

Yr Amgylchedd, Ffyrdd a  
Chyfleusterau  
Swyddfeydd Mochdre, Conway  
Road, Mochdre, LL28 5AB



Environment, Roads  
and Facilities  
Mochdre Offices, Conway Road,  
Mochdre, LL28 5AB

Adain Gwaith Stryd

Street Works Section

Ffôn/Tel: (01492) 575 437 Ffacs/Fax (01492) 575454  
[gwaithstryd@conwy.gov.uk](mailto:gwaithstryd@conwy.gov.uk) [streetworks@conwy.gov.uk](mailto:streetworks@conwy.gov.uk)

CAIS am Drwydded i Reoli Chloddio mewn  
Strydoedd yn unol efo  
Adran 171 Deddf Priffyrdd 1980

APPLICATION for a Licence to excavate in the  
Street in accordance with  
Section 171 Highways Act 1980

RHAN 1 – PERCHENNOG Y CYFARPAR A FWRIEDIR		SECTION 1 – OWNER OF PROPOSED APPARATUS	
Enw a Chyfeiriad Perchennog y Cyfarpar* Name & Address of Owner of Apparatus*		Enw a Chyfeiriad yr Asiant* Name & Address of Agent*	
Ffôn/Phone	Ffacs/Fax	Ffôn/Phone	Ffacs/Fax

*\*Dangoswch y cyfeiriad ar gyfer postio pethau atoch, os gwelwch yn dda\**  
*\*Please indicate where you would like Correspondence sent\**

RHAN 2- MANYLION YR UNIGOLION/CONTRACTWYR I WNEUD GWAITH		SECTION 2 - DETAILS OF PERSONS/CONTRACTORS UNDERTAKING WORKS	
Enw a Chyfeiriad y Contractor* Name & Address of Contractor*			
Ffôn/Phone		Ffacs/Fax	

GYMWYSTERAU GWAITH STRYD / STREET WORKS QUALIFICATIONS		
	Goruchwylydd / Supervisor	Gweithredydd / Operative
Enw Name		
Dystysgrif Certificate No		
Unedau Cymhwyster a gyrhaeddwyd ( <i>Rhowch gylch</i> ) Units of Competence achieved ( <i>Circle</i> )	1, 10, 11, 12, 13, 14, 15, 16	1, 2, 3, 4, 5, 6, 7, 8, 9
Sefydliad oedd yn Rhoi'r Dystysgrif Awarding Body		
Canolfan Asesu Assessment Centre		

AT DDEFNYDD YR AWDURDOD PRIFFYRDD YN UNIG / FOR HIGHWAY AUTHORITY USE ONLY

AMODAU SY'N BENODOL I'R SAFLE SITE SPECIFIC CONDITIONS			
YR HAWL I GLODDIO	CYMERADWYFYD APPROVED	NI CHYMERADWYFYD NOT APPROVED	PERMISSION FOR THE EXCAVATION IS
ARWYDDWYD AR RAN YR AWDURDOD / SIGNED ON BEHALF OF THE AUTHORITY:.....		DYDDIAD / DATE:.....	

*Mae'n rhaid ailgyflwyno unrhyw newid i fanylion y gwaith arfaethedig  
Any changes to your proposed work or dates must be re-submitted*

RHAN 3 - COFRESTRU GWAITH RHAN N (LLE BYDD Y GWAITH A DISGRIFIAD OHONO)		SECTION 3 - PART N REGISTRATION OF WORKS (LOCATION & DESCRIPTION OF PROPOSED WORKS)	
Dyddiad Rhoi'r Rhybudd Notice Issue Date		Dyddiad Rhoi'r Rhybudd Wedi Newid Amended Notice Issue Date	
Enw/Rhif yr Eiddo Property Name/Number			
Enw'r Stryd Street Name			
Tref Town			
Cod Post Post Code			
Rhan o'r Stryd bydd yn effeithio arni ( <i>Rhowch gylch</i> ) Area of Street affected ( <i>Circle</i> )			
Ffordd Gerbydau Carriageway	Troedffordd Footway	Tir ymyl y ffordd Verge	Trac Beicio Cycle Track
Rhif Grid O. S. (8 Ffigur) O. S. Grid Reference (8 Figures)			
Disgrifiad cryno o'r gwaith a fwriedir Brief description of proposed works			
Dyddiad Bwriedir Dechrau Proposed Start Date		Dyddiad Bwriedir Gorffen Expected Completion Date	
Dyfnlder Cloddio Depth of Excavation:	Hyd at 1.5 metr Up to 1.5 metres		
	Dros 1.5 metr Over 1.5 metres		
<b>Rheoli Trafnidiaeth (<i>Ticio os gwelwch yn dda</i>)/Traffic Management (<i>Please tick</i>)</b>			
Cau'r Ffordd / Road Closure			
Arwyddion Trafnidiaeth Dros Dro / Temporary Traffic Signals			
Byrddau "Stop" a "Go" / Stop Go Boards			
Arall / Other			

Os bydd unrhyw newid i'r gwaith rydych am ei wneud neu ddyddiadau'r gwaith, cyflwynwch y ffurflen hon eto i ni, efo'r newidiadau, os gwelwch yn dda.	If there are any changes to your proposed work or the dates of the work, please re-submit this form with the amendments.
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RHAN 4 – RHYDDARBED AC YSWIRIANT	SECTION 4 – INDEMNIFICATION & INSURANCE
<p><b>Tystysgrif Ryddarbed Yswiriant:</b></p> <p>Dylai'r rhyddarbediad a roir gan y Polisi fod yn ddim llai na <b>£5,000,000</b> ar gyfer unrhyw un ddamwain neu unrhyw un hawliad.</p> <p>Rwyf/rydym yn tystio trwy hyn fy mod/ein bod yn dal y polisi a enwir isod efo:</p>	<p><b>Insurance Indemnity Certificate:</b></p> <p>The indemnity provided by the Policy should not be less than <b>£5,000,000</b> for any one accident or any one claim.</p> <p>I/we hereby certify that I/we hold the under mentioned policy with:</p>
<p><b>Enw'r Cwmni Yswiriant:</b></p>	<p><b>Name of Insurance Company:</b></p>
<p><b>Rhif Polisi:</b></p>	<p><b>Policy No:</b></p>
<p>Mae angen l'r ymgeisydd ddangos tystiolaeth bod y polisi yswiriant mewn grym am yr holl amser bydd y gwaith yn mynd ymlaen.</p>	<p>The Applicant is required to produce proof that the insurance policy is in force for the duration of the works.</p>


RHAN 5 – CYNLLUNIAU	SECTION 5 – PLANS
<p><b>Rhaid</b> l'r cynlluniau a ganlyn gael eu cyflwyno efo'r cais hwn.</p> <ol style="list-style-type: none"> <li>1. Cynllun yn dangos lleoliad bwriedig y cloddio (1:500).</li> <li>2. Copi o gynllun yn dangos lleoliad y safle mewn perthynas a'r ardal oddi amgylch (1:2500).</li> </ol>	<p>The following plans <b>must</b> be submitted with this application:</p> <ol style="list-style-type: none"> <li>1. Plan showing the proposed location of the excavation (1:500).</li> <li>2. Location plan showing the site location in relation to its surroundings (1:2500).</li> </ol>

RHAN 6 - DATGANIAD	SECTION 6 – DECLARATION
<p>Rwyf / Rydym yn cytuno i gydymffurfio â phob amod o'r drwydded hon a roddwyd i mi /ni gan Gyngor Bwrdeistref Sirol Conwy.</p> <p>Mae tâl o £ <u>260</u> efo hwn, i dalu am gost y Drwydded.</p> <p>Rhif y Siec/ Archeb Post:</p>	<p>I/We agree to abide by all the conditions laid down in this Licence by Conwy County Borough Council.</p> <p>I enclose a fee of £ <u>260</u> to cover the cost of the Licence.</p> <p>Cheque/Postal Order Number:</p>
<p>Llofnodwyd _____ Signed</p> <p>Dyddiad _____ Dated</p>	

Anfonwch y ffurflen hon yn ôl i'r Adran Gwaith Stryd / Please return to Street Works  
 DYLECH DDARLLEN YR AMODAU / YOU ARE REQUIRED TO READ THE CONDITIONS

**MAE'R DDOGFEN HON AR GAEL MEWN PRINT BRAS.  
 THIS DOCUMENT IS AVAILABLE IN LARGE PRINT.**

When works are completed, please submit this form with details of closing dimensions and dates.

<b>RHAN R1</b>	<b>DEDDF GWAITH STRYD A FFYRDD NEWYDD 1991</b>	<b>NEW ROADS AND STREET WORKS ACT 1991</b>										
<b>PART R1</b>	<b>COFRESTRU GWAITH</b>	<b>REGISTRATION OF WORKS</b>										
<b>AT / TO:</b> Gwaith Stryd / Street Works, Yr Amgylchedd, Ffyrdd a Chyfleusterau/ Environment, Roads and Facilities, Swyddfeydd Mochdre/ Mochdre Offices, Conway Road, Mochdre, LL28 5AB <b>Ffôn / Tel:</b> 01492 575 426 <b>Ffacs / Fax:</b> 01492 575 454 <b>E-Bost / E-Mail :</b> gwaithstryd@conwy.gov.uk streetworks@conwy.gov.uk		<b>ODDI WRTH / FROM:</b>  <b>Ffôn / Tel:</b> <b>Ffacs / Fax:</b>										
<b>Cyf. Awdurdod Stryd Street Authority Ref.</b>	SW/1610/ LA:	<b>Eich Cyf. Your Ref.</b>										
<b><u>LLEOLIAD / LOCATION</u></b> Enw neu Rhif yr Eiddo Property Name or Number												
Enw'r Stryd Street Name												
Pentref neu Tref: Village or Town:												
Cod Post Post Code	<input type="text"/>	Cyfeirnod Grid Grid Ref	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<b>DISGRIFIAD CRYNO O'R GWAITH BRIEF DESCRIPTION OF WORKS</b>												
<b>MANYLION ADFER (Ilenwch fel y bydd angen) REINSTATEMENT DETAILS (Please complete as required)</b>					<b>Dyddiad Cwblhau Completion Date</b>							
Item Item	Lleoliad Location	Mesuriadau cau Closing dimensions		C, F, V, CT*	Dyfnder Depth	Dros Dro Interim			Parhaol Permanent			
		Hyd Length	Lled Width			d	m	b	d	m	b	
1												
2												
3												
4												
5												
NIFER Y TYLLAUBAR / DRILIAU CRAIDD A GAEWYD NO OF BARHOLES / CORE DRILLS PLUGGED				<input type="text"/>	<b>DYDDIAD DATE</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*CARRIAGEWAY, FOOTWAY, VERGE OR CYCLE TRACK

## **NOTES FOR GUIDANCE & TERMS AND CONDITIONS**

**1. Under Section 171 of the Highways Act 1980, a person may make (with the consent of the Highway Authority) a temporary excavation or temporarily deposit building materials, rubbish or other things within a street that is a highway maintainable at the public expense.**

**2. The Owner of the Apparatus is generally the person who holds the Title Deed of the property for which the Apparatus serves.**

**3. The Licensee must observe and enforce: -**

**i) The Code of Practice “Safety at Street Works and Road Works” and Chapter 8 of the Traffic Signs Manual which give practical guidance on the safe signing, lighting and guarding of temporary works on the Street as required by Section 65 of the New Roads and Street Works Act 1991 and any amendments thereof. Particular regard to the needs of people with disability is required.**

**ii) The Street Works (Qualification of Supervisors and Operatives) Regulations 1992 which set out the requirements for the qualifications of persons excavating and working in the Street as required by the New Roads and Street Works Act 1991. The Authority requires evidence of your/contractors Supervisors and Operatives Street Works qualifications.**

**iii) The Code of Practice “Specification for the Reinstatement of Openings in Highways” which gives practical guidance and sets out options available for the purpose of reinstatement of openings in the highway as required by, Section 71 of the New Roads and Street Works Act 1991.**

**The Code of Practice and the Regulations mentioned in 3 (i), (ii) and (iii) above can be purchased from HMSO or their approved stockist.**

**4. The Licensee shall give the County Borough Council sufficient notice to carry out all inspections and must complete and submit the Part N in Section 3 of the application form. Any amendments to the works or timing of the works should be resubmitted on Section 3 of the application form, giving seven days notice prior to starting the works. You will then be sent provisional consent allowing you to start your works.**

**5. The Licensee must complete and submit the Part R1 to the Highway Authority within seven working days from the date of completion of the works. The guarantee period will commence once this form is received and the Licence will be sent out to you. Permanent reinstatement shall be completed no later than 6 months after the completion of any interim reinstatement.**

**6. The County Council will require the Licensee to indemnify the Authority against any claims in respect of injury, damage or loss arising out of the execution by any person of any works authorised by the licence. See Section 4 of the application form.**

**7. The Licensee, or the person(s) undertaking the works on his/her behalf will be required to provide public liability/third party insurance to the sum of £5 million covering his/her liability under the terms of the indemnity as mentioned above and will be required to give details of their insurance at time of their application for a Licence.**

**8. Licensees have a duty to produce records of the apparatus they install. A plan to a scale of 1/500 showing the measurements and the location of the apparatus within the highway. Ordnance Survey BS Grid References must be included.**

**9. The charge of £260.00 is nationally agreed (VAT exempt). Cheques should be made payable to Conwy County Borough Council. This covers the administration costs of £110.00 and the inspection costs of £150.00. Three sample inspections made under the New Roads And Street Works Act 1991 are undertaken at various stages throughout the work, over a period of 2 or 3 years depending on the depth of the excavation; these are charged at a nationally agreed sum of £50.00 each:**

- a) Undertaken during the progress of the works**
- b) Undertaken within the six months following interim or permanent reinstatement**
- c) Undertaken within the three months preceding the end of the guarantee period, which shall be 2 years from the date of permanent reinstatement except in the case of trenches over 1.5 metres deep when the period shall be 3 years.**

**Reinstatements, whether interim or permanent, should be undertaken in accordance with Section 71 of the Act and Paragraph 1.3 of the Code of Practice. Where upon inspection the reinstatement is found to be defective the licensee shall pay to the Authority the sum of £47.50 for each inspection carried out. The defect inspection regime is as follows: -**

- i) D/1 - a joint inspection by the Licensee and the Authority to determine the nature of the failure and what remedial works need to be carried out (Licensee must make contact with inspector within 10 working days from notification, or D/1 will fail and another D/1 will automatically be generated and charged)**
- ii) D/2 - whilst remedial works are in progress**
- iii) D/3 - when remedial works have been completed**

**10. As part of your 'Health and Safety' requirement you/your contractor are required to apply to the utilities requesting information regarding the location of their apparatus with regards to your works. Before the proposed commencement date of the works the Licensee shall contact all other undertakers to ascertain whether their existing or proposed apparatus within the highway is likely to be affected by the works. The Licensee shall abide by the requirements of any undertakers relating to the protection of apparatus.**

**11. You have an obligation to avoid unnecessary delays and obstructions during the works.**

**12. If required by the Head of Service, the Licensee shall provide inspection chambers (on land outside the limits of the highway) for the purpose of inspecting and maintaining the apparatus.**

**13. The Licensee must comply with any direction given by the Street Authority as to the timing of works, or any restriction on works.**

**14. The Licence shall if required place and maintain within the limits of the said Street suitable permanent signs of a type and in positions to be approved by the Head of Service for the purpose of indicating as nearly possible the exact position under the highway in which the said apparatus is laid.**

**15. If the works require the use of Traffic Management such as Temporary Traffic Signals, Road Closure or Stop-Go Boards, the Licensee should contact the Street Works Manager prior to the start of the works. Address: ERF, Conwy County Borough Council, Conway Road, Mochdre, LL28 5AB. Telephone: 01492 575454. Email:streetworks@conwy.gov.uk**

**16. Where the licence expires or is withdrawn or surrendered, the Authority may remove the apparatus or, alter it in such a manner as they think fit and reinstate the Street and may recover from the Licensee the expenses incurred in so doing, except that if the**

**Authority is satisfied that the Licensee can within such reasonable time as the Authority specifies, remove the apparatus or alter it in such a manner as the Authority requires and reinstate the Street the Authority may authorise the Licensee to do so at his own expense.**

**17. This Licence grants you permission from the Highways Authority to make an excavation in the Highway only. Please ensure that you have a licence/permission from the relevant utility to enable you to make a connection into their apparatus.**

**18. The Licence does not confer any right on the Licensee, as against the owners of land in which the highway is situated, to use that land. The Licensee must make his own arrangements with such landowners in cases where their consent is needed.**

**19. The Licence hereby granted shall remain in force until it is withdrawn by the Authority by Notice served in writing.**

**N.B. It is a criminal offence to carry out any work on the Street without a Licence.**

**N.B. Section 171 makes it an offence for any person to contravene any condition subject to which a consent is given to him in writing by the Highway Authority and any offender will be liable to a fine not exceeding £10 in respect of each day on which the contravention or failure occurs.**

## NRSWA 1991 UTILITY PLANT ENQUIRIES

Name	Address1	E-mail/Web	Phone
CCBC Street Lighting	Mochdre Offices Conway Road Mochdre LL28 5AB	<a href="mailto:erf@conwy.gov.uk">erf@conwy.gov.uk</a>	01492 575337
CCBC Open Spaces	Mochdre Offices Conway Road Mochdre LL28 5AB	<a href="mailto:erf@conwy.gov.uk">erf@conwy.gov.uk</a>	01492 575337
Scottish Power Energy Network	SP Energy Networks, Data Management (England and Wales) ScottishPower Energy Networks Prenton Way Prenton CH43 3ET	<a href="mailto:requestforplansmanweb@sppowersystems.com">requestforplansmanweb@sppowersystems.com</a>	0151 609 2373
Wales & West Utilities (Transco)	Wales and West House Spooner Close Celtic Springs Coedkernew NP10 8FZ	<a href="mailto:plantprotectionenquiries@wwutilities.co.uk">plantprotectionenquiries@wwutilities.co.uk</a>	02920 278912
BT Openreach	PP 5WW67 Telecom House Trinity Street Hanley Stoke on Trent ST1 5ND	<a href="mailto:cbyd@openreach.co.uk">cbyd@openreach.co.uk</a>	0800 023 2023
ES Pipe Lines Ltd (United Utility Networks)	Hazeldean Station Road Leatherhead Surrey KT22 7AA	<a href="http://www.linesearchbeforeudig.co.uk">www.linesearchbeforeudig.co.uk</a>	0845 437 7365
National Grid	National Grid Plant Protection Brick Kiln Street Hinckley Leicestershire LE10 0NA	<a href="mailto:plantprotection@nationalgrid.com">plantprotection@nationalgrid.com</a>	0800 688 588
Cable & Wireless (Now Vodafone)	Atkins Global PO Box 290 500 Aztec West	<a href="mailto:osm.enquiries@atkinglobal.com">osm.enquiries@atkinglobal.com</a>	01454 662881



	Almondsbury, Bristol BS32 4RZ		
Dwr Cymru Welsh Water	Asset Records/ Data Services (OAC) Linea, Fortran Road St Mellons Cardiff CF3 0LT	<a href="mailto:NRSWA.enquiries@dwrcymru.com">NRSWA.enquiries@dwrcymru.com</a>	02920 740315
Gas Transportation Company (Also Independent Pipelines assets)	Energy House Woolpit Business Park Bury St Edmunds Suffolk IP30 9UP	<a href="mailto:plantenquiries@gtc-uk.co.uk">plantenquiries@gtc-uk.co.uk</a>	01359 243376
FibreSpan Ltd	The Quay Channel Way Ocean Village Southampton SO14 3QG	<a href="mailto:plant.enquiries@instal.co.uk">plant.enquiries@instal.co.uk</a>	0800 313 8900
Orange UK	c/o Mobile Broadband Network Limited	<a href="mailto:mbnlplantenquiries@turntown.com">mbnlplantenquiries@turntown.com</a>	
FibreSpeed	c/o Fisher German LLP PO Box 9198 Ashby de la Zouch LE65 9BU	<a href="http://www.linesearchbeforeudig.co.uk">www.linesearchbeforeudig.co.uk</a>	0845 437 7365