



Full Contact Name			
Applicant Name (Company carrying out the work)			
Address:			
Tel No:		Emergency Contact Name	
Email:		Emergency Contact Number (24 hour)	

Full Address where work is to be done:	
O.S Grid reference	E N
A plan showing the exact location of the excavation must be provided	
Is the excavation in the footway, carriageway or verge?	
What is the Nature of the works?	
Proposed Dates of works; From To	
Size of Proposed Excavation (m)	
Please attach a copy of the Street Works Qualification when returning this form	
Qualification Holder	
Registration Number	
Date Qualifications Gained	
Card Expiry Date	
By signing the below you agree to the following statements; <ul style="list-style-type: none"> Undertake, subject to the Highways Act 1980 (as amended), particularly Section 171; the Traffic Signs Manual, Chapter 8 (2009) (as amended); the New Roads and Street works Act 1991 (as amended); the Traffic Signs Regulations and General Directions 2016 (as amended); and Local Authority (Transport Charges) Regulations 1998, to comply with such reasonable terms and conditions as the Council think fit in approving this application. Agree to indemnify any affected Statutory Undertakers and Stoke-on-Trent City Council against all claims, costs and damages which may arise in connection with the works. Agree to pay the fee of £200 charged for the consideration of the Section 171 HA 1980 application. Enclose copy of our current public liability insurance certificate showing a minimum £5,000,000 (five million pounds) cover. 	
Signature of Applicant	
Print Name	
Date	
A Licence is only deemed granted once approval is completed and returned to you.	

For Office Use Only:	
Approved?	Yes/No
Traffic Sensitive	Yes/No
Conditions (If Applicable)	
Paid	Yes/No
Licence No	

Signature of Approving Officer: _____ Date: _____

Licence Conditions & Information

1. All applications should be returned to the following address or email;
Highway Asset & Group Co-ordination Team Email: highway.licensing@stoke.gov.uk
Floor 3, Civic Centre
Glebe Street
Stoke-on-Trent
ST4 1HH
2. Payments can be made by BAC's transfer, credit/debit card or cheque. Cheques need to be made payable to the 'City of Stoke-on-Trent'.
3. If you have any queries regarding your application please use the following contacts;
Telephone: 01782 237061 Email: highway.licensing@stoke.gov.uk
4. No excavations shall be carried out in the highway without the prior approval of the Traffic & Statutory Compliance Officer or their representative. To commence works on the highway without written permission is an offence under The Highways Act 1980 and may result in prosecution. The Permit holder must be able to provide a copy of the permission if requested on site by a Highway Officer or Police Constable.
5. The applicant must be accredited in accordance with HAUC and all works and reinstatements must be undertaken by the NRSWA qualified person(s) as specified on the application form. Proof of this accreditation must be available for inspection. The permanent reinstatement must comply with the HAUC Specification for the Reinstatement of Openings in the Highway, Third Edition 2010, together with amendments (or any successor document current at the time of the works).
6. The site must be safe at all times and comply with current legislation with regard to signing, lighting and guarding as failure to do so could result in prosecution.
7. All works will be guaranteed as required by HAUC and the applicant is responsible for rectifying any defects within specified timescales once notified by the Highway Authority. Failure to do so will result in costs being recharged to the applicant.
8. The Applicant must allow at least fifteen clear working days between the submission of the application and the proposed start date. This is to ensure that the correct notices are submitted as required by the New Roads and Street Works Act 1991 and the Traffic Management Act 2004. Further time may be required subject to processing traffic management requests (see condition 9 below with regards to traffic management approvals).
9. Where permission is granted, this relates only to the works and not to the use of traffic management (signals, other controls, Traffic Regulation Orders) which if required, must be applied for separately. Contact the Highway Asset & Group Co-ordination Team for advice.
10. The applicant is responsible for any remedial costs for consequential damage to the highway resulting from the works or reinstatement.
11. The Applicant shall ensure that all temporary excavations are reinstated as quickly as possible. The Highway Authority is entitled to apply a charge to works unreasonably occupying the highway and the permit holder may face a fine where works have remained open for an unreasonable duration.
12. Where multiple excavations are required, these should be carried out consecutively where each excavation is reinstated prior to the next excavation commencing. The applicant must state on application if this is not possible as special conditions will be applied.
13. In situations where works are in the vicinity of a railway level crossing:
 - a. The application must clearly state this is the case
 - b. The rail authority must be informed (presently Network Rail, contact details available on request)
 - c. The applicant must comply with relevant legislation (available on request)
14. Plant belonging to statutory undertakers may exist in the vicinity and any damage caused to this plant by your works or any activity associated to the works will be the responsibility of the applicant. The applicant must contact all statutory undertakers prior to commencing works to notify them of the works and to establish the location of existing apparatus that may be affected by the works. Safe digging practices must be adhered to, to ensure the safety of the operatives, the public, assets owned by statutory undertakers and the highway structure (contact the Highway Asset & Group Co-ordination Team for contact information).