

## 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 (non-EV charging). The minimum notice period for this licence is one month.

This document has interactive form fields and can be shared and completed digitally. Alternatively, you can print it, 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:

- **completed application** - with all relevant sections filled in (SWL 2 — this document);
- **excavation plan** - a clear, unambiguous plan clearly illustrating the proposed extent of any excavations and apparatus; and
- **traffic management** plan/drawing – this must clearly illustrate the location and extent of the proposed works area and any traffic control being used; and
- **accreditation** – copies of at least two valid [Street Works cards](#) for the individuals undertaking the work. These must include front and back copies of each card, at least one cardholder must hold Supervisor status; and both Supervisors and Operatives must hold the correct [certificates](#) for the specific activities being undertaken; and
- **insurance** – a valid policy document with minimum £5 million public liability, which covers up to completion of permanent reinstatement; and
- **connections** – if your works connect to an existing utility service, written approval from the relevant statutory undertaker who owns the asset you are connecting to; and
- **adoptions** – if the apparatus is being adopted after it has been installed, a letter of intent to adopt from the relevant statutory undertaker which includes their contact details

Please ensure you have read the:

- [guidance for all applicants](#) (SWL 1)
- [special conditions](#) attached to licences to install new apparatus
- [privacy notice](#) to see how we will use your personal data

### ► New developments

Applicants must obtain all required consents from the Planning Authority, as well as from any other relevant departments and organisations before applying for this licence. Applicants must coordinate all development-related works in the Highway, ensuring effective collaboration and to minimise repeated disruption from works.

## Essential requirements for all *Section 50* licence applications

### Owner of the apparatus to be installed (complete all fields)

► Licences stay with the land or property for as long as the apparatus remains in place, unless the ownership of the apparatus changes. The licence holder must comply with all duties and obligations in NRSWA, its secondary legislation and Codes of Practice. Signatures are required. You must state who will own the apparatus after installation if this will differ from the owner at the time of installation. One application per owner is required when installations have (or will have) different owners.



The Owner(s) and **works Contractor** (on page 4) cannot be the same.  
The Owner(s) will carry full legal responsibility under NRSWA.

	At the time of installation	After installation
Surname/Company		
Forename (if appl.)		
Address		
Postcode		
Phone (24/7)		
Email		
Owner's signature		

► Approved licences will be sent to both the **Owner(s)** and works **Contractor** by email.  
**The Owner also needs to sign the Licence Declaration on page 7.**

### Public liability insurance summary (complete all fields)

► **Minimum £5 million** cover required up to completion of permanent reinstatement

Insurer name	
Insurer address	
Insurer phone	
Policy number	
Cover expiry date	

### Streetworks accreditation summary (complete all fields)

► Two valid [street works accreditations](#) are required, at least one must be 'supervision' and both Supervisors and Operatives must hold the correct certification for the activities being undertaken.

Supervisor's accreditation expiry date	
Second Person's accreditation expiry date	
I confirm that Supervisors and Operatives hold the relevant qualification <a href="#">certificates</a> for all stages of this work	<input type="checkbox"/>

<b>Essential documents to include with an application</b> (Complete all fields) ▶ We will be unable to accept applications submitted without valid supporting documents. (These requirements are supported by Department for Transport guidance.)	
I have included a plan (or plans) that clearly shows both the location and extent of the proposed <b>excavations</b> , as well as any <b>traffic management</b> arrangements/signing.	<input type="checkbox"/>
I have included scanned copies (front and back) of <b>two valid</b> Street Works accreditation cards, with at least one accredited as a 'Supervisor', and both Supervisors and Operatives hold the correct certificates for the activities being undertaken.	<input type="checkbox"/>
I have included a <b>valid</b> insurance certificate which includes evidence of appropriate indemnity cover, minimum £5 million public liability, and it covers up to completion of permanent reinstatement.	<input type="checkbox"/>
These works will connect to an existing utility service(s) and <b>written</b> approval from the relevant statutory undertaker(s) is attached.	Yes <input type="checkbox"/> n/a <input type="checkbox"/>
The apparatus will be adopted by a statutory undertaker in the future. A <b>signed letter</b> of intent to adopt, which includes their contact details, is attached.	Yes <input type="checkbox"/> n/a <input type="checkbox"/>



Please ensure that you have ALL consents with utility companies in place, where needed, before continuing this application.

<b>Payment</b> (complete all fields) ▶ Please let us know who we need to contact to arrange payment.	
Payment covers licence and administration costs, as well as inspection fees.	
Once your application has been assessed, we will contact you requesting payment which can be made by credit or debit card over the phone. This is the recommended method of payment, secure and reduces administration and handling costs. You will receive electronic receipts 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, but to keep administration and handling costs to a minimum, we do not normally raise invoices for this service.	
You may incur additional charges for other licences/services needed to facilitate these works (e.g TTROs) – please discuss with us at the payment stage how multiple charges might be combined.	
I accept	<input type="checkbox"/>
Payment contact name	
Payment contact email address	

## Details of the works activity

<b>Proposed dates of work</b> (dd/mm/yyyy required) ▶ You should allow at least one months' notice for a normal <i>Section 50</i> works licence. Check roadspace availability in the works area at <a href="http://dorsetcouncil.gov.uk/roadworks/map">dorsetcouncil.gov.uk/roadworks/map</a> – clashes of work may result in an application being declined.	
Proposed start date	
Estimated end date	

<b>Location of proposed Highway works</b> (complete all fields) ▶ The plan you need to attach must also clearly indicate the location of proposed excavations.	
Property/land name or no.	
Road name	
Town	
Postcode	

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

<b>Contractor details</b> (complete all fields) ▶ This is the organisation conducting the main <i>Section 50</i> licence works. <b>The Contractor cannot be the same as the Apparatus Owner.</b>	
Contractor organisation	
Contractor address	
Contractor phone (24/7)	
Contractor email	
I confirm that this Contractor is different to the Apparatus Owner on page 2.	<input type="checkbox"/>

<b>Category of works</b> (select one) ▶ Planned works are any works known about in advance	
Planned	<input type="checkbox"/>
Immediate start	<input type="checkbox"/>

<b>Temporary Traffic Regulation Order (TTRO)</b> (select one)	
▶ A <a href="#">Temporary Traffic Regulation Order</a> (TTRO) (including a Temporary Traffic Regulation Notice (TTRN)) is typically required for activities that temporarily affect the normal use of a road, footpath, or public right of way. Please see our website for a list of restrictions that this legal instrument can introduce. If you need a TTRO, you must <a href="#">apply</a> separately and <b>give at least 3 months' notice</b> .	
A TTRO/TTRN is required	<input type="checkbox"/>
A TTRO/TTRN is <b>not</b> required	<input type="checkbox"/>

<b>Description of works</b> (required)	
A clear summary of the work to be undertaken and apparatus to be installed	

<b>Excavation details</b> (required)				
No excavation	<input type="checkbox"/>			
Estimated length of excavation(s) (m)				
Average depth of excavation(s)	Up to 1.5m	<input type="checkbox"/>	Over 1.5m	<input type="checkbox"/>

<b>Proposed traffic management</b> (select one)	
▶ Traffic management at street works should comply with the <a href="#">Safety Code of Practice</a> . Further guidance on safe working on highways, including for some situations not covered by this code, is available in chapter 8 of the <a href="#">Traffic Signs Manual</a> . Traffic management arrangements below are ordered by decreasing severity - you should select the highest severity to be used.	
Road closure	<input type="checkbox"/>
▶ If you require a road closure, you need to <a href="#">apply</a> separately and give at least 3 months' notice.	
Multi-way signals	<input type="checkbox"/>
2-way signals	<input type="checkbox"/>
Stop/go boards	<input type="checkbox"/>
▶ If you require signals or stop/go boards, please complete the form on the last page.	
Priority working	<input type="checkbox"/>
Give and take	<input type="checkbox"/>
Some carriageway incursion	<input type="checkbox"/>
No carriageway incursion	<input type="checkbox"/>

<b>Traffic management supplier organisation</b> (complete all fields)	
Traffic management organisation name	
Emergency 24/7 tel. number	

<b>Footway closure</b> (select one)	
<p>► Footways run adjacent to the carriageway and are designated for pedestrians. Please indicate footway requirements and any alterations for pedestrians.</p>	
No footway closure required	<input type="checkbox"/>
Footway closed, an <u>alternative route</u> for pedestrians will be provided	<input type="checkbox"/>
Footway closed, a <u>pedestrian walkway</u> in the carriageway will be provided	<input type="checkbox"/>

<b>Collaboration</b> (complete all fields)	
<p>► Collaboration, in the context of street works, is the working together of two or more different works promoters, often sharing trenches, traffic management or other parts of the works. The council and central government promotes these opportunities as a means of reducing overall network disruption and impacts on road users.</p>	
Are your <i>Section 50</i> works collaborating with any other Works Promoters conducting works on the Highway?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details
If the opportunity arises, are you happy for other organisations to collaborate with your <i>Section 50</i> works?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please give details in either case:

<b>Any additional information</b>
<p>► Please provide any additional information to help support your application. Please also tell us what you will do to minimise the impact of these works, including details of the working hours to be implemented, any restricted hours of traffic management use and publicity arrangements for the proposed works.</p>

**This section is NOT to be completed by anyone other than the Apparatus Owner**

**Declaration by the Apparatus Owner/Licence holder** (complete all fields)

► **The Owner of the Apparatus is responsible for applying for the licence**, and this responsibility cannot be transferred to anyone else. Once issued, the licence remains tied to the land or property concerned for as long as the apparatus is in place. The licence holder is responsible for all duties and obligations under NRSWA, its secondary legislation, and associated Codes of Practice.

I confirm the details on the application are correct and acknowledge that the works referred to in the application must be conducted in accordance with the requirements of the New Roads and Street Works Act 1991 and the associated legislation and Codes of Practice.

I confirm that there will be a qualified operative with relevant NRSWA street works qualifications on site at all times while works are in progress, and that the qualifications held will be appropriate for the work being carried out. I acknowledge that random checks may be carried out and that the operative must produce a valid street works qualification card upon request.

I confirm that a supervisor with a NRSWA Street Works Qualification will be available (that is within 30 minutes travelling distances of the site) for the duration of the works within the highway. I acknowledge that random checks may be carried out and that the supervisor must produce a valid street works qualification card upon request.

I acknowledge the need for me to pay the prescribed fees for the licence and inspections which will be imposed by the Highway Authority, Dorset Council, including any defect inspection fees and the cost of any necessary remedial works conducted by the Highway Authority should I fail to comply with the conditions of the Licence.

I acknowledge that the Licence is granted on the condition that I will indemnify the Highway Authority against any claim in respect of injury, damage or loss arising out of:

- the placing or presence in the street of apparatus to which this Licence refers.
- the execution by any person of any works authorised by this Licence.

I have read and understood the [terms and conditions](#) of the Licence contained in this application.

Owner & licence holder declaration accepted	<input type="checkbox"/>
Owner & licence holder declaration signature	
Name (print)	
In the capacity of	
Dated	

If you will be **using temporary signals or stop/go boards**, please complete the assessment document on the following page.

► Please return completed applications with all essential documents to [trafficteam@dorsetcouncil.gov.uk](mailto:trafficteam@dorsetcouncil.gov.uk).

This document assists Dorset Council in better understanding the level of assessment carried out by Promoters using temporary signals on its road network. Promoters are kindly asked for their cooperation in completing this assessment in full.

## Notification details

Date			
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## Site assessment

Approaches under control				
Includes a side road junction?	Yes (will be signalised) <input type="checkbox"/>	Yes (not signalised) <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
Impact on Permanent signals? (signalised junction or controlled crossing)	Yes (Directly or within 100 metres) <input type="checkbox"/>	No impact <input type="checkbox"/>		
	If applicable, <b>Yunex Traffic will be contacted to switch off and bag up</b> signals		Contacted <input type="checkbox"/>	
	If applicable, <b>permanent signals/crossings will be replicated</b> in temp. layout & illustrated on TM plan		Replicated <input type="checkbox"/>	
Impact a bus stop?	Yes, stops suspended <a href="#">Dorset Travel team (will be) contacted</a> <input type="checkbox"/>	No impact <input type="checkbox"/>		
Impact marked/signed parking bays?	Yes, bays suspended <a href="#">Bay suspension will be applied for</a> <input type="checkbox"/>	No impact <input type="checkbox"/>		
Ped. walkway in the carriageway?	Yes No other alternative available <input type="checkbox"/>	No <input type="checkbox"/>		
Impact assessment comments				

## Traffic management plan

Plans attached to Permit	Yes ( <u>required</u> for multiway signals & signal impacts) <input type="checkbox"/>	No <input type="checkbox"/>	<input type="checkbox"/>
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## Signal hours and days of operation

24/7 (all the time)	0930 – 1530 (off peak only)	0930-1430 (school hours)	1900-0700 (overnight only)	0800 – 1800 (working day)	Other []
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekday operation only <input type="checkbox"/>			Weekend operation included <input type="checkbox"/>		

For the duration of the Permit <input type="checkbox"/>	Or specific dates:	
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## Mitigating traffic disruption from temporary signals

‘Intelligent’ signal system (will be used here) <input type="checkbox"/>	Operative on site (if required) <input type="checkbox"/>	No mitigation considered/required <input type="checkbox"/>
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Product name	
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## Comments and notes for Promoters

- Plans provided may not be acceptable if they do not meet the [usual expectations for drawings](#) set out on our website
- Check [traffic sensitivity designations](#) and only propose and use signals outside of traffic sensitive times, where possible
- Include relevant [National Conditions](#) on the Permit to support the application, aid assessment and mitigate disruption.

### ‘Intelligent’ signal technology and manual control

Dorset Council acknowledges ongoing developments in traffic signal technology that offer demonstrated benefits and improvements to traffic management at work sites under signal control. Where these systems are used, they must be used in accordance with the manufacturer’s specifications. The council permits the systems above for use on its network. The council does not have to approve the use of these systems at any location or time. Where traditional manual control is still required, this requirement will be evidenced based. Promoters **must** specify the exact type of system to be used if one is used and they should be prepared to provide evidence to support the use of specified systems at any time. Product names not listed above or introduced to SW HAUC, will not be approved by the council.

\*The AutoGreen® system does not support multi-way configurations. \*\*This is not an endorsement/criticism of any system.