

Section 50 streetworks licence application

Guidance notes

The application form and the dashboard can be used with a tablet or a mobile phone, however, you should then use a landscape orientation in your device.

Contents

On this page you will find guidance that helps you to submit your application and tells you what happens after you have submitted the application:

To apply for the Section 50 licence online you will need to provide the following information

1. Location of proposed works:

- this will be identified by placing pins on a GIS map within the form which will automatically populate details like the USRN, the district, the town, the road name etc.
- a location description
- any relevant planning application reference numbers

2. Description of work - you will need to identify what type of work it is:

- new work
- remedial (a previous or existing reference of original work will need to be provided)
- interim to permanent a previous or existing reference of original work will need to be provided)

3. Duration of work - how long the work will take in days, not counting any weekends or bank holidays.

4. If the work will involve any excavation or moling, you will need to know the expected length and width and depth of the excavation in metres.

5. Carriageway restrictions

- width of unobstructed carriageway in metres
- type of carriageway restriction (traffic management)

6. Footway restrictions:

- any footway restrictions, including the minimum remaining width for pedestrians to use

7. The category of the work: immediate, minor, standard or major; will be derived from the information you have input into the form.

8. You will be given the earliest start date for the work, which you can move back if you wish.

9. You will have to enter an end date for the works, depending on how long a duration you chose.

10. You will be asked to agree to our Terms and Conditions.

11. You will be asked to sign off a declaration at the end of the form.

When the work has started

1. On commencement of works, a Start Notice must be submitted online from 1 July 2020 no later than:

- in the case of works starting within the period beginning with 12am and ending with 7:59am on a working day, 10am on the same day
- in the case of works starting within the period beginning with 8am and ending with 4:30pm on a working day, two hours after the start of the works
- in the case of works starting within the period beginning with 4:31pm and ending with 11:59pm on a working day, 10am on the next working day
- in the case of works starting on a day that is not a working day, 10am on the next working day

2. Once the works are completed you must submit the Stop Notice online from 1 July 2020 no later than:

- in the case of a highway returned fully to public use within the period beginning with 12am and ending with 7:59am on a working day, 10am on the same day
- in the case of a highway returned fully to public use within the period beginning with 8am and ending with 4:30pm on a working day, two hours after that full return
- in the case of a highway returned fully to public use within the period beginning with 4:31pm and ending with 11:59pm on a working day, 10am on the next working day
- in the case of a highway returned fully to public use on a day that is not a working day, 10am on the next working day

3. Within **ten days** the completed Registration of Works form, giving the details of the reinstatement, must be submitted **online**. An 'AS LAID' drawing of the apparatus must be attached to the online submission. It can be a scanned document in the following formats: PDF, jpeg, png.

4. Registration can be done on site by using a mobile device, this is done by using 'my location' on the GIS map facility and pinning the points where the work has taken place. The online form will retain the information and the site map can then be uploaded at the site and registration completed or back in the office.

5. Failure to provide the correct notices within the timescales may result in the issue of a fixed penalty notice.

As of 1 August 2020, Fixed Penalty Notices will be issued for 'late' Start/Stop notices in line with the new legislation.

Please refer to [Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters, chapter 11 \(Department of Transport website\)](#) regarding late submission of notices.

6. Works that are not completed by the agreed end date on your notice will be subject to NRSWA Section 74 charges unless prior agreement for an extension has been reached with the Street Works team.

7. Signing, Lighting and Guarding shall be as specified in the [Code of Practice for Safety at Street Works and Road Works \(Department of Transport website\)](#). Particular consideration must be taken to meet the needs of people with disabilities. If any form of Temporary Traffic Management is required as part of your application, please go to the [Traffic management and highways applications](#) page.

8. Reinstatements must be completed in accordance with the [specification for the reinstatement of openings in highways \(Department of Transport website\)](#). Information on road types can be obtained from the Street Works team by emailing Section50@worcestershire.gov.uk.

9. A register of accredited Individuals is held by [The Street Works Qualifications Register](#).

Notes

- you will receive an email containing a summary of your request with a unique reference number for your request
- you are advised to apply for any [temporary management applications](#) as soon as possible and quote the unique reference when doing so
- it is still possible to contact the Streetworks team by email with any queries: Section50@worcestershire.gov.uk
- the Streetworks team may contact by email or by telephone after submission of your request to ask for further information and or clarification
- you can track your application based on the request ID, the location, the type of application, the work type, the road name, the town, postcode or the date the works are expected to happen

You can save partly completed forms and go back to them via your login.