



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

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.



**This application is to install new EV charging apparatus only.**

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 2EV (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 for whoever is conducting the works on site - the contractor or subcontractor — 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, in the name of the primary contractor. If a sub-contractor is being used, a valid insurance certificate for the sub-contractor must also be provided
- where applicable, any written approval by the relevant statutory undertaker who owns the asset being connected with
- where applicable, proof of a statutory undertaker’s intent to adopt, including their contact details

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](mailto: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](mailto:trafficteam@dorsetcouncil.gov.uk)

**For any works associated with Developments, applicants MUST ensure they have secured all necessary agreements, permissions, and consents from the Planning Authority and any other relevant authorities or stakeholders prior to completing this application. This includes, but is not limited to, planning permissions, Section agreements, landowner consents, and utility approvals.**



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

<b>Owner of the apparatus to be installed</b> (complete all fields)		
<p>▶ Owner of apparatus details must be provided, with their signature. You must provide details of who will own the asset after installation if this will be different to the owner at the time of installation. <b>The Owner(s) and works Contractors cannot be the same.</b></p>		
	<b>At the time of installation</b>	<b>After installation</b>
Surname or Company name		
Forename (if applicable)		
Address		
Postcode		
Telephone (24/7 contact)		
Email address		
Owner's signature		

**The Owner is the licence holder and will hold full legal responsibility under NRSWA**

<b>Public liability insurance summary</b> (complete all fields)		
<p>▶ <b>Minimum £5 million</b> cover required up to completion of permanent reinstatement</p>		
	<b>Primary contractor</b>	<b>Sub-contractor</b> (if applicable)
Insurance organisation		
Insurance org address		
Insurance org tel. no.		
Policy number		
Cover expiry date		

<b>Streetworks accreditation summary</b> (complete all fields)	
<p>▶ Two valid <a href="#">street works accreditations</a> are required, at least one must be 'supervision'</p>	
Supervisor's accreditation expiry date	
Second person's accreditation expiry date	

**Application continues on the following page...**



<b>Essential documents to include with the application</b> (Complete all fields) ▶ We will be unable to accept applications submitted without valid supporting documents.	
I have included a plan (or plans) that clearly shows both the location and extent of the proposed excavations, as well as any traffic management arrangements/signing.	<input type="checkbox"/>
I have included scanned copies (front and back) of <b>two</b> valid Street Works accreditation cards, with at least one accredited as a ‘Supervisor’.	<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 (for primary and any sub-contractors).	<input type="checkbox"/>
These works will connect to an existing utility service, and I have included proof of approval from the relevant statutory undertaker.	Yes <input type="checkbox"/> n/a <input type="checkbox"/>
A statutory undertaker will be adopting the apparatus in the future, and I have included a signed letter from them with their intention to adopt, which includes their contact details.	Yes <input type="checkbox"/> n/a <input type="checkbox"/>

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

**Application continues on the following page...**

## Details of the works activity

<b>Proposed dates of work</b> (dd/mm/yyyy required) ▶ You must allow at least one months' notice for a <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 works</b> (complete all fields) ▶ The plan you need to attach must also clearly indicate the location of proposed excavations.	
Property name/No.	
Road name	
Town	
Postcode	

<b>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>Primary contractor details</b> (complete all fields) <b>These cannot be the same as the Apparatus Owner.</b> ▶ This is the main organisation conducting the <i>Section 50</i> licence works.	
Contractor organisation	
Contractor address	
Contractor 24/7 tel. number	
Contractor email address	



<b>Sub-contractor details</b> (complete all fields) <i>These cannot be the same as the Apparatus Owner.</i> ▶ Tell us if there is a sub-contractor working for the main contractor on these works. If not, enter 'n/a'.	
Sub-contractor organisation	
Sub-contractor address	
Sub-contractor 24/7 tel. number	
Sub-contractor email address	

<b>Category of works</b> (select one) ▶ Planned works are for all works executed on future dates. 'Immediate start' works are reserved for emergency situations.	
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. If you need a TTRO, you must <a href="#">apply</a> separately and give at least 3 months' notice.	
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 summary of the work to be undertaken	

<b>Excavation details</b> (required)						
Est. 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"/>



<b>Proposed traffic management</b> (select all that apply)	
▶ 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> .	
Road closure	<input type="checkbox"/>
▶ If you require a road closure, please also <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, please complete the document at the end of this application.	
Priority working	<input type="checkbox"/>
Give and take	<input type="checkbox"/>
Some carriageway incursion	<input type="checkbox"/>
No carriageway incursion	<input type="checkbox"/>
Traffic management comments (times of use etc.)	

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

<b>Footway closure</b> (select one)	
▶ Footways run adjacent to the carriageway and are designated for pedestrians. Please indicate footway requirements and any alterations for pedestrians.	
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"/>



<p><b>Collaboration</b> (complete all fields)</p> <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>	
<p>Are your <i>Section 50</i> works collaborating with any other Works Promoters conducting works on the Highway? (Please give details.)</p>	
<p>If the opportunity arises, are you happy for other organisations to collaborate with your <i>Section 50</i> works? (Please give details irrespective of your answer)</p>	

<p><b>Any additional information</b></p> <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>

**Application continues on the following page...**



**Payment** (complete all fields)

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. 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 (select)

Payment contact name

Payment contact number

**Application continues on the following page...**



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

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"/>
Licence holder Declaration signature	
Name (print)	
In the capacity of	
Dated	

**Thank you for completing this application.**

If you are using **temporary signals or stop/go boards**, please complete the assessment document below.

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. **Please complete all sections as appropriate and attach completed assessment documents to the associated Permit.**

## Notification details

<b>Date</b>		<b>Associated works reference</b>	
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## Site assessment

<b>Approaches under control</b>		
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<b>Includes a side road junction?</b>	Yes (will be signalised) <input type="checkbox"/>	Yes (not signalised) <input type="checkbox"/>	No <input type="checkbox"/>	
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<b>Impact on Permanent signals?</b> <small>(signalised junction or controlled crossing)</small>	Yes (Directly or within 100 metres) <input type="checkbox"/>	No impact <input type="checkbox"/>	
	If applicable, <b>Yunex Traffic will be contacted to <a href="#">switch off and bag up</a> signals</b>		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"/>

<b>Impact a bus stop?</b>	Yes, stops suspended <a href="#">Dorset Travel team (will be) contacted</a> <input type="checkbox"/>	No impact <input type="checkbox"/>	
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<b>Impact marked/signed parking bays?</b>	Yes, bays suspended <a href="#">Bay suspension will be applied for</a> <input type="checkbox"/>	No impact <input type="checkbox"/>	
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<b>Ped. walkway in the carriageway?</b>	Yes No other alternative available <input type="checkbox"/>	No <input type="checkbox"/>	
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## Impact assessment comments

## Traffic management plan

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

24/7 <small>(all the time)</small>	0930 – 1530 <small>(off peak only)</small>	0930-1430 <small>(school hours)</small>	1900-0700 <small>(overnight only)</small>	0800 – 1800 <small>(working day)</small>	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"/>
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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 <small>(will be used here)</small> <input type="checkbox"/>	Operative on site <small>(if required)</small> <input type="checkbox"/>	No mitigation considered/required <input type="checkbox"/>	
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## Product name

\*Please include product names in Permit condition NCT08b. e.g. “AutoGreen controller to be used”

### 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.