname / Company name	
Forename	
Address	
Postcode	
Telephone (24/7 contact)	
Email address	
Owner's signature	

Location of proposed works (complete all fields)	
Property name/No.	
Road name	
Town	
Postcode	

Category of proposed works (select one)	
Emergency	<input type="checkbox"/>
Planned	<input type="checkbox"/>

Description of works (required)	
A summary of the work to be undertaken	

Excavation details (required)						
Length of excavation (m)						
Average depth of excavation (Select one)	Up to 1.5m	<input type="checkbox"/>	Over 1.5m	<input type="checkbox"/>	No excavation	<input type="checkbox"/>

Proposed dates of work (dd/mm/yyyy required)	
Start date	
Estimated end date	

Highway location (select all that apply)	
Verge	<input type="checkbox"/>
Footway (pavement)	<input type="checkbox"/>
Carriageway	<input type="checkbox"/>
Footpath (right of way etc.)	<input type="checkbox"/>
Cycleway	<input type="checkbox"/>

Proposed traffic management (select all that apply)	
Road closure	<input type="checkbox"/>
Temporary lights (multi-way)	<input type="checkbox"/>
Temporary lights (2-way)	<input type="checkbox"/>
Stop/go boards	<input type="checkbox"/>
Priority flow	<input type="checkbox"/>
Give and take	<input type="checkbox"/>
No carriageway incursion	<input type="checkbox"/>
Traffic management comments (times of use etc.)	

Contractor details (persons conducting the works) (complete all fields)	
Name/organisation	
Address	
24/7 contact phone number	
Email address	

Public liability insurance (complete all fields) Minimum £5 million must be provided up to completion of permanent reinstatement	
Name/organisation	
Address	
Telephone number	
Policy number	
Expiry date	

Essential documents to include with an application (mandatory - select all)

I have included a traffic management plan / map which clearly illustrates the location and extent of excavation works.	<input type="checkbox"/>
I have included scanned copies, both front and back of two valid street works accreditation cards and at least one is specifically designated a 'supervisor'.	<input type="checkbox"/>
I have included a valid insurance certificate – minimum £5 million public liability, which covers up to completion of permanent reinstatement.	<input type="checkbox"/>

Payment (complete all fields)

Once your application has been assessed, we will contact you by telephone to take payment by credit or debit card. This is the recommended method of payment, secure and reduces administration and handling costs. You will receive an electronic receipt for your records.

We won't be able to issue a licence until payment is settled.

We can agree alternative payment methods if phone payment by credit or debit card is not possible. To keep administration and handling costs to a minimum, we do not raise invoices for this service.

I accept (select)	<input type="checkbox"/>
Payment contact name	
Payment contact number	

Declaration (complete all fields)

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 ("NRSWA"), 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, location of apparatus identified.

NB: it is recommended that the results of any enquiries are no older than 3 months.

I also acknowledge the statutory need for me to pay the prescribed inspection fee 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.

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 understood the Notes for Guidance and Standard Conditions as attached (NB. Further specific conditions may be imposed at the time of granting the licence).

I confirm that any amendments to the details of the works (including dates of commencement and completion) will be notified to the Street Authority as soon as they are known.

Declaration accepted (select)	<input type="checkbox"/>
Signed	
Name (print)	
In the capacity of	
Dated	

Please return completed applications with all essential documents to
trafficteam@dorsetcouncil.gov.uk.