LONDON BOROUGH OF HARROW

Streetworks Application

Please tick (√) which application this is for?

New Roads & Street Works Act 1991, Section 50 ☐

Or

The Highways Act 1980, Section 171 ☐

Section 50 /Section 171 Licence Application Pack

A private street works licence will permit a person/company to excavate and/or carry out various works to the public footway or carriageway in accordance with the New Roads & Street Works Act 1991 & Traffic Management Act 2004

Important:

You have no authority to open up, excavate or obstruct any highway adopted/maintained by the London Borough of Harrow until informed so in writing by the aforesaid London Borough of Harrow.
To do so without authorisation is a criminal offence under the Act.

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Streetworks Application

Licence documentation requirements

Please find enclosed our Street works licence application, which must be completed in full.

Failure to complete or enclose the following information and valid documents will result in the application being returned to you without being processed:

1) Proof of Street works Accreditation (Photo ID)
   (NRSWA ticket for all operatives & supervisors working/attending site)
2) Completed Street works Opening notice – (Once licence approved)
3) Full description and extent of works to be carried out
4) Completed Street works licence application
5) Method statement
6) Risk Assessment
7) Traffic Management & Pedestrian Management drawing/plan
8) Consent to connect to other/utility apparatus
9) Public liability insurance – Minimum (£10m)
10) Emergency Contact number (24HRS)
11) Signed & Completed Agreement form
12) Licence fee via card payment / Invoice / BACs only (no cheques)
13) Completed temporary traffic signal form (if required on site)
14) Copy of the Planning Approval (If required)
15) Plan/drawing of the location and works to be carried out (CAD)

Please note* A Section 50 licence will only be granted once all of the above documents been received and approved by a London Borough of Harrow Street Works Inspector/Engineer, failure to provide these will result in your application being returned.

Important Note: Section 74 (Overrun charges)

Section 74 of the New Roads and Street Works Act 1991 and the Street Works (Charges of Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2001 allow a Highway Authority, in certain circumstances, to charge an undertaker where the duration of street works exceeds the prescribed period or a reasonable period, whichever is the longer. The prescribed daily charges are set out in the Regulations, with the amount varying depending on the road category with the maximum charge per day being **£10,000.**

UKAS accredited Core Sampling.

All reinstatements will be core tested by an independent UKAS accredited company, failed reinstatements will be charged as a defect, and remedial action will be required to rectify the defect at the contractors expense along with all investigatory costs.

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STREETWORKS APPLICATION

One off Licence fee as set out below (non-refundable once processed)

1) The sum above includes administration, co-ordination of works, LoPS permit / noticing plus pre-inspection/site visits/meetings for works up to 100mtrs with no other associated works.
2) Works over 100mtrs and/or in excess of 1.5mtrs in depth of the excavation and/or in excess of 5 separate excavations. Including other works will require additional licences.
3) The following inspections A, B & C as set below are included in costs, these as under the NRSW Act, additional routine visits may be carried out by LBH but at no extra costs.
    A) An inspection undertaken during the progress of the works.
    B) An inspection undertaken within the six months following interim or permanent reinstatement.
    C) An inspection undertaken within the three months preceding the end of the guarantee period.

Permit/licence type, duration & charge.	**Minor Works with excavation** *(duration up to **3 days** total) up to 100mtrs or 5 x holes*	**£1381.90**
	Standard Works *(duration **4 to 10 days**) up to 100mtrs or 5 x holes*	**£1456.90**
	Major works *(duration more than **10 days**) up to 100mtrs or 5 x holes*	**£1531.90**

Note* Additional abortive visits or additional visits requested by you will be charged at the rate of £65.00 per additional inspection (set as 1 x inspection)
Note* Extra costs/licences will apply to trenches/works in excess of 100 metres and/or in excess of 1.5mtrs in depth of the excavation and/or in excess of 5 separate excavations.
Note* Any amendments to an already agreed licence in any form will incur additional administration costs of **£65.00** per each variation.
Note* All S50s are subject to core sample investigations by UKAS laboratory, all failed core charges will be charged to your company and full remedial carried out by your company at your cost.

Payments

(Cheques now phased out & no longer tender at The London Borough of Harrow).
By Post:Please make your cheque payable to London Borough of Harrow and return with your application. BACS payment If you wish to pay online through your Bank, please contact this office to request an invoice to be raised. You must quote the following details.

Invoice number
Our Account number: 47345098
Our Sort code: 601010 (Natwest Bank, Harrow Town Centre)

Parking

Where there is a site in a metered parking bay or resident's parking bay you will require a suspension of the designation of the parking bay. To acquire a suspension, please visit our web site: Parking suspensions and dispensations – London Borough of Harrow
A separate application and payment will be required for parking bay suspensions. It is an offence to place an obstruction in a parking bay which has not been suspended with the Council having the power to remove the obstruction and prosecute the person responsible.

Post/Contact Details:

✉: ***streetworks@harrow.gov.uk***
Network Management & Streetworks Coordination
London Borough of Harrow,
Forward Drive, Harrow, HA3 8FL

Contractor and site details

Your Works Reference Number:		Local Authority Reference:
Works Location/Address:		Eastings: Northings:
Location/street of excavation if different to actual above address: (Please give exact address in full including House Name/no and Eastings & Northings etc.)		
	Carriageway: ☐ Footway: ☐ Verge: ☐	
Nature of works to be carried out:		
Notice type:	Minor works with excavation (duration up to 3 days total) £1381.90 ☐	
	Standard works (duration 4 to 10 days) £1456.90 ☐	
	Major works (duration more than 10 days) £1531.90 ☐	
Traffic/pedestrian management details: (to include drawings)	Signing Lighting Guarding Only: ☐	Temporary Traffic Signals: ☐
	Road closure: ☐	Footway Closure: ☐
	Parking suspension: ☐	Bus Stop Suspension ☐
Contractors name: (Contractor carrying out works)		
Contractor's Full address:		
Contractor's Email address:		
24hr Emergency contact number:	(this number will be checked for compliance)	
Daytime phone number:	(this number will be checked for compliance)	
Fax number:		

Valid between the following dates:

	Start Date:	End Date:
Desired dates required for licence:		

Conditions of Licence:

1. The works are carried out entirely at the applicant's risk. The Council has no liability for the works or the maintenance of the works (either now or in the future) and has no liability for damage caused to private property by the works.
2. The applicant must satisfy him/herself that undertaker's equipment will not be affected (by consultation and with trial holes where appropriate), or if such equipment is affected, the applicant shall carry out any works or take any necessary measures as required by the affected undertaker. All reinstatements to be to the NRSWA 1991 code of practice.
3. The works will be signed, guarded and lit to the standards detailed in Chapter 8 of the Traffic Signs Manual. Open excavations must also be covered when works are not taking place.
4. Operatives with NRSWA accreditation must undertake the works.
5. Safe access must be provided for pedestrians at all times, pedestrians must not be diverted across any carriageway.
6. Any service or structure constructed beneath the footway, or any repairs or alterations to a structure beneath the footway must be at least 450mm below the footway surface. No footways or carriageways are to be closed unless agreed by the London Borough of Harrow.
7. The applicant must have public liability insurance to indemnify the Council against any claim in respect of injury, damage or loss arising from the execution of the works of the placing or presence in the street of apparatus.
8. The applicant must conform to any instructions given by any officer/inspector of the Council especially if the instruction relates to health and safety, and especially in respect of condition 3.
9. This licence is issued for the purposes of section 171 of the Highways Act 1980 and/or Section 50 of the New Roads and Street works Act 1991. It does not exempt the applicant from the need to obtain any other consent, licence or permission which may be required, nor does it relieve the applicant from compliance with any other part of those Acts, or other Acts, local Acts, bylaws, general statutory provisions or Regulations in force in the area.
10. If traffic management requires Temporary Traffic Lights or a Road Closure then the attached forms must be completed and returned, please be aware that a minimum of 8 weeks is required to process any Road Closure.

LONDON BOROUGH OF HARROW

STREETWORKS APPLICATION

Agreement Of Licence Fees And Deposits

I agree to pay the full cost incurred by the Council in regards to carrying out any said works, on the public highway, including the cost of any necessary ancillary works to execute reinstatement of the public highway as necessary following the removal of builders' materials, spoil etc.

To pay The London Borough of Harrow the licence fee of (Please select as appropriate)

- **Minor Works (duration up to 3 days total) up to 100mtrs or 5 x holes £1381.90** ☐
- **Standard Works (duration 4 to 10 days) up to 100mtrs or 5 x holes £1456.90** ☐
- **Major works(duration more than 10 days) up to 100mtrs or 5 x holes £1531.90** ☐

(Prices set as of 1st April 2025 to 31st March 2026 only, please check fee's/charges if they are outside of the above prescribed dates as applications will be returned.

*Signature of contractor: *Print:

Declaration Of Application

Declaration by Contractor

I confirm that the above details in this Section 50 Application pack are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Road & Street Work Acts 1991, Traffic Management Act 2004 and the associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant Licence.

I also acknowledge the statutory need for me to pay the above prescribed fees which are imposed by Harrow Street Authority, including any Fixed Penalty Notices (FPN) Section 74 (overrun charges) and/or defect inspection fees with the cost of any necessary remedial works conducted by the Street Authority during the guarantee period being recharged back to the licensee listed.

*Company Name: ……

*Signed: ……..

*Print: ……..

Date: ……..

***Please provide full name & telephone number of recipient below this licence should it need to be returned to different person from the above:**

Print……Phone……..

LONDON BOROUGH OF HARROW

Streetworks Application

Your Works Reference Number:	*(Local Authority Reference)* LA Reference Number:

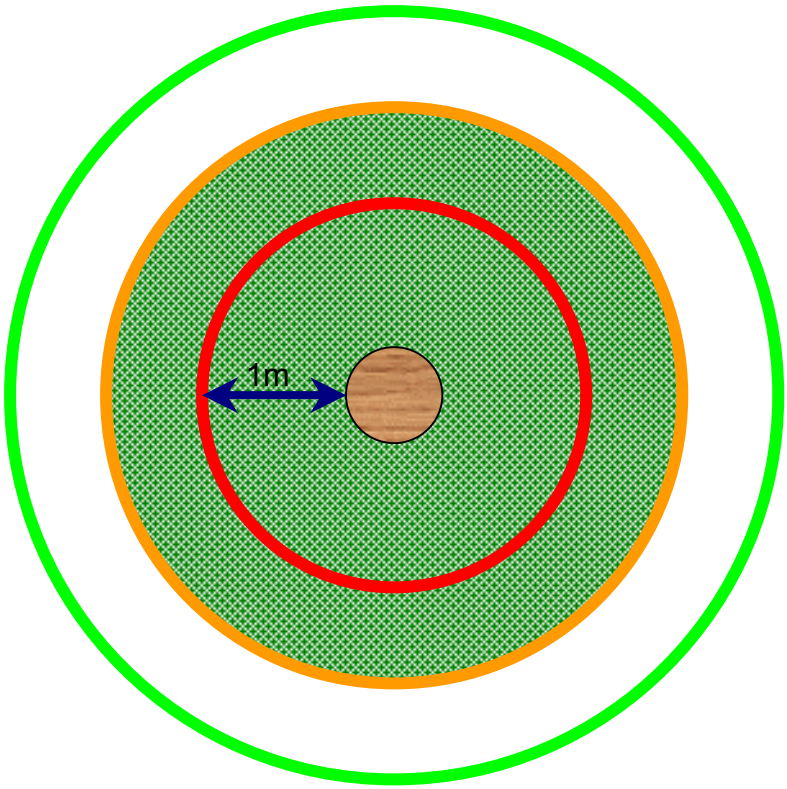
Section 74 Actual Start Notice Note: Please retain copy of this document (Actual Start Notice) and submit on start of works)	To be completed and returned to Harrow Council within 1 working day of the start of works to confirm that the works have 'actually' started, failure to achieve this could result in the 'road space' being unavailable.	
*Contractor Name & Reference: *(Contractor who is carrying out works)*	*	
Notice type:	**Minor Works with excavation** *(duration up to 3 days total)*	☐
	Standard Works *(duration 4 to 10 days)*	☐
	Major works *(duration > than 10 days)*	☐
Description of works:		
Actual Start date:		
End date:		
Site/Works Location: *(Please give exact address in full including House Name/no etc.)*		
Exact location:	**Carrigeway** ☐ **Footway** ☐ **Verge** ☐	
Traffic/Pedestrian Management Details: (to include drawings)	Signing Lighting Guarding Only: ☐	Temporary Traffic Signals: ☐
	Road Closure: ☐	Footway Closure: ☐
	Parking Suspension: ☐	Bus Stop Suspension: ☐
Excavation details *(Excavation methods being used)*		

Closing Notices

Your Works Reference Number:	*(Local Authority Reference)* LA Reference Number:

Section 74 Works Stopped Notice **Section 70 Registration of Works Notice** Note: Please retain copy of this document (Closing Notice) and submit on completion of works	To be completed and returned to Harrow Council on completion of final reinstatement of works by 16:30 on the next working day after the end date.
*Contractor name / Address *(Contractor who carried out works)*	
Site/Works Location: *(Please give exact address in full including House Name/no etc.)*	**Carriageway** ☐ **Footway** ☐ **Verge** ☐
Reinstatement status:	**Permanent** ☐ **Interim** ☐
Date of reinstatement:	
Excavation depth:	
Length:	
Width:	
Details of materials used on permanent reinstatement: *(HRA, DBM, Concrete, Blocks, Slabs, Topsoil, etc.)*	

✉: ***streetworks@harrow.gov.uk***
Network Management & Streetworks Coordination
London Borough of Harrow,
Forward Drive, Harrow, HA3 8FL
www.harrow.gov.uk



TREE PROTECTION ZONE

Key to Diagram

Trunk of Tree

Spread of canopy or branches

PROHIBITED ZONE – 1m from trunk. Excavations of any kind must not be undertaken within this zone unless full consultation with Local Authority Tree Officer is undertaken. Materials, plant and spoil must not be stored within this zone.

PRECAUTIONARY ZONE – 4 x tree circumference. Where excavations must be undertaken within this zone the use of mechanical excavation plant should be prohibited. Precautions should be undertaken to protect any exposed roots. Materials, plant and spoil should not be stored within this zone. Consult with Local Authority Tree Officer if in any doubt.

PERMITTED ZONE – outside of precautionary zone. Excavation works may be undertaken within this zone however caution must be applied and the use of mechanical plant limited. Any exposed roots should be protected.

DAMAGE TO TREES

Tree roots keep a tree healthy and upright. Most roots are found in the top 600mm of soil and often grow out further than the tree's height. The majority of these roots are very fine; even close to a tree few will be thicker than a pencil. Most street tree roots grow under the footway but may also extend under the carriageway. If roots are damaged the tree may suffer irreversible harm and eventually die.

PROTECTING ROOTS - DO'S and DON'TS

There are three designated zones around a tree each of which has its own criteria for working practices.

THE PROHIBITED ZONE

Don't excavate within this zone.

Don't use any form of mechanical plant within this zone

Don't store materials, plant or equipment within this zone.

Don't move plant or vehicles within this zone.

Don't lean materials against, or chain plant to, the trunk.

Do contact the local authority tree officer or owner of the tree if excavation within this zone is unavoidable.

Do protect any exposed roots uncovered within this zone with dry sacking.

Do backfill with a suitable inert granular and top soil material mix as soon as possible on completion of works.

Do notify the local authority tree officer or the tree's owner of any damage.

THE PRECAUTIONARY ZONE

Don't excavate with machinery. Where excavation is unavoidable within this zone excavate only by hand or use trenchless techniques.

Don't cut roots over 25mm in diameter, unless advice has been sought from the local authority tree officer.

Don't repeatedly move / use heavy mechanical plant except on hard standing.

Don't store spoil or building material, including chemicals and fuels, within this zone.

Do prune roots which have to be removed using a sharp tool (e.g. secateurs or handsaw). Make a clean cut and leave as small a wound as possible.

Do backfill the trench with an inert granular material and top soil mix. Compact the backfill with care around the retained roots. On non highway sites backfill only with excavated soil.

Do protect any exposed roots with dry sacking ensuring this is removed before backfilling.

Do notify the local authority tree officer or the tree's owner of any damage.

THE PERMITTED ZONE

Don't cut roots over 25mm in diameter, unless advice has been sought from the local authority tree officer.

Do use caution if it is absolutely necessary to operate mechanical plant within this zone.

Do prune roots which have to be removed using a sharp tool (e.g. secateurs or handsaw). Make a clean cut and leave as small a wound as possible.

Do protect any exposed roots with dry sacking ensuring this is removed before backfilling.

Do notify the local authority tree officer or the tree's owner of any damage.