

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



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

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

CAIS am Drwydded i Osod/Gadael Offer
mewn Stryd o dan Adran 50 ac Atodlen 3
DEDDF GWAITH STRYD A FFYRDD
NEWYDD 1991

APPLICATION for Licence to Place/Retain
Apparatus in a Street under Section 50 and
Schedule 3 of the NEW ROADS AND
STREET WORKS ACT 1991

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 AR GYFER YR OFFER	CYMERADWYFYD APPROVED	NI CHYMERADWYFYD NOT APPROVED	PERMISSION FOR THE APPARATUS 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		
Rheoli Trafnidiaeth (<i>Ticio os gwelwch yn dda</i>)/Traffic Management (<i>Please tick</i>)			
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>Tystysgrif Ryddarbed Yswiriant:</p> <p>Dylai'r rhyddarbediad a roir gan y Polisi fod yn ddim llai na £5,000,000 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>Insurance Indemnity Certificate:</p> <p>The indemnity provided by the Policy should not be less than £5,000,000 for any one accident or any one claim.</p> <p>I/we hereby certify that I/we hold the under mentioned policy with:</p>
Enw'r Cwmni Yswiriant:	Name of Insurance Company:
Rhif Polisi:	Policy No:
<p>Mae angen I'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>Rhaid i'r cynlluniau a ganlyn gael eu cyflwyno efo'r cais hwn.</p> <ol style="list-style-type: none"> Cynllun yn dangos lleoliad bwriedig yr offer a'r cloddio (1:500). Copi o gynllun yn dangos lleoliad y safle mewn perthynas a'r ardal oddi amgylch (1:2500). 	<p>The following plans must be submitted with this application:</p> <ol style="list-style-type: none"> Plan showing the proposed location of the apparatus and excavation (1:500). Location plan showing the site location in relation to its surroundings (1:2500).

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 £_____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 £_____ 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**

NOTES FOR GUIDANCE & TERMS AND CONDITIONS

1. As from 1st January 1993 all licences granted for the installation of Private apparatus in the street are granted under the provision of Section 50 and schedule 3 of the New Roads And Street Works Act 1991. Upon granting of the licence, the Licensee become an Undertaker for the purposes of Part iii of and Schedule 3 to the New Roads And Street Works Act 1991, and is therefore subject to the provisions and requirements of that act and all other enabling legislation together with relevant Codes of Practise. The Licensee hereby acknowledges receipt of a copy of the relevant Sections of the New Roads And Street Works Act 1991 included in the guidance in Appendix A

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 2(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, 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.

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 the Section 50 is based on the type of development it is intended to serve and is vat exempt. (Cheques made payable to Conwy County Borough Council) and are as follows:

i)	To Place a Single apparatus to serve a Single Dwelling.	£420
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ii)	To Place 2 apparatus (Surface and Foul) to service a single dwelling in the same trench	£615
iii)	To Serve two or more dwellings	£635 + £65 Per dwelling
vi)	To Serve a Single Retail/Industrial Unit	£615
v)	To Serve two or more Retail/Industrial units	£635 + £65 per unit

This covers the administration costs and any inspection costs. 3 Statutory sample inspections will be carried out under the New Roads And Street Works Act 1991 and 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.

- i) Sa During excavation;*
- ii) Sb After permanent reinstatement (within six months);*
- iii) Sc During the one month 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 £42.50 for each inspection carried out. The defect inspection regime is as follows:-

- (i) D1 - 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 D1 will fail and another D1 will automatically be generated and charged)*
- (ii) D2 - whilst remedial works are in progress; (iii) D3 - 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 at; The Department for Environment Roads and Facilities, Conwy County Borough Council, The Heath, Penmaenmawr Road, Llanfairfechan, LL33 0PF; prior to the start of the works.

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. Section 74, Highways Act 1980 makes it an offence if your works overrun the stated end date, there are charges that will be issued for any overrun works that are derived by a nationally agreed matrix.

N.B (2) longitudinally excavated trenches do not legally have to be approved, but for those that are approved a full width reinstatement of the carriageway will be required to protect the authorities asset

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

RHAN R1	DEDDF GWAITH STRYD A FFYRDD NEWYDD 1991	NEW ROADS AND STREET WORKS ACT 1991										
PART R1	COFRESTRU GWAITH	REGISTRATION OF WORKS										
AT / TO: Gwaith Stryd / Street Works Swyddfeydd Mochdre /Mochdre Offices, Conway Road, Mochdre, LL28 5AB. Ffôn / Tel: 01492 575 426 Ffacs / Fax: 01492 575 454 E-Bost / E-Mail : gwaithstryd@conwy.gov.uk streetworks@conwy.gov.uk		ODDI WRTH / FROM: Ffôn / Tel: Ffacs / Fax:										
Cyf. Awdurdod Stryd Street Authority Ref.	SW/1600/ LA:	Eich Cyf. Your Ref.										
LLEOLIAD / LOCATION												
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"/>								
DISGRIFIAD CRYNO O'R GWAITH BRIEF DESCRIPTION OF WORKS												
MANYLION ADFER (Ilenwch fel y bydd angen) REINSTATEMENT DETAILS (Please complete as required)				Dyddiad Cwblhau Completion Date								
Eitem Item	Lleoliad Location	Mesuriadau cau Closing dimensions		C, F, V, CT*	Dyfnder Depth	Dros Dro Interim			Parhaol Permanent			
		Hyd Length	Lled Width			d d	m m	b y	d d	m m	b y	
1												
2												
3												
4												
5												
NIFER Y TYLLAUBAR / DRILIAU CRAIDD A GAEWYD NO OF BARHOLES / CORE DRILLS PLUGGED				<input type="text"/>	DYDDIAD DATE	<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

NRSWA 1991 UTILITY PLANT ENQUIRIES – POSTAL

For email/internet enquiry contact details please see next page.

Please note that at present, Scottish Power Powersystems require applications to be made by post (please see address below).

Name	Address1	Address2	Address3	Address4	Address5	Address6	Phone
CCBC Street Lighting	Mochdre Offices	Conway Road	Mochdre	Conwy			01492 575337
CCBC Highways Maintenance	Mochdre Offices	Conway Road	Mochdre	Conwy			01492 575337
Scottish Power Power Systems	Data Management	Prenton Way	North Cheshire Trading Estate	Prenton	CH43 3ET		02920278912
Wales & West Utilities (Transco)	Wales and West House	Spooner Close	Celtic Springs	Coedkernew	NEWPORT	NP10 8FZ	02920 278500
BT Openreach	PP 5WW67	Telecom House	Trinity Street	Hanley	Stoke on Trent	ST1 5ND	0800 800 865
ES Pipe Lines Ltd (United Utility Networks)	Hazeldean	Station Road	Leatherhead	Surrey	KT22 7AA	F.A.O Alan Slee	01372 227560
National Grid	Plant Protection	Block 1, Floor 1	Brick Kiln Street	Hinckley	LE10 0NA		0800 731 2961
Cable & Wireless (Now Vodafone)	Plant Enquiries Team – Atkins Global	500 Park Avenue	Aztec West	Almondsbury		BS32 4RZ	01454 662881
<i>CCBC Environment</i>	<i>Mochdre Offices</i>	<i>Conwy Road</i>	<i>Mochdre</i>	<i>Conwy</i>	<i>LL28 5AB</i>		<i>01492 575337</i>
<i>Dwr Cymru Welsh Water</i>	<i>Asset Records/ Data Services (OAC)</i>	<i>Linea, Fortran Road</i>	<i>St Mellons</i>	<i>Cardiff</i>	<i>CF3 0LT</i>		<i>02920 740315</i>
<i>Gas Transportation Company (Also Independent Pipelines assets)</i>	<i>Woolpit Business Park</i>	<i>Woolpit</i>	<i>Bury St Edmunds</i>	<i>Suffolk</i>	<i>IP30 9UP</i>		<i>01359 243376</i>
<i>FibreSpan Ltd</i>	<i>The Quay</i>	<i>Channel Way</i>	<i>Ocean Village</i>	<i>Southampton</i>	<i>SO14 3QG</i>		<i>0800 313 8900</i>
<i>Orange UK</i>	<i>c/o Mobile Broadband Network Limited</i>						
<i>FibreSpeed</i>	<i>c/o Fisher German LLP</i>	<i>PO Box 9198</i>	<i>Ashby de la Zouch</i>	<i>LE65 9BU</i>			<i>0845 095 6910</i>

Please also note that the utilities/authorities listed at the bottom of the table (*in italic text*) have requested email/internet enquiries if at all possible.

NRSWA 1991 UTILITY PLANT ENQUIRIES – EMAIL/INTERNET

If you prefer to use email and internet, please use the table below.

Please note that at present, Scottish Power Powersystems require applications to be made by post (please see address table for contact details).

Name	Email	Web address
CCBC Street Lighting	erf@conwy.gov.uk	
CCBC Highways Maintenance	erf@conwy.gov.uk	
CCBC Environment	erf@conwy.gov.uk	
Dwr Cymru Welsh Water	NRSWA.enquiries@dwrwymru.com	
Wales & West Utilities	plantprotectionenquiries@wwutilities.co.uk	
BT Openreach	nnhc@openreach.co.uk	
Gas Transportation Company		https://pe.gtc-uk.co.uk/Plant_Enquiry
ES Pipelines (United Utility Networks)	plantresponses@espipelines.com	
National Grid	plantprotection@nationalgrid.com	www.beforeyoudig.nationalgrid.com
FibreSpan Ltd	plant.enquiries@instal.co.uk	
Orange UL	plant.enquiries@ericsson.com	
IPL		www.envoyonline.co.uk
Cable & Wireless	osm.enquiries@atkinsglobal.com	
FibreSpeed		http://www.linesearchbeforeudig.co.uk/