Dear Sir / Madam

New Roads and Street Works Act 1991
Request for consent to connect to an existing public foul sewer in the Highway

I refer to your request for information on the above and please find enclosed for your information:

- Notes for guidance to applicants (SC2)
- Application Form and Declaration (SWL3S)
- Notice of Works (SWL4)
- Registration of Works (SWL5)
- Controlled Waste Transfer Notice (SWL7)
- Payment Form (SWL9)

Please complete Forms SWL3S and SWL9 and return to the KCC Highways, Transportation and Waste Office appropriate to the site at which the works will take place, along with full payment. Cheques are to be made payable to Kent County Council.

£150 Inspection Fee (For each 200m in Length for Category A, B & C Inspections)

Additional charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at www.kent.gov.uk/lanerentalscheme

Forms SWL4 and SWL5 & SWL7 are submitted later.

Please note that it is necessary for KCC Highways, Transportation and Waste to receive an application for this consent at least 12 weeks prior to the intended major works taking place. If you have any further queries, please contact KCC Highways, Transportation and Waste on 03000 418181.

Yours faithfully

Toby Howe
Senior Highway Manager
Highway Operations
Consent to connect an existing public foul sewer in the Highway

Section 1 – To be completed by the Applicant

<table>
<thead>
<tr>
<th>Location of foul sewer connection</th>
<th>New Application</th>
<th>Renewal</th>
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**Purpose of Foul Sewer Connection:**

…………………………………………………………………………………………………………………………………………………………

**Full Name and Address of Organisation**

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<th>Email Address</th>
<th>Operative Dates</th>
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<td>From</td>
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<table>
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<tr>
<th>Emergency Tel No</th>
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I have read, understood and will comply with the Notes for Guidance (SC2) previously supplied.

I have included Public Liability Insurance as requested.

Signed: ........................................ Tel No: ................................ Fax No: ................................

Name: ........................................ Date: ................................

Kent County Council will only use the information provided in conjunction with the processing, management and the compliance of your licence. The information may be shared with the relevant district, borough or city councils or statutory regulators for compliance and monitoring purposes as necessary.

The Council, pursuant to the powers conferred by the New Roads and Street Works Act 1991 hereby grants permission to the above applicant in accordance with the above dated application for the operative period as stated above (or as shown in the special conditions) subject to the following:

1. The Notes for Guidance (SC2) being strictly adhered to.
2. Compliance with additional Special Conditions (if any) outlined in the space below (unless the renewal box is ticked above)
3. The Council is to be indemnified up to the value of £5 million by the Licensee from and against all actions and claims arising out of the connection to the existing sewer.

**THIS CONSENT IS NOT VALID UNTIL SECTION 2 IS COMPLETED**

Section 2 – To be completed by the Streetworks Team

**Special Conditions:** …………………………………………………………………………………………………………………

Signed: ........................................ Dated: ................................

For and on behalf of KCC Highways, Transportation and Waste

Paid in full Yes / No Agreed by: Insurance & indemnity checked: Yes / No

Agreed: Yes / No Licence No: Renewal: Yes/ No

Assessed by: …………………………………………………………….. Streetworks Team

Tel No: …………………………………………… Fax No: ……………………………………………...
Notes for Guidance – SC2

1. The person granted to lay apparatus in order to connect into a foul sewer becomes the undertaker for the purposes of the New Roads and Street Works Act 1991, and therefore attracts relevant duties and responsibilities imposed by the Act and associated secondary legislation and Codes of Practice. (Note: those applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf)

2. Financial penalties may arise for non-compliance with the relevant statutory duties or conditions. Applicants should note that this liability cannot be delegated to any other person or organisation.

3. The requirement to obtain a consent to work on the highway applied to any person or organisation (other than anyone acting under a statutory right) who wishes to place, retain and therefore inspect, maintain, adjust, repair or renew apparatus, or change its position or remove it from the highway.

4. The term apparatus includes drains, cables, ducts, sewer pipes, water and gas pipes etc.

5. The term ‘said works’ applies to all aspects of the work undertaken to connect a foul sewer, including design, construction, protection (to include signing and guarding and traffic management), maintenance and removal of the apparatus.

6. Form SWL3S must be completed by the applicant for consent to lay apparatus up to the foul sewer in the highway and this must be submitted to the relevant KCC Highways, Transportation and Waste office with:
   a. 3 copies of a detailed plan (no smaller than 1:2500 scale) of the location of the apparatus marked by a red line.
   b. Proof of Public Liability Insurance. The Kent County Council is to be indemnified at all times from and against all actions, suits, proceedings, losses, damages, charges, costs, expenses, claims and demands arising out of, or in any way incidental to, the said works, their maintenance and use. £5 Million public liability insurance is required and proof of this has to be sent to the relevant KCC Highways, Transportation and Waste Office, as stated on the covering letter, prior to works commencing.
   c. Payment of £150 Inspection Fee for each 200 metres (or part thereof) with completed payment form.
   d. If the works are subject to a lane rental charge then additional charges may apply. These charges will be agreed by Kent County Council and paid prior to works taking place.
   e. Completed declaration.

7. The applicant will also have to obtain consent from the sewerage authority for making the connection into the public sewer.

West Kent: Dartford, Gravesham, Sevenoaks and Tunbridge Wells
Mid Kent: Canterbury, Maidstone, Swale and Tonbridge & Malling
East Kent: Ashford, Dover, Folkestone & Hythe and Thanet
Only the sewerage authority will be able to make the final saddle connection onto the public sewer.

8. The highway authority may reinstate the carriageway / footway and take steps to recover its costs in so doing if any of these conditions are not complied with.

9. Consent to lay apparatus up to the foul sewer in the highway will only be granted to the owner(s) of apparatus or his Successor in Title. Owners should note their statutory duty to ensure that the apparatus is properly maintained at all times.

10. In order for KCC Highways, Transportation and Waste to comply with its statutory duty, all applications must be submitted at least three months in advance of commencement of the proposed major works. The owner of the apparatus must sign the application form.

11. Applicants should note that Special Conditions may be imposed by KCC Highways, Transportation and Waste:
   a. In the interests of safety
   b. To minimise the inconvenience to persons using the street, in particular having regard to people with disabilities
   c. For Traffic Sensitive Streets, Streets with Special Engineering Difficulties and Protected Streets
   d. To protect the structure of the highway and the integrity of the apparatus in it.

**Note: the applicant must strictly adhere to these conditions**

12. The Duty of Care: Controlled Waste Transfer Note (SWL7) must be completed where any waste from the excavation has to be disposed of. A copy of the completed form must be retained by the applicant with a copy given to the person accepting the waste.

13. The applicant must give KCC Highways, Transportation and Waste ten days advance notice of the intended starting date of the works using Form SWL4.

14. The applicant must permit the Kent County Council to monitor performance throughout all stages of street works. These are:
   a. Signing, guarding and excavation
   b. Immediately after permanent reinstatement
   c. During the one month preceding the end of the guarantee period. (This period will begin from the date KCC Highways, Transportation and Waste is notified of the permanent reinstatement and will be two years for excavations up to 1.5 metres deep of three years for deeper excavations)

15. The applicant must inform KCC Highways, Transportation and Waste of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent. If interim reinstatement is carried out this must be made permanent within six months.
16. The applicant must complete and submit Form SWL5 to KCC Highways, Transportation and Waste within **ten days** of completing the works and clearing the site.

17. To comply with Section 69 of the Street Works Act where street works are likely to affect another person’s apparatus in the street, the applicant must take all reasonably practicable steps:
   a. To give the person whom the apparatus belongs reasonable facilities for monitoring the execution of the works, and
   b. To comply with any requirement made by him, this is reasonably necessary for the protection of the apparatus, or securing access to it.

Therefore, statutory undertakers must be contacted before the commencement of any work. Confirmation in writing that this request has been complied with should be presented with your declaration and application form.
FORM SWL3S

New Roads and Street Works Act 1991
Application for Consent to Lay Apparatus up to an existing sewer for the purposes of connection to an existing foul sewer.

TO: KENT COUNTY COUNCIL

(NB Those 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 and Street Works Act 1991 may result in severe financial penalties.

SECTION 1  Owner of Apparatus
Surname:……………………………………………………………………………………………………………………………..
Forenames:………………………………………………………………………………………………………………………….
Address:……………………………………………………………………………………………………………………………
Post Code……………………………………………………………………………………………………………………………
Tel: (work)…………………………………………………………………………………………………………………………
Tel: (home)………………………………………………………………………………………………………………………….

SECTION 2  Precise Location of Proposed Works
(Tick boxes where necessary)
Property Reference:………………………………………………………………………………………………………………
Road/Street:…………………………………………………………………………………………………………………………
District/Parish/Ward………………………………………………………………………………………………………………
City/Town/Village:………………………………………………………………………………………………………………
Post Code……………………………………………………………………………………………………………………………
National Grid Reference…………………………………………………………………………………………………………
Category of Works
Emergency ☐ Special ☐ Minor with Excavation ☐ Minor without Excavation ☐ Standard Works ☐
Urgent ☐ Urgent ☐

Type of Works:…………………………………………………………………………………………………………………………

Estimated Length of Works
☐ Up to 1.5m ☐ Over 1.5m ☐ Works with No Excavation ☐

Proposed Start Date: ☐ ☐ ☐ ☐ Estimated Duration: Hours ☐ Days ☐ Months ☐

Planned Finish Date: ☐ ☐ ☐ ☐

Hours of Working: (please tick)
☐ Daylight ☐ 24 Hours ☐ Night time ☐ AM only ☐ PM only ☐

Work Lies Within:
☐ Verge ☐ Footway ☐ Carriageway ☐ All ☐

Proposed Flow Control
☐ Stop/Go Boards ☐ Temporary Traffic Signals ☐ Road Closure ☐ Priority Flow ☐ Not to be used ☐

SECTION 3  Details of Person Conducting the works
Name:……………………………………………………………………………………………………………………………………
Address:………………………………………………………………………………………………………………………………
Tel No:……………………………………………………………………………………………………………………………………

SECTION 4  Insurance
Public Liability Insurance of a minimum of £5 million must be provided up to completion of the permanent reinstatement. (Proof to be submitted with this form)
Company Name:………………………………………………………………………………………………………………
Address:………………………………………………………………………………………………………………………………
Tel No:…………………. Policy No:…………………………………… Expires: (Date)……………………………………

N.B. PERMISSION TO CONNECT TO THE FOUL SEWER IS GIVEN BY THE SEWERAGE AUTHORITY
and not by Kent County Council

West Kent: Dartford, Gravesham, Sevenoaks and Tunbridge Wells
Mid Kent: Canterbury, Maidstone, Swale and Tonbridge & Malling
East Kent: Ashford, Dover, Folkestone & Hythe and Thanet
DECLARATION BY OWNER OF APPARATUS

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 and Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by Kent County Council in the relevant consent.

I also acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by Kent County Council including any defect inspection fees and the cost of any necessary remedial works conducted by Kent County Council during the guaranteed period.

I acknowledge that additional charges may apply to any works on lane rental streets. Further information on the Kent Lane Rental Scheme can be found at www.kent.gov.uk/lanerentalscheme

I also acknowledge that the consent is granted on the conditions that I will indemnify the Kent County Council against and claim in respect of injury, damage or loss arising out of:

   a) The placing or presence in the street of apparatus to which the consent relates, or
   b) The execution by any person of any works authorised by the consent

I also acknowledge that I have read and understood the Notes for Guidance SC2

Signed: …………………………………………… Date: ……………………………………………………

To be completed by the Highway Authority

CONSENT

Additional Comments: ………………………………………………………………………………………………
…………………………………………………………………………………………………………………………
…………………………………………………………………………………………………………………………

Signed: …………………………………………… Date: ……………………………………………………
For and on behalf of Kent County Council

IMPORTANT: All communication relating to this consent should be addressed to:
## Form SWL4

### NEW ROADS AND STREETWORKS ACT 1991

**NOTICE OF WORKS INCLUDING RESPONSES**

<table>
<thead>
<tr>
<th>TO (Enter address of Team)</th>
<th>PURPOSE</th>
<th>Follow up Notice</th>
<th>Street Authority Response</th>
<th>Other Response</th>
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<td>Recipient’s Cross Ref No.</td>
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<td>Recipient’s Cross Ref No.</td>
<td>Part Of</td>
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### FROM

**DATE OF ISSUE**

| D | M | Y |

**TIME OF ISSUE**

*Emergency & Urgent Only*

| D | M | Y |

**EXPECTED START DATE**

| D | M | Y |

**EXPECTED COMPLETION DATE**

| D | M | Y |

### TYPE OF WORKS

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<th>MINOR NO EXCAV.</th>
<th>MINOR (WITH EXCAV)</th>
<th>STANDARD</th>
<th>MAJOR</th>
<th>REINSTATEMENT</th>
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**LOCATION**

<table>
<thead>
<tr>
<th>HOUSE NUMBER OR NAME</th>
<th>STREET NAME</th>
<th>TOWN</th>
<th>DISTRICT</th>
<th>POST CODE</th>
<th>NATIONAL GRID REF.</th>
</tr>
</thead>
</table>

**DESCRIPTION OF WORKS (INCL CONSTRUCTION METHODS – IF KNOWN)**

**COMMENTS (TRAFFIC MANAGEMENT OR OTHER)**

**ESTIMATED INSPECTION UNITS**

---

**West Kent:** Dartford, Gravesham, Sevenoaks and Tunbridge Wells  
**Mid Kent:** Canterbury, Maidstone, Swale and Tonbridge & Malling  
**East Kent:** Ashford, Dover, Folkestone & Hythe and Thanet
### NEW ROADS AND STREETWORKS ACT 1991
NOTICE OF WORKS INCLUDING RESPONSES

#### PART R1

**PLEASE RETURN THIS FORM ON COMPLETION OF WORKS**

<table>
<thead>
<tr>
<th>TO (Enter address of Team)</th>
<th>Has part N been sent? (Y/N)</th>
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<tbody>
<tr>
<td>PART R2 Give number of R2 continuation sheets</td>
<td>Part</td>
</tr>
<tr>
<td>REFERENCE NO.</td>
<td>Part</td>
</tr>
<tr>
<td>RECIPIENT'S CROSS REF NO.</td>
<td>Part</td>
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</table>

**FROM**

<table>
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<tr>
<th>ALL WORKS ON THIS NOTICE COMPLETE?</th>
<th>Y/N</th>
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<td>IF Y, ACTUAL INSPECTION UNITS</td>
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<tr>
<td>No of barholes / core drills plugged</td>
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**LOCATION**

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<th>HOUSE NUMBER OR NAME:</th>
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<td>NATIONAL GRID REF.</td>
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**DESCRIPTION OF WORKS (INCL CONSTRUCTION METHODS – IF KNOWN)**

**COMMENTS (TRAFFIC MANAGEMENT OR OTHER)**

**REINSTATEMENT**

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</table>
FORM SWL7 – Duty Care: CONTROLLED WASTE TRANSFER NOTE

SECTION A – Description of Waste
1. Please describe the waste being transferred: ……………………………………………………………………………………………

2. How is the waste contained?

- Loose ☐
- Sacks ☐
- Skip ☐
- Drum ☐
- Other ☐

3. What is the quantity of waste (number of sacks, weight etc) …………………………………………………………………………………

SECTION B – Current Holder of the Waste
1. Full name: (BLOCK CAPITALS) …………………………………………………………………………………………………………………

2. Name and Address of Company: …………………………………………………………………………………………………………………

3. Which of the following are you? (Please tick one or more boxes)

- Producer of Waste ☐
- Holder of Waste disposal or waste management licence ☐>>> Licence number:

- Importer of the Waste ☐
- Exempt from requirement to have a waste disposal or waste management licence ☐>>> Issued by:

- Waste Collection Authority ☐
- Registered waste carrier ☐>>> Registration No:

- Waste Disposal Authority (Scotland Only) ☐
- Exempt from requirement to register ☐>>> Registration No:

SECTION C – Person collecting the Waste:
1. Full Name (BLOCK CAPITALS): …………………………………………………………………………………………………………………

2. Name and Address of Company: …………………………………………………………………………………………………………………

3. Which of the following are you? (Please tick one or more boxes)

- Waste Collection Authority ☐
- Holder of Waste disposal or waste management licence ☐>>> License Number:

- Waste Disposal Authority (Scotland Only) ☐
- Exempt from requirement to have waste disposal or waste management licence ☐>>> Issued by:

- Exporter ☐
- Registered waste Carrier ☐>>> Registration number:

- Exempt from requirement to register ☐>>> Give reason

SECTION D
1. Address of place of transfer / collection point:

2. Date of Transfer:

3. Time(s) of transfer (for multiple consignments, give “between” dates):

4. Name and Address of broker who arranged this waste transfer (If applicable):

Signed: …………………………………………………

Full Name: …………………………………………………………… (BLOCK CAPITALS)

Representing: ……………………………………………………………
SWL9                  PAYMENT FORM

PAYMENT TO THE KENT COUNTY COUNCIL
FOR INSPECTION FEES

A fee of £150 is required for inspecting the work (for each 200 metres in length for Category A, B & C Inspections)

If the works are subject to a lane rental charge then additional charges may apply. These charges will be agreed with Kent County Council and paid prior to works taking place.

Payment should be made when the Application Form (SWL3S) is returned to this office.

I hereby enclose my remittance for £

Cheques should be payable to Kent County Council.

Cheque No: ........................................ Date: ...........................................................

Name in Capitals: ...........................................................................................................

Address: ........................................................................................................................

..............................................................................................................................

Signature: .......................................................................................................................

For Office Use only:

[ ] [ ] [ ] [ ] [ ]

One copy for retention.
One copy to be returned to the KCC Highways, Transportation and Waste Office.

West Kent: Dartford, Gravesham, Sevenoaks and Tunbridge Wells
Mid Kent: Canterbury, Maidstone, Swale and Tonbridge & Malling
East Kent: Ashford, Dover, Folkestone & Hythe and Thanet