

Application to Open the Highway - Guidance

The following guidelines have been prepared to assist you with the completion of your application.

1. Complete the Application Form and:
 - a. Provide a Location Plan
 - b. Provide a copy of the NRSWA1991 Qualifications of Supervisors and Operatives (in accordance with Regulations 1992 No 1687)
 - c. Provide a copy of the Contractors Public Liability Insurance (£10 Million)
 - d. Provide authorisation from Northumbrian Water to carry out connection (if applicable)
 - e. Contact the Council on 0345 600 6400 to make the payment
 - **£500** - fee for a Street works licence under Section 50 of the New Roads & Street Works Act 1991
 - **£375** - fee for permission to make a temporary excavation in a street under Section 171 of the Highways Act 1980

Failure to supply the above copies will delay the processing of your application.

2. Works in excess of 200 metres length will be subject to additional Inspection Fees.
3. Notice to the relevant Statutory Undertaker must be made by the applicant prior to the work commencing (see attached contact list).
4. Contact will be made to the applicant by a representative from our office within 10 working days of receipt of the payment to arrange a pre-start meeting.
5. A start date will be agreed at the site meeting and formal permission will be considered.
6. Work **MUST NOT** commence on the site until the applicant has received formal permission (Form - Grant 1 or 1A) or before agreed start date.
7. Site inspections will be made throughout the works.
8. The Applicant is responsible for the reinstatement for two/three years.
9. When the temporary or permanent reinstatement has been completed the relevant Inspector must be notified. A contact name and telephone number will be provided in the licence agreement.
10. **Contractors should be aware of NRSWA 1991 – Revised Codes of Practice for Signing & Guarding and Reinstatements. Issued early 2002.**
11. If you require any further assistance, please contact the team on 0345 600 6400

Return Application Forms to:

Streetworks
Network Management
Technical Services
Northumberland County Council
County Hall
Morpeth
NE61 2EF