



Highways, Transportation and Waste

Streetworks

East Kent

Ashford Highway Depot, Henwood Industrial Estate
Javelin Way, Ashford, TN24 8AD
Tel: 03000 418369 – Fax: 03000 422835

Mid Kent (Canterbury & Swale)

Faversham Highway Depot
Canterbury Road, Faversham, ME13 8LY
Tel: 03000 418338 – Fax: 03000 422833

Mid Kent (Maidstone and Tonbridge & Malling) and West Kent

Aylesford Highway Depot, St Michaels Close
Aylesford, ME20 7BU
Tel – Mid Kent (Tonbridge & Maidstone): 03000 418333
Tel – West Kent: 03000 418319
Fax: 03000 422833

KCC Highways Contact Point: 03000 418181

Dear Sir / Madam

New Roads and Street Works Act 1991 Section 50.

Request for a licence to place apparatus in the Highway.

I refer to your request for information on the above. Please find enclosed for your information:

- Conditions of Licence (LWA2)
- Application Form and Declaration (SWL2)
- Notice of Works (SWL4)
- Notice of Works (SWL5)
- Controlled Waste Transfer Notice (SWL7)
- Payment Form (SWL9/2)

Please complete forms SWL2 and SWL9/2 and return to the Kent County Council Highways, Transportation and Waste Office appropriate to the site at which the works will take place, along with full payment as follows (cheques to be made payable to Kent County Council please);

- £120 Administration fee
- £125 Capitalised fee (this is a single payment in lieu of annual licence renewal charges)
- £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 to be submitted later.

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

Yours faithfully

Toby Howe
Senior Highway Manager
Highway Operations

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

LICENCE TO PLACE APPARATUS IN THE HIGHWAY


Section 1 – To be completed by the Applicant

Location of apparatus	New Application	<input type="checkbox"/>
	Renewal	<input type="checkbox"/>
Purpose of works		
Full Name and Address of Organisation	Operative Dates	
	From	To
Email Address: Emergency Telephone Number:		

I have read, understood and will comply with the Conditions of Licence previously supplied to me.
 I have included Public Liability Insurance as requested.

Signed..... Telephone 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 Conditions of Licence (LWA2) 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 laying or conducting of works to apparatus in the highway.

THIS LICENCE IS NOT VALID UNTIL SECTION 2 IS COMPLETED

Section 2 – To be completed by the Road Works Team

Special Conditions.....

Signed..... Date.....

For and on behalf of the 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
 Telephone..... Fax:.....

Conditions of Licence – LWA2

1. The person granted consent to place or maintain apparatus in the highway 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 Practices. (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. Applications should note that this liability cannot be delegated to any other person or organisation.
3. The requirement to obtain a licence to work on the highway applies 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 lay apparatus in the highway, including design, construction, protection (to include signing and guarding and traffic management).
6. Form SWL2 must be completed by the applicant and this must be submitted to the relevant KCC Highways, Transportation and Waste Office with:-
 - a) 3 copies of a details 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 (KCC) 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) For placing of apparatus:
Payment of a £120 Administration fee, a £125 Capitalised fee (this is a single payment in lieu of annual licence renewal charges) and £150 Inspection fee (for each 200m in length or part thereof).

For conducting works to / maintaining apparatus:

Payment of a £120 Administration Fee and £150 Inspection fee (for each 200m in length or part thereof).

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 the works taking place.

- d) Completed declaration.

7. A licence to place or maintain apparatus in the highway will only be granted to the owners(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.
8. In order for Kent County Council 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 application form must be signed by the owner of the apparatus.
9. Applicants should note that Special Conditions may be imposed by :-
 - a) In the interests of safety
 - b) To minimise the inconvenience to persons using the street, in particular having regards 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.

Note: applicant must strictly adhere to these conditions.

10. 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.
11. The applicant must give ten days advance notice of the intended starting date of the works using Form SWL4.
12. The applicant must permit the Kent County Council to monitor his 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 guaranteed period. (This period will begin from the date is notified of the permanent reinstatement and will be two years for excavations up to 1.5 metres deep or three years for deeper excavations.)
13. The applicant must inform of the completion of the reinstatement by the end of the following working day, starting whether it is interim or permanent. If interim reinstatement is carried out this must be made permanent within six months.
14. The applicant must complete and submit Form SWL5 to within 10 days of completing the works and clearing the site.
15. 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, which is reasonably necessary for the protection of the apparatus, or securing access to it.
16. Therefore, statutory undertakers must therefore 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 SWL2

New Roads and Street Works Act 1991, Section 50
Application for Licence to Place Apparatus in the Public Highway

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 <input type="checkbox"/>	Special <input type="checkbox"/>	Minor with Excavation <input type="checkbox"/>
	Urgent <input type="checkbox"/>	Urgent <input type="checkbox"/>	Minor without Excavation <input type="checkbox"/>
			Standard Works <input type="checkbox"/>
			Major Project <input type="checkbox"/>
Type of Works:.....			
Estimated Length of Works	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Depth of Excavation	<input type="checkbox"/> Up to 1.5m <input type="checkbox"/> Over 1.5m <input type="checkbox"/> Works with No Excavation <input type="checkbox"/>
Proposed Start Date:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Estimated Duration:	Hours <input type="checkbox"/> Days <input type="checkbox"/> Months <input type="checkbox"/>
Planned Finish Date:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Hours of Working: (please tick)	Daylight <input type="checkbox"/>	24 Hours <input type="checkbox"/>	Night time <input type="checkbox"/>
			AM only <input type="checkbox"/>
			PM only <input type="checkbox"/>
Work Lies Within:	Verge <input type="checkbox"/>	Footway <input type="checkbox"/>	Carriageway <input type="checkbox"/>
			All <input type="checkbox"/>
			Lane Rental Charge Applicable? (please tick if applicable) <input type="checkbox"/>
			Yes <input type="checkbox"/>
Proposed Flow Control	Stop/Go Boards <input type="checkbox"/>	Temporary Traffic Signals <input type="checkbox"/>	Road Closure <input type="checkbox"/>
			Priority Flow <input type="checkbox"/>
			Not to be used <input type="checkbox"/>
SECTION 3		Details of Person Conducting the works	
Name:.....		
Address:.....		
Tel No:.....		
SECTION 4		Insurance	
Company Name:.....		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)	
Address:.....		
Tel No:.....		Policy No:..... Expires: (Date).....	



FORM SWL2 cont'd

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 Highways, Transportation and Waste including any defect inspection fees and the cost of any necessary remedial works conducted by Kent County Council Highways, Transportation and Waste during the guaranteed period.

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

- 1. The placing or presence in the street of apparatus to which the consent relates

or

- 2. The execution by any person of any works authorised by the consent

I also acknowledge that I have read and understand the Conditions of Licence LWA2

Signed..... Dated.....
.....



FORM SWL4

PART N	NEW ROADS AND STREETWORKS ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES
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TO (Enter address of Road Works Team)	PURPOSE Notice	Follow up Notice		
	Street Authority Response	Other Response		
	REFERENCE NO. RECIPIENT'S CROSS REF NO.	Part	Of	
	REFERENCE NO. RECIPIENT'S CROSS REF NO.	Part	Of	

FROM	DATE OF ISSUE	D	M	Y
	TIME OF ISSUE (Emergency & Urgent Only)			
	EXPECTED START DATE	D	M	Y
	EXPCTED COMPLETION DATE	D	M	Y

TYPE OF WORKS													
NOTICE PERIOD		EMER	URGENT	MINOR NO EXCAV.	MINOR (WITH EXVAC)		STANDARD		MAJOR		REINSTATEMENT		
					NOTICE	CONFIRM START DATE	NOTICE	CONFIRM START DATE	NOTICES REQUIRED		REMEDIAL DANGEROUS	REMEDIAL (OTHER)	
S T R E E T	S T A T U S	-	WITHIN 2 HOURS	WITHIN 2 HOURS	-	Minor works		10 DAYS		3 MONTHS	10 DAYS	WITHIN 2 HOURS OF WORK STARTING	Minor
		-	STARTING	2 HRS IN ADV	3 DAYS	3 Days							3 DAYS

LOCATION																					
HOUSE NUMBER OR NAME																					
STREET NAME																					
TOWN																					
DISTRICT																					
POST CODE												NATIONAL GRID REF.									

DESCRIPTION OF WORKS (INCL CONSTRUCTION METHODS – IF KNOWN) COMMENTS (TRAFFIC MANAGEMENT OR OTHER)											
										ESTIMATED INSPECTION UNITS	



**Highways, Transportation and Waste
Streetworks**

FORM SWL5

PART R1	NEW ROADS AND STREETWORKS ACT 1991 NOTICE OF WORKS INCLUDING RESPONSES
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PLEASE RETURN THIS FORM ON COMPLETION OF WORKS

TO (Enter address of Road Works Team)			Has part N been sent? (Y / N)		
	PART R2 Give number of R2 continuation sheets				
	REFERENCE NO. RECIPIENT'S CROSS REF NO.		Part		Of
	REFERENCE NO. RECIPIENT'S CROSS REF NO.		Part		Of
FROM	ALL WORKS ON THIS NOTICE COMPLETE? Y / N				
	IF Y, ACTUAL INSPECTION UNITS				
	No of barholes / core drills plugged				
	date	D	M	Y	

LOCATION														
HOUSE NUMBER OR NAME														
STREET NAME														
TOWN														
DISTRICT														
POST CODE										NATIONAL GRID REF.				

**DESCRIPTION OF WORKS (INCL CONSTRUCTION METHODS – IF KNOWN)
COMMENTS (TRAFFIC MANAGEMENT OR OTHER)**

REINSTATEMENT	CLOSING DIMENSIONS	GUARANTEED START DATE
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Item	Location	Length	Width	C, F or V	Deep Ex	Interim			Permanent		
						D	M	Y	D	M	Y
1											
2											
3											
4											
5											

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



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	<input type="checkbox"/>	Sacks	<input type="checkbox"/>
Skip	<input type="checkbox"/>	Drum	<input type="checkbox"/>
Other	<input type="checkbox"/>		
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	<input type="checkbox"/>	Holder of Waste disposal or waste management licence	<input type="checkbox"/> >>>>
Importer of the Waste	<input type="checkbox"/>	Exempt from requirement to have a waste disposal or waste management licence	<input type="checkbox"/> >>>>
Waste Collection Authority	<input type="checkbox"/>	Registered waste carrier	<input type="checkbox"/> >>>>
Waste Disposal Authority (Scotland Only)	<input type="checkbox"/>	Exempt from requirement to register	<input type="checkbox"/> >>>>
		Licence number:	
		Issued by:	
		Give reason:	
		Registration No:	
		Issued by:	
		Registration No:	
		Issued by:	
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	<input type="checkbox"/>	Holder of Waste disposal or waste management licence	<input type="checkbox"/> >>>>
Waste Disposal Authority (Scotland Only)	<input type="checkbox"/>	Exempt from requirement to have waste disposal or waste management licence	<input type="checkbox"/> >>>>
Exporter	<input type="checkbox"/>	Registered waste Carrier	<input type="checkbox"/> >>>>
		Exempt from requirement to register	<input type="checkbox"/> >>>>
		Licence Number:	
		Issued by:	
		Give reason:	
		Registration number:	
		Issued by	
		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:		Signed:.....	
Full Name:		Full Name:	
(BLOCK CAPITALS)		(BLOCK CAPITALS)	
Representing:		Representing:	
.....		



SWL9/2

PAYMENT FORM

**PAYMENT TO THE KENT COUNTY COUNCIL
FOR LICENCE AND INSPECTION FEES**

Payment of a £120 Administration fee, £125 Capitalised fee (this is a single payment in lieu of annual licence renewal charges) and a £150 Inspection fee (For each 200m in Length) is required.

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 (SWL2) 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:

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One copy for retention.

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