



Havering
LONDON BOROUGH

STREETWORKS APPLICATION

Please tick (✓) which application this is for?

New Roads & Street Works Act 1991, Section 50

Or

The Highways Act 1980, Section 171

SECTION 50 /SECTION 171 LICENCE APPLICATION PACK

A private street works licence will permit a person/company to excavate and/or carry out various works to the public footway or carriageway in accordance with the New Roads & Street Works Act 1991 & Traffic Management Act 2004

Important:

**You have no authority to open up, excavate or obstruct any highway adopted/maintained by the London Borough of Havering until informed so in writing by the aforesaid London Borough of Havering.
To do so without authorisation is a criminal offence under the Act.**

STREETWORKS APPLICATION

[Licence documentation requirements](#)

Please find enclosed our Street works licence application, which must be completed in full.

Failure to complete or enclose the following information and valid documents will result in the application being returned to you without being processed:

- 1) Proof of Street works Accreditation (Photo ID)
(NRSWA ticket for all operatives & supervisors working/attending site)
- 2) Completed Street works Opening notice – (Once licence approved)
- 3) Full description and extent of works to be carried out
- 4) Completed Street works licence application
- 5) Method statement
- 6) Risk Assessment
- 7) Traffic Management & Pedestrian Management drawing/plan
- 8) Consent to connect to other/utility apparatus
- 9) Public liability insurance – Minimum (10m)
- 10) Emergency Contact number (24HRS)
- 11) Signed & Completed Agreement form
- 12) Licence fee via card payment / Invoice / BACs only (no cheques)
- 13) Completed temporary traffic signal form (if required on site)
- 14) Copy of the Planning Approval (If required)
- 15) Plan/drawing of the location and works to be carried out (CAD)

Please note* A Section 50 licence will only be granted once all of the above documents been received and approved by a London Borough of Havering Street Works Inspector/Engineer, failure to provide these will result in your application being returned.

Important Note: [Section 74 \(Overrun charges\)](#)

Section 74 of the New Roads and Street Works Act 1991 and the Street Works (Charges of Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2001 allow a Highway Authority, in certain circumstances, to charge an undertaker where the duration of street works exceeds the prescribed period or a reasonable period, whichever is the longer. The prescribed daily charges are set out in the Regulations, with the amount varying depending on the road category with the maximum charge per day being **£10,000**.

[UKAS accredited Core Sampling](#)

All reinstatements will be core tested by an independent UKAS accredited company, failed reinstatements will be charged as a defect and remedial action will be required to rectify the defect at the contractors expense along with all investigatory costs.



STREETWORKS APPLICATION

One off Licence fee as set out below (non-refundable once processed)

Permit/licence type, duration & charge.	Minor Works with excavation <i>(duration up to 3 days total) up to 100mtrs or 5 x holes</i>	£1055.00
	Standard Works <i>(duration 4 to 10 days) up to 100mtrs or 5 x holes</i>	£1214.00
	Major works <i>(duration more than 10 days) up to 100mtrs or 5 x holes</i>	£1426.00

- 1) The sum above includes administration, co-ordination of works, LoPs permit / noticing plus pre-inspection/site visits/meetings for works up to 100mtrs with no other associated works.
- 2) Works over 100mtrs and/or in excess of 1.5mtrs in depth of the excavation and/or in excess of 5 separate excavations. Including other works will require additional licences.
- 3) The following inspections A, B & C as set below are included in costs, these as under the NRSW Act, additional routine visits may be carried out by LBH but at no extra costs.
 - A) An inspection undertaken during the progress of the works.
 - B) An inspection undertaken within the six months following interim or permanent reinstatement.
 - C) An inspection undertaken within the three months preceding the end of the guarantee period.

Note* Additional abortive visits or additional visits requested by you will be charged at the rate of £65.00 per additional inspection (set as 1 x inspection)

Note* Extra costs/licences will apply to trenches/works in excess of 100 metres and/or in excess of 1.5mtrs in depth of the excavation and/or in excess of 5 separate excavations.

Note* Any amendments to an already agreed licence in any form will incur additional administration costs of **£65.00** per each variation.

Note* All S50s are subject to core sample investigations by UKAS laboratory, all failed core charges will be charged to your company and full remedial carried out by your company at your cost.

Payments

Card payments to be made to the London Borough of Havering - 01708 431125, alternatively please contact us if paying by BAC's or Invoice.

Cheques now phased out & no longer tender at The London Borough of Havering.

Parking

Where there is a site in a metered parking bay or resident's parking bay you will require a suspension of the designation of the parking bay. To acquire a suspension you must contact the Parking section on telephone number 01708 432254. A separate application and payment will be required for parking bay suspensions. It is an offence to place an obstruction in a parking bay which has not been suspended with the Council having the power to remove the obstruction and prosecute the person responsible.

Post/Contact Details

London Borough of Havering

NRSWA Section

Town Hall, Main Road

Romford, Essex

RM1 3BB

✉: NRSWA@havering.gov.uk



Havering

LONDON BOROUGH

STREETWORKS APPLICATION

CONTRACTOR AND SITE DETAILS

Your Works Reference Number:		(Local Authority Reference) LA Reference Number:	
Works Location/Address: *Location/street of excavation if different to actual above address: <i>(Please give exact address in full including House Name/no and Eastings & Northings etc.)</i>			Eastings
			Northings
	Carriageway: Yes / No	Footway: Yes / No	Verge: Yes / No
Nature of Works to: <i>(work to be carried out)</i>			
Notice type:	Minor Works with excavation <i>(duration up to 3 days total) £1055.00</i>		
	Standard Works <i>(duration 4 to 10 days) £1214.00</i>		
	Major works <i>(duration more than 10 days) £1426.00</i>		
Traffic/Pedestrian Management Details: <i>(to include drawings)</i>	Signing Lighting Guarding Only: Yes / No	Temporary Traffic Signals: Yes / No	
	Road Closure: Yes / No	Footway Closure: Yes / No	
	Parking Suspension: Yes / No	Bus Stop Suspension: Yes / No	
Contractors name <i>(Contractor carrying out works)</i>			
Contractor's Full address and Email address.	* *✉*		
Postcode:			
Emergency Contact Number (24hr)	(Note this number will be checked for compliance)		
Day time telephone No:	(Note this number will be checked for compliance)		
Fax Number:			

Valid between the following dates

	Start Date	End Date
Desired dates required for licence:		

STREETWORKS APPLICATION

Conditions of Licence:

1. The works are carried out entirely at the applicant's risk. The Council has no liability for the works or the maintenance of the works (either now or in the future) and has no liability for damage caused to private property by the works.
2. The applicant must satisfy him/herself that undertaker's equipment will not be affected (by consultation and with trial holes where appropriate), or if such equipment is affected, the applicant shall carry out any works or take any necessary measures as required by the affected undertaker. [All reinstatements to be to the NRSWA 1991 code of practice.](#)
3. The works will be signed, guarded and lit to the standards detailed in Chapter 8 of the Traffic Signs Manual. Open excavations must also be covered when works are not taking place.
4. Operatives with NRSWA accreditation must undertake the works.
5. Safe access must be provided for pedestrians at all times, pedestrians must not be diverted across any carriageway.
6. Any service or structure constructed beneath the footway, or any repairs or alterations to a structure beneath the footway must be at least 450mm below the footway surface. [No footways or carriageways are to be closed unless agreed by the London Borough of Havering.](#)
7. The applicant must have public liability insurance to indemnify the Council against any claim in respect of injury, damage or loss arising from the execution of the works of the placing or presence in the street of apparatus.
8. The applicant must conform to any instructions given by any officer/inspector of the Council especially if the instruction relates to health and safety, and especially in respect of condition 3.
9. This licence is issued for the purposes of section 171 of the Highways Act 1980 and/or Section 50 of the New Roads and Street works Act 1991. It does not exempt the applicant from the need to obtain any other consent, licence or permission which may be required, nor does it relieve the applicant from compliance with any other part of those Acts, or other Acts, local Acts, bylaws, general statutory provisions or Regulations in force in the area.
10. If traffic management requires Temporary Traffic Lights or a Road Closure then the attached forms must be completed and returned, please be aware that a minimum of 8 weeks is required to process any Road Closure.



STREETWORKS APPLICATION

AGREEMENT OF LICENCE FEES AND DEPOSITS

I agree to pay the full cost incurred by the Council in regards to carrying out any said works, on the public highway, including the cost of any necessary ancillary works to execute reinstatement of the public highway as necessary following the removal of builders' materials, spoil etc.

To pay [The London Borough of Havering](#) the licence fee of (Please select as appropriate)

- **Minor Works (duration up to 3 days total) up to 100mtrs or 5 x holes £1055.00** **Yes/No**
- **Standard Works (duration 4 to 10 days) up to 100mtrs or 5 x holes £1214.00** **Yes/No**
- **Major works(duration more than 10 days) up to 100mtrs or 5 x holes £1426.00** **Yes/No**

(Prices set as of 1st April 2022 to 31st March 2023 only, please check fee's/charges if they are outside of the above prescribed dates as applications will be returned.

*Signature of contractor:

*Print:

DECLARATION OF APPLICATION

Declaration by Contractor

I confirm that the above details in this Section 50 Application pack are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Road & Street Work Acts 1991, Traffic Management Act 2004 and the associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant Licence.

I also acknowledge the statutory need for me to pay the above prescribed fees which are imposed by Havering Street Authority, including any Fixed Penalty Notices (FPN) Section 74 (overrun charges) and/or defect inspection fees with the cost of any necessary remedial works conducted by the Street Authority during the guarantee period being recharged back to the licensee listed.

*Company Name:

*Signed:

*Print:

Date:

***Please provide full name & telephone number of recipient below this licence should it need to be returned to different person from the above:**

Print.....Phone.....



STREETWORKS APPLICATION

Your Works Reference Number:	(Local Authority Reference) LA Reference Number:
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Section 74 Actual Start Notice <small>Note: Please retain copy of this document (Actual Start Notice) and submit on start of works)</small>	To be completed and returned to Havering Council within 1 working day of the start of works to confirm that the works have 'actually' started, failure to achieve this could result in the 'road space' being unavailable.		
*Contractor Name & Reference: <small>(Contractor who is carrying out works)</small>	*		
Notice type:	Minor Works with excavation <small>(duration up to 3 days total)</small>		
	Standard Works <small>(duration 4 to 10 days)</small>		
	Major works <small>(duration > than 10 days)</small>		
Description of works:			
Actual Start date:			
End date:			
Site/Works Location: <small>(Please give exact address in full including House Name/no etc.)</small>			
Exact location:	C/Way	F/Way	Verge
Traffic/Pedestrian Management Details: <small>(to include drawings)</small>	Signing Lighting Guarding Only: Yes / No		Temporary Traffic Signals: Yes / No
	Road Closure: Yes / No		Footway Closure: Yes / No
	Parking Suspension: Yes / No		Bus Stop Suspension: Yes / No
Excavation details <small>(Excavation methods being used)</small>			

London Borough of Havering
 NRSWA Section
 Town Hall, Main Road
 Romford, Essex
 RM1 3BB
 ✉: NRSWA@havering.gov.uk



STREETWORKS APPLICATION

CLOSING NOTICES

Your Works Reference Number:	(Local Authority Reference) LA Reference Number:
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Section 74 Works Stopped Notice Section 70 Registration of Works Notice <i>Note: Please retain copy of this document (Closing Notice) and submit on completion of works</i>	To be completed and returned to Havering Council on completion of final reinstatement of works by 16:30 on the next working day after the end date.		
*Contractor name / Address <i>(Contractor who carried out works)</i>	*		
Site/Works Location: <i>(Please give exact address in full including House Name/no etc.)</i>	C/Way	F/Way	Verge
Reinstatement status:	Permanent	Interim	
Date of reinstatement:			
Excavation depth:			
Length:			
Width:			
Details of materials used on permanent reinstatement: <i>(HRA, DBM, Concrete, Blocks, Slabs, Topsoil, etc.)</i>			

London Borough of Havering
 NRSWA Section
 Town Hall, Main Road
 Romford, Essex
 RM1 3BB

✉: NRSWA@havering.gov.uk



APPLICATION FOR THE USE OF TEMPORARY TRAFFIC SIGNALS

London Borough of Havering: 01708 Email: NRSWA@havering.gov.uk

*Minimum 3 days notice required

Statutory Undertaker/Contractor:							
Site Supervisor:				Contact No:			
Traffic Signal Supplier:				Fax. No:			
24hr Emergency Phone Number:				Permit no.			
Type of Works	Standard		Minor		Major		Urgent/Emergency Works.
Exact Location: *Please provide exact Site Location including house numbers or road junctions, failure to supply these will result in the application & permit being refused*							
Please note: Traffic sensitive road times are 9.30am till 15.00pm only unless agreed by L.A If Traffic Signals are not to be used 24 hours, please state times when they will be operational/required:							
AM		till		PM			
2 way signals			3 way signals			4 way signals	
Start date of works:				End date of works:			
Brief Description of Works to be carried out:							
Note: A Traffic Management plan should be submitted with the application							
Is site located on traffic sensitive road? – yes contact L.B Havering						Yes	No
Is the site near existing traffic signals? - if yes contact TfL - ATSswitch@tfl.gov.uk						Yes	No
Is the site near a pedestrian/zebra/toucan crossing? - if yes contact L.B Havering						Yes	No
Is there a road junction between the signal heads? - if yes contact L.B Havering						Yes	No
Is there a Bus Stop near or within the works – if yes contact TfL buses below for suspension application						Yes	No
Out of hours: In the case of Urgent/ Emergency please inform the following:							
TfL(Buses) Stratford office 020 8555 5353 - email: north.rsm@tfl.gov.uk							
Police: 0208 345 4953							
Ambulance:01708 757740							
Fire: (01708 448975 or 07584 150382) trafficmanagement@london-fire.gov.uk - Steven.Gray@london-fire.gov.uk							
London Borough Of Havering – Call out after hours 01708 433999 – NRSWA@havering.gov.uk							

FOR HIGHWAY AUTHORITY USE ONLY

Authorised:		Not Authorised:		Contact Authority:	
Authority Signature:		Name:		Date:	

Highways Comments:

Submitted by: (Sign)	Name (print)	Date:
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Important:

You have no authority to open up, excavate or obstruct any highway maintained by the London Borough of Havering until informed so in writing by the aforesaid London Borough Of Havering.

NOTES

Applications relating to Standard / Planned works

Category of Work	Period
Minor Works Traffic Sensitive	10 working days
Minor Works Non-Traffic Sensitive	7 working days
Remedial Works (Non-Dangerous)	10 working days
Standard Works Traffic Sensitive	10 working days
Standard Works Non-Traffic Sensitive	7 working days
Major Works / Projects	20 working days

These applications should be submitted by E-mail to NRSWA@havering.gov.uk or post to:

London Borough Of Havering
NRSWA Section
Town Hall
Main Road
Romford
RM1 3BB

Applications relating to Emergency Works arising during normal working hours

Category of Work	Period
Special Urgent and Remedial Dangerous	Telephone before set-up, plus send form.

Applications relating to Emergency works arising outside normal hours

Category of Work	Period
Emergency	Retrospective process

Please ensure that the Emergency Services and Bus Operators have been contacted for their comments before the application is submitted.

Buses: Stratford office 020 8555 5353 - email: north.rsm@tfl.gov.uk

Police: Mark Deeming – 07768 703273 fax: 0208 345 4953 - mark.j.deeming@met.police.uk

Email to NRSWA@havering.gov.uk

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Temporary Traffic Order Application Road / Footway Closure

Contractor Name & Reference: <i>(Contractor who is carrying out works) :</i>	
Contractors full address:	
Telephone numbers:	Day: Evening/out of hours:

I hereby request the London Borough of Havering to give permission for a road closure notice, details of which are given below, and understand that this application must be received by the council at least **eight weeks** before the proposed date of the road closure.

Location: Exact address of road with to and from points, i.e. junctions and/or house numbers etc.	
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A Traffic Management plan showing the area must be included with this application. It should clearly show the boundary of the proposed work area, and the locations of all temporary barriers and road signs. Also, a suitable scale plan should be included showing the proposed diversion route for vehicles and pedestrians. Adherence to this scale plan will form part of the licence agreement and any required changes by the applicant may result in the need for a new application being made along with the associated fees.

Duration of proposed road closure:	
Estimated start date:	Estimated end date:
Estimated start time:	Estimated end time:
24 hour Emergency contact for duration of works/out of hours:	Name: Telephone No:

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Reason for road closure.	
Diversion Route	

Payment of fees – £3,138.00 as set out below (emergency is half price) (Prices set as of 1st April 2022 to 31st March 2023, please contact LBH regarding fee's/charges if they are outside of the above prescribed dates)
<ul style="list-style-type: none"> • <u>Payment Method:</u> • By card payment – Nicole Wheeler – 01708 431125 • By invoice – please contact us & supply invoice Name & Company address/Email • Cheques are no longer accepted
<p>A part Fee may be refunded if your application is refused or cancelled however charges may apply if the notice has already been sent to legal and/or advertisement.</p> <p>Please note: Failure to provide payment will prevent this application from being processed, please see payment or invoice details above.</p>

Signed by applicant: _____

(Print Name) _____

Date: _____

Please ensure that all sections have been completed as failure to provide this information will result in a delay in processing your application.

London Borough of Havering
 NRSWA Section,
 Town Hall, Main Road
 Romford, Essex
 RM1 3BB
 ✉ NRSWA@havering.gov.uk

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Plant Enquiries

Organisation	Address	Tel.	Fax	email
Adshell				
General Plant enquiries	Unit 9 Newtons Court, Galleon Boulevard, Crossways, Dartford , Kent DA2 6QL	01322 620700	01322 289637	press@clearchannel.co.uk
To report damage	As above (call centre)	0800 731 3699		
Anglian Water				
General Plant Enquiries	Asset Services Data Management, Spencer House, Spitfire Close, Ermine Bus. Park, Huntingdon PE29 6XY	01480 323891		info@digdat.co.uk
Sewer Diversions or new developments	Developer Services, PO Box 495, Huntingdon PE29 6YY	01206 289470		
British Telecom				
Dial Before You Dig Service	Post Point 402b, Pinner ATE, Cannon Lane, Pinner HA5 1JL	0800 917 3993	01332 578 650	dbyd@openreach.co.uk
UKPN (Power)				
Plant Enquiries	Plant Provision, EDF Energy, Fore Hamlet, Ipswich IP3 8AA	08701 963797	08701 963131	emaphelpdesk@edfenergy.com
Energis Com. Ltd				
Plant Enquiries (out sourced)	Atkins Telecoms, PO Box 290, 260 Aztec West, Almondsbury, Bristol BS32 4WE	01454 288808	0870 840 9012	osm.enquiries@atkinsglobal.com
Essex & Suffolk Water				
Plant Enquiries	Asset Records, Sandon Valley House, Canon Barns Road, East Hanningfield, Chelmsford, CM3 8BD	01268 664491	01268 664397	assetplans@eswater.co.uk
London Transport Buses				
To be notified of major works	Transport for London Zone 1R6, 5 Endeavour Square, Westfield Avenue, London E20 1JN	020 3054 6800 07525 274 126	0208 534 6564	VirginieRevel@tfl.gov.uk north.rsm@tfl.gov.uk
London Underground				
Now under TfL	Street Management, 84 Eccleston square, London SW1V 1PX	0845 305 1234	0207 027 9914	enquiries@streetmanagement.org.uk

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Organisation	Address	Tel.	Fax	email
Metropolitan Police To be notified of major works	3 Area Traffic Management, Chadwell Heath Traffic Garage, 11 Grove Road, Chadwell Heath RM6 4AG	0208 345 4969	0208 345 4953	graham.harris@metpolice.uk
UKPN (Electric) Plant Enquiries	Asset Protection Team, PO Box 3484, Warwick CV34 6TG	0800 731 2961	01926 656574	www.nationalgrid.com/uk Then choose land & development then the developers option
National Grid (Gas) Plant Enquiries	3rd Party Enquiries, Plant Protection, Lakeside House, The Lakes, Bedford Road, Northampton NN4 7HD	0800 688588	01604 816121	plantprotection@ukngrid.com
Rail Track Safety Issues	Floor 5 East Anglia House, 12-34 Great Eastern Street, Huddersfield, HD5 9AG	08457 114 141 (option 9)		
Royal Mail Plant Enquiries	Helen Chesney, Sandgate Close, Romford RM7 0AB	01708 777128	01708 777136	helen.chesney@royalmail.com
TfL Plant Enquiries - Road signals/speed cameras	Mark Dawson, Directorate of Traffic Operations, NRSWA Communications Team, Windsor House, 42-50 Victoria Street, London SW1H 0TL	0207 126 1292	0207 126 1564	NRSWA@streetmanagement.org.uk
Thames Water Utilities Plant Enquiries	Development / Asset Unit, Maple Lodge, Denham Way, Rickmansworth Herts WD3 9SQ	01923 898072	01923 898248	devcom.team@thameswater.co.uk
Virgin Media Plant Enquiries	National Plant Enquiries, Ground Floor, Small Heath Bus. Park, Talbot Way, Birmingham B10 0HJ	0800 953 2244 (option 2)	0121 694 2345	plant.enquiries.team@virginmedia.co.uk

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NJUG GUIDELINES FOR INSTALLING AND MAINTAINING UTILITY SERVICES CLOSE TO TREES

DAMAGE TO TREES

(1) Tree roots keep a tree healthy and upright. Most roots are found in the top 600mm of soil. They often grow out further than the tree's height. The majority of these roots are very fine; even close to a tree few will be thicker than a pencil. Most street tree roots grow under the pavement and into front gardens, but they can also grow under the carriageway.

If roots are damaged, for example by trenching, the tree may fall or lose its vigour and decline.

(2) Tree trunks can be easily damaged, so be careful when working near them. For example, don't lean paving slabs against trees, don't chain machinery to them or nail site notices to their trunks.

PROTECTING ROOTS

(1) Establish a protection zone around each tree: the Precautionary Area. See Fig. 1.

In the Precautionary Area:

- (2) • Don't excavate with machinery. Use trenchless techniques where possible. Otherwise dig only by hand.
 - When hand digging, carefully work around roots, retaining as many as possible.
 - Don't cut roots over 25mm in diameter, unless the council's Tree Officer agrees beforehand.
 - Prune roots which have to be removed using a sharp tool (eg. secateurs or handsaw). Make a clean cut and leave as small a wound as possible.
 - Backfill the trench with an inert granular material and top soil mix. Compact the backfill with care around the retained roots. On non highway sites backfill only with excavated soil.
 - Don't repeatedly move/use heavy mechanical plant except on hard standing.
 - Don't store spoil or building material, including chemicals and fuels.
- (3) Frost can damage exposed roots. If trenches are to be left open overnight, cover the roots with dry sacking. Remember to remove the sacking before backfilling.

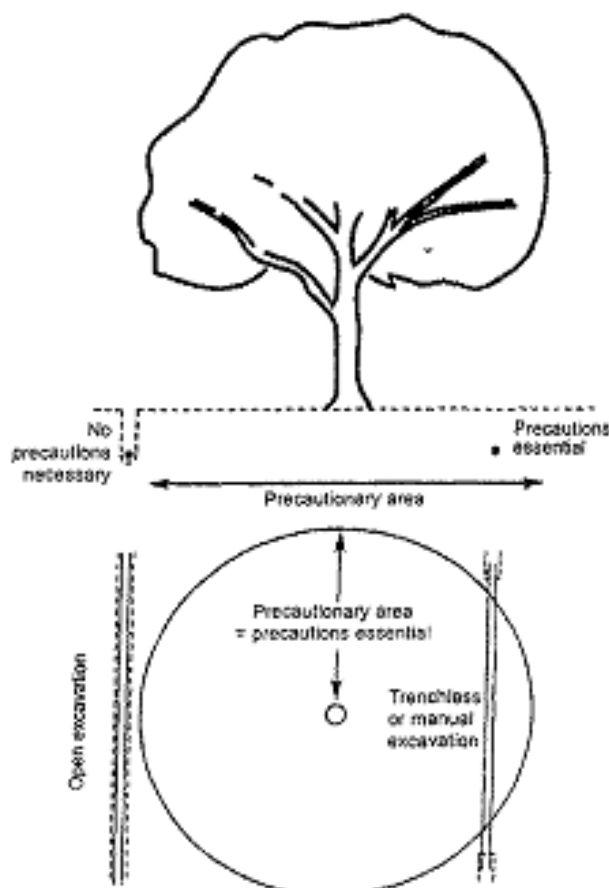


Fig. 1 To determine the Precautionary Area measure the girth of the tree at chest height. Multiply this by 4 and draw a circle of this radius from the centre of the tree.

* If you encounter any problems when excavating in close proximity to a highway tree, please contact the council's Arboricultural Officer on 01708 438816 who will visit the site to advise.

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