

SWL/01

2024/25

Place Directorate
Environmental Services Director
Cathy Knubley

SWL/01 - Terms & Conditions

Section 1 Legislation

Streetworks Licence Application Pack (Section 50) - New Roads and Street Works Act 1991 (NRSWA)

As stated in section 50(1) of NRSWA, "the street authority may grant a licence (a "street works licence") permitting a person (a) to place, or to retain, apparatus in the street, and (b) thereafter to inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it, and to execute for those purposes any works required for or incidental to such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street).

Section 2 Compliance

Harrow Council is the Street Authority for all adopted highways in the London Borough of Harrow. The person/company granted a Streetworks Licence becomes an undertaker for the purposes of the New Roads and Street Works Act 1991, and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of Practice.

Those applicants not familiar with the requirements of this legislation are instructed to appoint a contractor with the appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf.

Only when the completed application form (**SWL/02**) has been returned to the Street Authority together with the required fees and any additional forms, (please see Section 3 of this document) will a Street Works Licence be granted.

Only upon approval of the Streetworks Licence by means of a Consent to Work form signed and received by the the Street Authority, may works commence on site.

The Consent to Work form must be available on site upon request by a Street Authority Compliance Officer. Non-compliance of this request may result in works to cease immediately and prompt removal from site.

Planned works notice periods must comply with the specification for the co-ordination of Street Works and Works for Road Purpose Code of Practice.

Financial penalties may arise to the licence holder for non-compliance with the relevant statutory duties or licence conditions. Applicants should note that this liability cannot be delegated to any other person or organisation. Please see section 1 & Section 4 of SWL/01 Application Guidance, which explains when Fixed Penalty Notices may be issued.

Permanent reinstatement must be carried out within six months of the interim reinstatement date and you must make arrangements for this work to be done in accordance with the specification for the reinstatement of openings in highways (NRSWA 1991).

SWL/01
2024/25

Place Directorate
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Section 3
Planning Permission

Planning permission may be required if an access is to be constructed and adjoined onto a Principal and/or Classified road, when the works fall within a conservation area, if the property is a flat or maisonette or if there is a tree preservation order in existence.

Please be aware it is your responsibility as the applicant to contact our Planning Department (planning.applications@harrow.gov.uk) to ensure that the appropriate permissions have been sought.

Section 4
Application documents

Mandatory documents		Optional documents	
SWL02	SWL Details	SWL05	Request for Temporary Traffic Order Form
SWL02	Contact Form	SWL09	Bay Suspension Application Form
	Public Liability insurance		
	Streetworks Accreditations of on-site supervisors		
	Traffic Management Plan		
	Fees		
SWL03	Initial Notification Form		
SWL06	Full Registration Notification Form		

Please see the flow charts in Section 5.1 & 5.2 below to explain when these documents must be received

Section 5
Timescales

Once your application has been received by Network Management, we will confirm receipt of the application and assign your application a reference number (e.g. **FH007-1234**), and ask for a site meeting to be arranged.

Your application will be assessed to ensure all documents and fees have been received within 3 working days upon receipt, we will contact you to either;

- Request missing documents/information
- Request additional documents/information
- Confirm all documents and fees have been received and your application will be processed.

Once a site meeting has taken place and all works have been agreed, the officer will complete and sign the Consent to Work form and a copy will be sent to you. **As stated in Section 2 A copy of the Consent to Work form must be kept on site at all times, and be available upon request of any Council Officer.**

The Notification process must then be followed; please see **SWL/03 Notification Guidance** document which explains the process that must be adhered to. Please contact us should you require any assistance completing the Notification forms. **As stated in Section 2 financial penalties may arise to the license holder for non-compliance with the relevant statutory duties or license conditions.**

If an application is not received by the end of the current financial year, you may be required to re-apply for the Streetworks Licence and pay additional application fees.

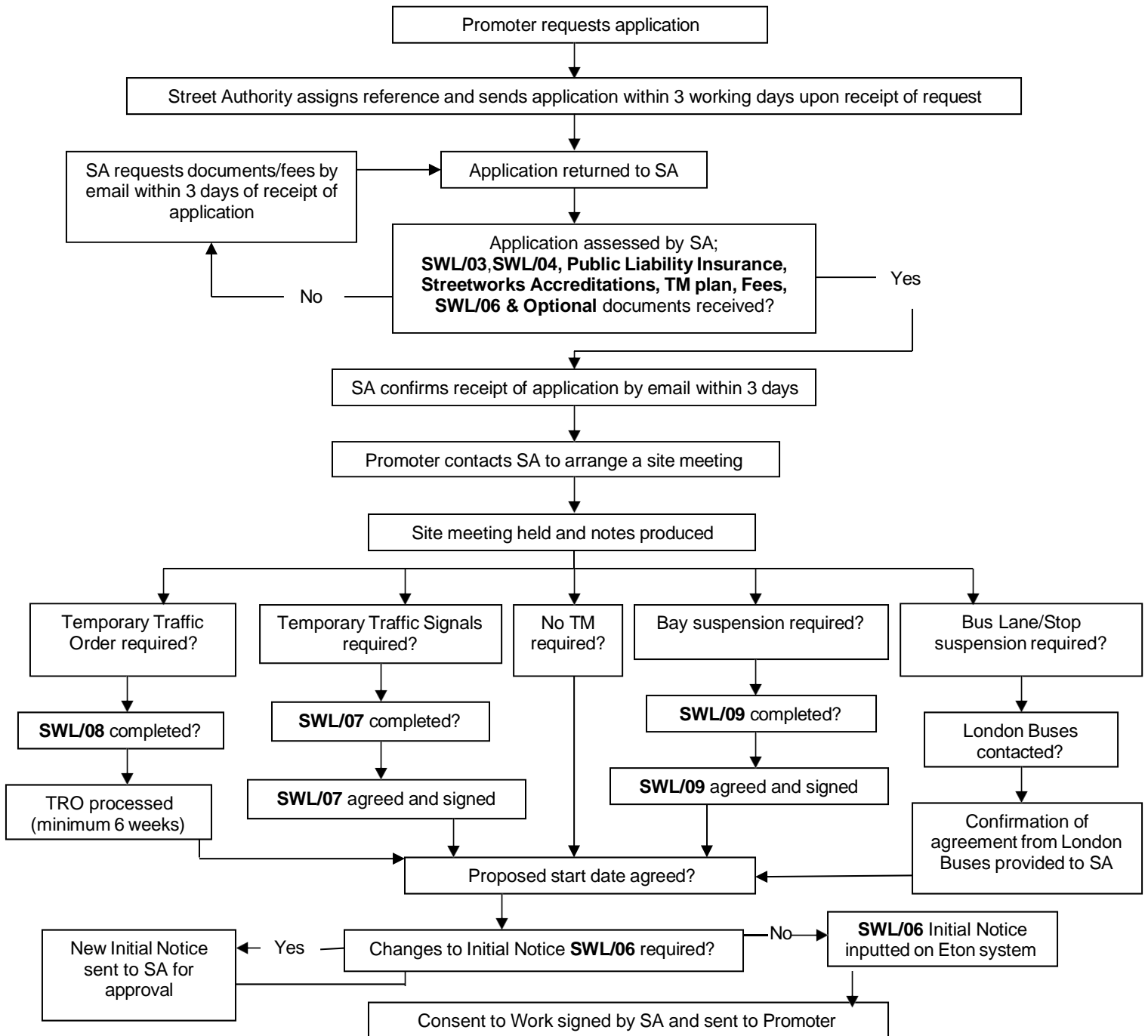
SWL/01

2024/25

Place Directorate
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Section 5.1

Flow chart of the Streetworks Licence application process



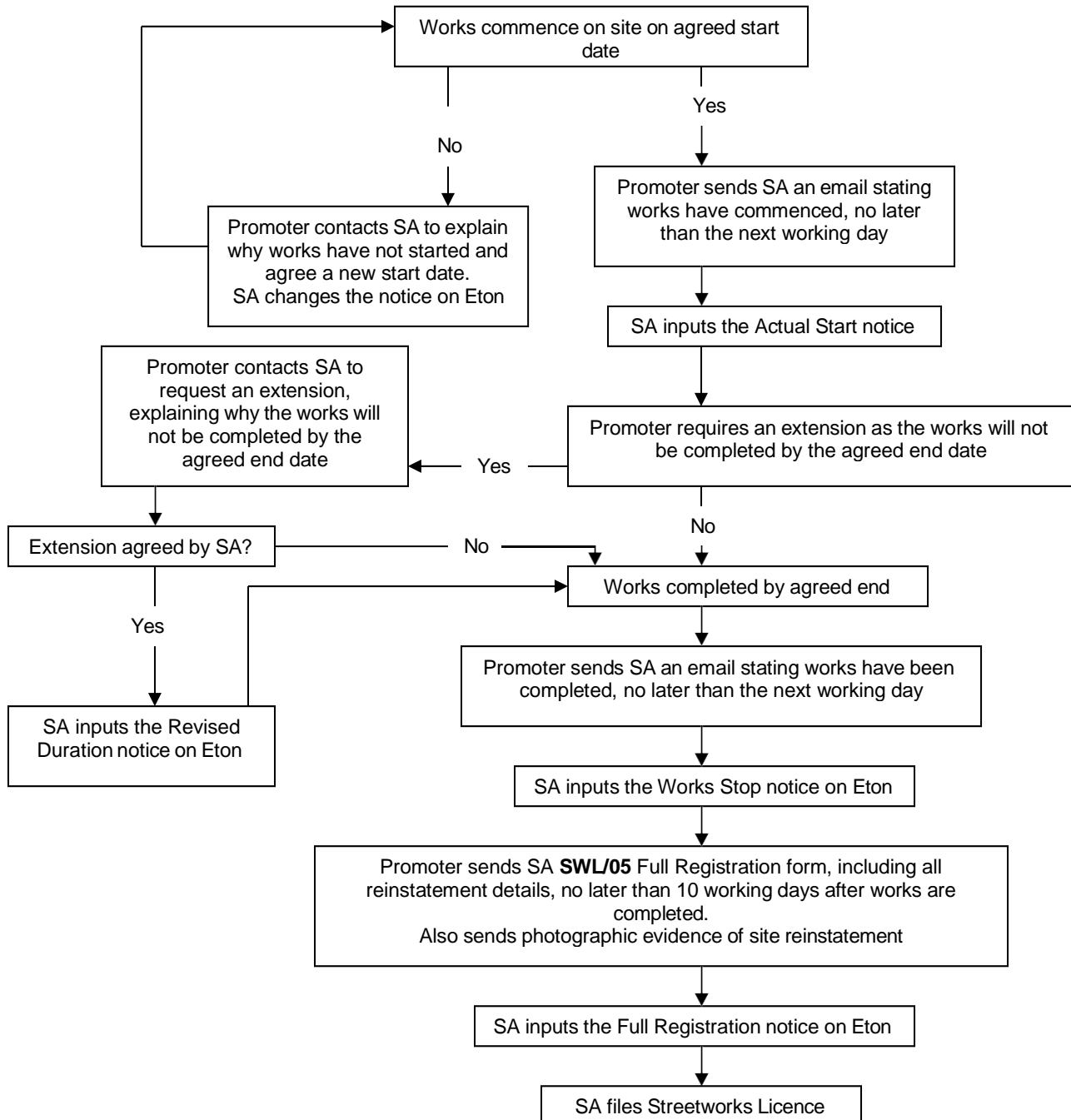
SWL/01

Environmental Services Director
Cathy Knubley

2024/25

Section 5.2

Flow chart of the Streetworks Licence completion process



SWL/01

2024/25

Place Directorate
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SWL/01 Application Guidance

**Section 1
Fees**

Issue and administration of a Streetworks Licence	£1,322.40
Supervision fee (for reconstruction works)	£3,818.80
Temporary Traffic order	£3,163.80
Duration up to 1 week	£3,423.40
Duration between 1 week and 3 months	£5,363.60
Duration between 3 and 18 months	£214.40
Provision of Utility Plant Plans	

Please note the fees stated above are only applicable from 01/04/2023 to 31/03/2024 as fees and charges change each year.

If the application is to commence outside of these dates, different fees may apply. Please contact the following email address if you require further information. NRSWA@harrow.gov.uk

Fixed Penalty notices: **£120.00**

(this fee is reduced to £80 if paid within 29 days)

(Fixed Penalty notices may be issued for the late submission of the required notices – please see the notification process in **Section 4**)

Included in the Streetworks Licence fee are the charges for a pre-work site meeting and any sample inspections whilst the works are in progress and during the guarantee period.

There will be additional charges for any defect inspections.
(See Section 75 of the Act and Chapter 6 of the Code of Practice for Inspections)

Where an officers involvement exceeds the statutory functions, as required by the terms of the Licence, additional time will be charged at an hourly rate.

If for any reason the work in the Highway is not carried out the Licence fee may be refunded less an administration fee of **£95.00**.

SWL/01
2024/25

How to pay

By Post

Please make your cheque payable to **London Borough of Harrow** and return with your application.

BACS payment

If you wish to pay online through your Bank, please contact this office to request an invoice to be raised. You must quote the following details;

Invoice number

Our Account number: **47345098**

Our Sort code: **601010 (Natwest Bank, Harrow Town Centre)**

SWL/01
2024/25

Place Directorate
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Section 2 General Information

Please ensure you have read the **SWL/01 Terms & Conditions** document before applying for a Streetworks Licence.

Please **do not** save copies of blank Streetworks Licence application forms for future use. All new Streetworks Licence applications must be sought on an individual basis as each application is allocated a unique reference number.

Prior to submitting your application, please first apply for a reference number by contacting NRSWA@harrow.gov.uk. We will require the following information: Company Name, Address of Work Site, email address and contact number. Once we receive these details we will allocate you a reference number starting **FH007-**. Please add this to your application form and submit to the email address above.

Site meeting

Once the application has been received, you must arrange a site meeting to discuss the proposed works.
Contact details can be found in Section 3.

Forms & Documents

Please see Section 3, Section 5.1 & Section 5.2 of **SWL/01 Terms & Conditions**, which will explain the mandatory and optional documents and when they must be received.

Utility Plant Plans

We will need to see that you have obtained the relevant Utility plant plans for the area of your works prior to us granting your consent to Work.

Section 3 Contact us

Telephone: **020 8736 6072**
Email: nrswa@harrow.gov.uk

Postal Address: **Highway Network Management, Harrow Council, Commissioning & Commercial Services, Community Directorate, , PO Box 39, Civic Centre, Station Road, Harrow, Middlesex, HA1 2XA**

Contact form

When sending back your application, please ensure you complete the **SWL/02 Contact Form** to ensure we have accurate contact information for you.

SWL/01
2024/25

Place Directorate
Environmental Services Director
Cathy Knubley

Section 4 Notification process

As part of the Streetworks Licence application, it is mandatory to complete all relevant notices, before, during and after your proposed works have been completed.

Within your application pack, we have provided a **SWL/03 Notification Guidance** document, to explain what is required, how each notice must be completed and when they must be received by.

In summary, there is a minimum of four notices required for each works;

- **SWL/03 Initial notice - N1** which must be submitted with your application, providing proposed start and completion dates;
- **Actual Start notice** – A notification in writing, **by email**, must be submitted to NRSWA@harrow.gov.uk once works commence. This must be submitted before 10:00am the next working day.
- **Works Stop notice** – As above.
- **SWL/06 Full Registration notice – N4** must be submitted after works have been completed, including reinstatement details.

Photographic evidence

Photographic evidence must be provided of the excavation before and after reinstatement has taken place and must be received with the **SWL/06 Full Registration notice – N4**.

Failure to do this may result in us requesting re-excavation or coring to prove compliance with the 'specification for the reinstatement of openings in highways code of practice.' This will be done at your cost as appropriate.

SWL/02
2024/25

Place Directorate
Environmental Services
Director Cathy Knubley

SWL/02 Details

Street Works Licence Application For Works in the Highway, Section 50, New roads and Street Works Act 1991.

Those applicants not familiar with the requirements of this legislation are instructed to appoint a contractor with the appropriate knowledge and accreditation to help complete this application and to conduct the works on their behalf. The execution of street works must be supervised by a person having a prescribed qualification. Non-compliance with any requirement of the New Roads & Street Works Act 1991 may result in severe financial penalties.

Section 1			
Location of proposed works (A detailed plan must also be submitted)			
Application reference number:			
Property name / number:			
Street Name:			
Town:			
Postcode:			
Works Category:			
Immediate Emergency (Danger to people or property)		Immediate Urgent (Loss of service or supply)	
Minor (with excavation) (1-3 days duration)		Minor (without excavation) (1-3 days duration)	
Standard (4-10 days duration)		Major (11+ days duration or requires a TTRO)	
Description of works (e.g. Duct/Pipe/Crossing):			
Proposed Start Date:		Proposed Completion Date:	

Section 2	
Site contact details (copy of NRSWA accreditation MUST be attached)	
Name of Company:	
Address:	
	Postcode:
Office Telephone number:	
Email Address:	
On site supervisor:	
Supervisor contact number:	
Registration No. of Supervisor:	



SWL/02
2024/25

Place Directorate
Environmental Services
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Section 3	
Insurance details – Public liability insurance of a minimum of £5million per claim must be provided up to	
Insurance company name:	
Address:	
	Postcode:
Telephone number:	
Policy number:	
Expiry date:	

Section 4	
Declaration by owner of apparatus/works	
Print Name:	
<p>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, and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant licence.</p> <p>I also acknowledge the statutory need for me to pay the prescribed inspection fees and administration fees, all covered by the licence fee, which will be imposed by the Street Authority during the guarantee period, will be owed by me to the Street Works Authority.</p> <p>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 :-</p> <p>(a) The placing or presence in the street of apparatus to which the licence relates, or</p> <p>(b) The execution by any person of any works authorised by the licence.</p> <p>I acknowledge and confirm that I have read and understand the SWL/01 Terms & Conditions and the SWL/02 Application Guidance forms.</p> <p>I also understand this is not a Licence to carry out actual drainage work and will contact Thames Water, where drainage works are required.</p>	
Signed:	Date:
In the capacity of:	



SWL/03
2024/25

Place Directorate
Environmental Services
Director Cathy Knubley

SWL/03 Contact Form

Application reference number:	
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Primary contact details

Name of company:	
Address of works:	
Telephone number:	
Email address:	
Postal address:	
	Postcode:

Administration contact details

Name:	
Telephone:	
Email address:	

Supervisor/on-site contact details

Name:	
Telephone number:	
Mobile number:	
Email address:	

Alternative contact details - Administration

Name:	
Telephone:	
Email address:	

Alternative contact details – On-site

Name:	
Telephone number:	
Mobile number:	
Email address:	



SWL/04
2024/25

Place Directorate
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SWL/04 Notification Guidance

Works Category	Description
Major	11+ days duration or requires a Traffic Regulation Order
Standard	4 - 10 days duration
Minor	1 - 3 days duration
Immediate Urgent	Works started on site – loss of supply or service
Immediate Emergency	Works started on site – risk of damage to people or property

Notice Type	What is the notice for?	When notification must be received					How we must be notified
Initial Notice	To inform HA of proposed works	Major 3 months	Standard 10 working days	Minor 3 working days	Immediate Urgent 2hrs after works commence	Immediate Emergency 2hrs after works commence	N1 notification form
Cancellation Notice	To cancel proposed works	As soon as possible					Email
Actual Start Notice	To inform works have started	By 4pm the next working day after works started					Email
Revised Duration Notice	To extend works	2 days or 20% of duration prior to completion					Email
Works Stop Notice	To inform site is clear	By 4pm the next working day after works completed					Email
Full Registration Notice	To provide reinstatement details	Up to 10 working days after works are completed					N4 notification form



SWL/04
2024/25

Place Directorate
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SWL/04 – Initial Notice – N1

Reference number:							
Contact name:			Contact number:				
Works Description							
Location (Property Number/Name, Road Name, Town)							
Work Co-ordinates							
Easting (Start)		Northing (Start)		Easting (End)		Northing (End)	
Works Type							
Major (Over 10 Days)		Standard (4-10 Days)		Minor (Under 4 Days)			
Minor (no excavation)		Immediate (Urgent)		Immediate (Emergency)			
Dates of Work							
Start Date:			End Date:				
Footway, Carriageway, Cycleway, Verge or Footpath:							
Traffic Management							
No carriageway incursion		3-way traffic signals		Footway closure required			
Some carriageway incursion		4-way traffic signals		Pedestrian walkway in c/way			
Give and take		Lane closure		Pedestrians diverted to other f/way			
Priority working		Road closure		Bus stop/lane suspension			
Stop and go boards		Side road closures		Parking bay suspended			
2-way traffic signals		Traffic order applies		Pedestrian crossing suspended			
Additional Information							
Optional forms completed?							
Temporary traffic signals form completed?			Parking bay suspension requested & form completed?				
Traffic Regulation Order requested & form completed?			London Buses contacted?				
(Confirmation email to nrswa@harrow.gov.uk must be received for Parking bay suspension and Bus Stop/Lane suspension)							

SWL/05
2024/25

Place Directorate
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SWL/05 Full Registration Notice - N4

The notice must be completed within 10 working days after the works are completed on site .please ensure all reinstatement details are provided.

Reference number:					Street Name:				
Actual Start Date:				Duration:				Actual End Date:	
Site	Exact Location	Length	Width	Carriageway Footway Cycleway Verge	Interim or Permanent	Reinstatement Date	Easting	Northing	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

You must provide photographic evidence of your reinstatement(s) along with this Full Registration notice