



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

Section 50 Licence

New Roads and Street Works Act 1991 Works Promoter Application Form

Applicants not familiar with the requirements of the New Roads and Street Works Act 1991 (NRSWA) legislation are strongly advised to seek professional advice and to appoint an organisation with the appropriate knowledge to complete a Section 50 licence application and undertake the works on their behalf. Non-compliance with any requirements of the legislation may result in legal enforcement action being taken.

Highways Licensing
Network Management
Council Offices
37 Pembroke Road
London
W8 6PW

1. Requirement for a Licence

- 1.1. Section 50 of the New Roads and Street Works Act 1991 (“the Act”) requires that any person, body or organisation (other than those bodies or organisations who have the benefit of specific statutory rights) must apply for a licence in order to place or retain apparatus in the street and thereafter inspect, maintain, adjust, repair, alter, renew, reconfigure/relocate or remove such apparatus from the street.
- 1.2. The term apparatus includes a sewer, drain or tunnel and any structure for the lodging or access to them. It also includes cables, ducts and water and gas pipes.
- 1.3. The licence may authorise the placing of the apparatus and the carrying out of any works incidental to it (for instance, the breaking up or opening of the street or any sewer, drain, tunnel under it, or tunnelling or boring in the street). Applicants should note that the grant of a licence does not dispense with the need for the applicant to obtain any other consents, licences or permission that may be required. If in doubt about what consents may be required, applicants are strongly advised to seek professional advice.
- 1.4. Any work undertaken in the street in breach of this requirement constitutes a criminal offence under section 51 of the Act and the offending person, body or organisation may be liable on summary conviction to an unlimited fine.

2. Terms of the Licence

- 2.1. A licence may be granted to the applicant on terms permitting or prohibiting its assignment to another party. Exceptionally a licence may be granted to the owner of the land and its successors in title.
- 2.2. An applicant granted a licence becomes an undertaker for the purposes of the Act, any secondary legislation, and codes or practice. This means that the applicant must comply with certain duties and responsibilities. For example, the applicant will be required to issue street works notices and/or pay charges pursuant to section 74 and/or S74A of the Act for occupation of the street. Applicants not familiar with the requirements of this legislation are strongly advised to seek professional advice and to appoint a contractor with the appropriate knowledge to help complete this application and to conduct the works on their behalf. Non-compliance with any requirement of the Act may result in penalties and future applications being rejected. The licence holder cannot delegate this liability to any other person or organisation.
- 2.3. During and upon completion of the proposed works, Royal Borough of Kensington and Chelsea officers will require access to the works in order to carry out inspections.

- 2.4. The proposed works and site set up must conform to all current codes of practice and legislation. The needs of vulnerable road users must be met at all times.
- 2.5. The works must be carried out and completed without delay and in accordance with a schedule of work agreed with the Royal Borough of Kensington and Chelsea Highways Licensing Engineer who grants your licence.
- 2.6. The Royal Borough of Kensington and Chelsea must be indemnified by the applicant against any claims for injury, damage or loss arising out of the placing or the presence of the apparatus or the execution of any works authorised by the licence.
- 2.7. In addition, the Royal Borough of Kensington and Chelsea may stipulate in the licence any conditions that they consider appropriate in the interests of safety, to minimise the inconvenience to persons using the street or to protect the structure of the street and integrity of the apparatus in it.
- 2.8. For the purposes of protecting and maintaining the condition of the highway asset, the Royal Borough of Kensington and Chelsea requires a deposit that is held on account for use in the event that the licensee fails to respond and take the required remedial action to a defect notification in respect of the works undertaken. This deposit will be held until the relevant guarantee period has elapsed and the applicant has requested the return of any residue sum using the form provisioned within Appendix E.
- 2.9. The owner of the apparatus has a statutory duty to ensure the apparatus is properly maintained at all times.
- 2.10. Where the applicant to the licence proposes to cease using the apparatus or dispose of its interest in the apparatus, a minimum of six weeks advance written notice must be given to the Royal Borough of Kensington and Chelsea Project Engineer. If the licence is for the benefit of the owner and its successors in title, then advance notice must be given to the Royal Borough of Kensington and Chelsea Project Engineer of any transfer of the interest. Failure to comply with this requirement is an offence and may be liable on summary conviction to a financial penalty.
- 2.11. If a licence expires or is withdrawn or surrendered, then the Royal Borough of Kensington and Chelsea may remove the apparatus from the street or alter it in such a manner as it thinks fit and reinstate the street. The costs of these works will be recovered from the applicant. Alternatively, the Royal Borough of Kensington and Chelsea may require that the applicant remove or alter the apparatus at the licence holders' cost.
- 2.12. A record of the works and apparatus will be kept by the Royal Borough of Kensington and Chelsea' Network Management Team and on the Department for Transport's Street Manager system.

3. Application for a Licence

3.1. The completed Section 50 application and all enquiries relating to the application should be sent to the Network Management Team:

Telephone: 020 7361 2424

Email: Highwayslicenceapplications@rbkc.gov.uk

3.2. In order for the Royal Borough of Kensington and Chelsea to comply with its statutory duties, all applications for a Section 50 licence must be submitted three months in advance of the proposed works start date for works that require a Temporary Traffic Order (TTO) and/or are 11 days or more in duration. All other types of works must be submitted one month in advance of the proposed works start date.

3.3. All applicants requesting a Section 50 licence must complete application form (see Appendix A) and submit all information required in the application pack as listed below:

- One copy of a scale location plan at 1:1250 showing the proposed location and depth of the relevant apparatus marked by a red broken line.
- A copy of traffic management drawing.
- Evidence of Public Liability Insurance to a minimum of £10,000,000 in respect of any one claim.
- Confirmation that the applicant has written to all statutory undertakers who may have apparatus in the street which may be affected (a list of relevant undertakers is provided as Appendix G of this document).
- Valid copies of street works qualifications (badges/certificates) for all of the operatives and supervisors who will carry out works on behalf of the Section 50 licence holder.
- Works involving the use of portable light signals and/or a traffic order to prohibit traffic will require separate approvals. Copies of these applications/approvals must be submitted with the Section 50 application.
- Estimated size of the excavation(s) for both footway and carriageway.

3.4. Once your application has been received, you will be provided with a reference number. Once you have received your reference number, payment to the sum of £942.00 for the application fee and inspection charges is to be made by BACS or credit/debit card. Your application will not be processed until this payment is made.

3.5. A deposit for the sum stated in section 5.2 of the application pack will also be required. The deposit amount will be notified to you in writing.

4. Application for a Licence for an Additional Phase of Works –

Remedial Works/Interim to Permanent Reinstatement

- 4.1. The completed Section 50 Additional Phase of Works application and all associated NRSWA 1991 notifications should be sent by email to both: Highwayslicenceapplications@rbkc.gov.uk and Notices@rbkc.gov.uk
- 4.2. All applications for a Section 50 additional phase of works licence must be submitted with as much notice as possible to ensure works do not conflict with other planned works in the borough.
- 4.3. All applicants requesting a Section 50 additional phase of works licence must complete the application form (see Appendix B) and submit all information required in the application pack as listed below:
 - A copy of traffic management drawing.
 - Valid copies of street works qualifications (badges/certificates) for all of the operatives and supervisors who will carry out works on behalf of the Section 50 licence holder.
 - Works involving the use of portable light signals and/or a traffic order to prohibit traffic will require separate approvals. Copies of these applications/approvals must be submitted with the Section 50 application.
 - The sum of £284.00 for the application fee is required. Payment is to be made by BACS or credit/debit card. Your application will not be processed until this payment is made.

5. Variation/Extension Application

- 5.1. The completed Section 50 variation application should be sent by email to both: Highwayslicenceapplications@rbkc.gov.uk and Notices@rbkc.gov.uk
- 5.2. All applications to vary the scope of the licence and/or extend the duration of the licence period must complete the application form (see Appendix F).
- 5.3. The sum of £77.00 for the application fee is required for each variation/extension application that is granted. Payment is to be made by BACS or credit/debit card.
- 5.4. You will not be charged if your application is refused.

6. Licence Charges

6.1. Section 50 licence application

Charge/Fee/Bond Description	Fee
Application Fee (this is non-refundable) and required when the initial application is submitted.	£792.00
3 x NRSWA Sample Inspections of the works by the Royal Borough of Kensington and Chelsea, undertaken as follows: During the progress of the works Within 6 months following reinstatement Within 3 months preceding the end of guarantee period (normally 2 or 3 years)	£150.00
Total Section 50 Licence Fee:	£942.00

6.2. Deposits

As identified in Sections 2.8 and 3.3 above, a deposit is also required which will be held on account for the duration of the guarantee period determined by the New Roads and Street Works Act 1991. The licensee will be required to rectify any defects associated with the works in a timely manner as prescribed by the Code of Practice for Street Works Inspections. Should the licensee fail to respond to any defect inspection notices in an appropriate manner as prescribed by the Code of Practice for Street Works Inspections, the Royal Borough of Kensington and Chelsea may take reasonable remedial action and deduct all reasonable costs incurred, including officer time and an administration cost, from the deposit received. Any costs incurred that exceed the deposit amount will be reclaimed from the licensee.

This deposit will be taken as a separate payment to the Section 50 fee and will be fully refundable to the applicant upon receipt of a request and satisfactory completion of a final inspection of the works before the applicable guarantee period expires.

A deposit holding fee of £66 is also payable at the time of making the payment of your deposit. This holding fee is non-refundable.

Deposit Amount		
Footway	ASP slabs: £500, or £75 per square meter; whichever is greater	Yorkstone slabs: £1750, or £200 per square meter; whichever is greater
Carriageway	£1500, or £150 per square meter; whichever is greater	
Specialist surface material areas	To be agreed	
Major project works	To be agreed	

6.3. Section 50 Additional Phase of Works Licence

Charge/Fee	
Application fee (this is non-refundable) and required when the initial application is submitted.	£284.00

6.4. Amendment/Extension to Licence

Charge/Fee	
Application fee (this is non-refundable) and required when the initial application is submitted	£77.00

6.5. Additional Charges

The applicant may also be required to pay the following additional costs if these are incurred:

Charge/Fee Type	Amount
Overrunning Work Charges (S74)	Section 74 occupancy charges will apply to works that are not completed by the agreed date. These charges vary and can be up to £10,000 per day. Please see charge rates below.
Additional Inspection Fees for Works (Defect Inspections incl. Defect Site Visit, Defect Follow-up & Defect Follow-up Completion)	£120.00 – where a reinstatement is found to be non-compliant with the Specification for the Reinstatement of Openings in Highways. All Defect Inspections and the associated charge is in accordance with the Code of Practice for Inspections 2023 (3.4)
Cost of any remedial or repair works to the apparatus or highway undertaken by the Royal Borough of Kensington and Chelsea.	All reasonable costs incurred by the Royal Borough of Kensington and Chelsea, to make safe or rectify a defect to the highway or apparatus associated with the S50 licence, including the removal of apparatus. This will also include a cost for officer time spent and a 20% administration fee
Legal Fees or Expenses	Court Prosecution Fees are unlimited . Plus any associated expenses or costs awarded.

Section 74 overrun charges

Description of street	C/w or Non C/w	Amount for each of first three days	Amount for each subsequent day
Traffic sensitive street or protected street not in road category 2, 3 or 4	C/w occupancy during overrun period	£5,000	£10,000
Other street not in road category 2, 3 or 4	C/w occupancy during overrun period	£2,500	£2,500
Traffic sensitive street or protected street in road category 2	C/w occupancy during overrun period	£3,000	£8,000
Other street in road category 2	C/w occupancy during overrun period	£2,000	£2,000
Traffic sensitive street or protected street in road category 3 or 4	C/w occupancy during overrun period	£750	£750
Other street in road category 3 or 4	C/w occupancy during overrun period	£250	£250
Street not in road category 2, 3 or 4	Non c/w occupancy	£2,500	£2,500
Street in road category 2	Non c/w occupancy	£2,000	£2,000
Street in road category 3 or 4	Non c/w occupancy	£250	£250

7. Other Required NRSWA 1991 Activity Notifications

7.1. Under NRSWA 1991 works promoters (licence holder) are required to provide the following notices once the works have commenced. Failure to provide these notices in a timely manner could result in a Fixed Penalty Notice (FPN) being issued for each offence committed. The Royal Borough of Kensington and Chelsea Section 50 Team will raise a permit on Street Manager to register your works. This unique reference number will be sent to you and all notices must quote this number to ensure information is recorded accurately.

7.2. In order to comply with S74 of NRSWA 1991, the licence holder must provide an 'actual start' notice (as provided in [Appendix C](#)) to the Highway Authority to inform them that the works have actually began. This notice must be received by the Highway Authority within 2 hours after the works commenced. This notice must be emailed to both:
Highwayslicenceapplications@rbkc.gov.uk and Notices@rbkc.gov.uk

7.3. In order to comply with S74 of NRSWA 1991, the licence holder must provide a 'works closed' notice (as provided in [Appendix D](#)) to the Highway Authority once the street has been permanently reinstated and all spoil, materials, signing, lighting and guarding has been removed from site. The works closed notice must be received by the Highway Authority by the end of the next

working day (4pm) on which the activity was closed. This notice must be emailed to both:

Highwayslicenceapplications@rbkc.gov.uk and Notices@rbkc.gov.uk

7.4. In order to comply with S70 of NRSWA, the applicant must provide a 'registration of reinstatement' notice (as provided in [Appendix E](#)) to the Highway Authority following the completion of permanent reinstatement and the sending of a works closed notice. The registration of reinstatement must be received by the Highway Authority within 2 hours of completing the works and removing all materials and equipment from the site. This notice must be emailed to both:

Highwayslicenceapplications@rbkc.gov.uk and Notices@rbkc.gov.uk

7.5. Section 74 – Overrunning Works Charges

6.5.1 Under NRSWA 1991 Highway Authorities can charge section 50 Licence holders a Section 74 over run fee if street works take longer than previously agreed. A daily charge is applicable for each working day that the works exceed over the prescribed/agreed period. The daily charge varies according to the road category, traffic sensitivity and if works affect the footway or carriageway at any time during the period of overrun

6.5.2 Applicants must ensure that they are familiar with the rules, regulations and fees associated with overrunning works. Further information can be found within Regulation 4 of The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) (Amendment) Regulations 2012

6.6 Variation Requests

6.6.1 Any requirement that fundamentally changes the scope of the works, including any amendment to the planned dates, originally specified within the application will require the Highway Authority to process and reassess these proposals for impact to the road network and check for any conflicts with other works where any changes to dates are requested.

6.6.2 Any requirement to extend the end date of the licence period must be requested no later than 2 working days before the current end date of the licence. A valid reason must also be provided when submitting an extension request.

6.6.3 The licence holder must submit a Variation Application (as provided in [Appendix F](#)) to the Highway Authority to inform them of the requirement to amend the scope of works and/or extend the duration of works. This notice must be emailed to both:

Highwayslicenceapplications@rbkc.gov.uk and Notices@rbkc.gov.uk

6.6.4 A fee of £77.00 (non-refundable) is applicable for each variation application once granted. Payment is to be made by BACS or credit/debit card.

6.7 Future Maintenance Costs

6.7.1 Any future maintenance works required to the apparatus placed as part of the granted S50 licence, or any remedial measures to the reinstatement of the street that qualify as registerable works under the Act will need to be processed and evaluated by the Highway Authority. The charge applicable is determined by the registerable works activity categorisation for the proposed works.

Further information on registerable works can be found within section 7.3 of the Code of Practice for the Coordination of Street and Road Works.

6.8 Additional Inspection Fees

6.8.1 Under NRSWA 1991, Highway Authorities are permitted to recover the costs of inspections undertaken, as set-out in the Department for Transport's Code of Practice for Inspections.

6.8.2 The Licence application fee includes a payment for undertaking a minimum of three sample inspections. Each sample inspection is chargeable at £50.00 per inspection.

Further Information can be found within section 7.1 of the Code of Practice for Street Works Inspections

6.9 Remedial Works Undertaken by the Street Authority

6.9.1 Under NRSWA 1991, Highway Authorities can undertake remedial works where works promoters perform unsatisfactorily in responding to defect notifications issued by the authority and charge their reasonable costs to the licensee.

Further Information can be found within section 4.2 of the Code of Practice for Street Works Inspections.

6.10 Legal Fees and Expenses

6.10.1. Part 3 of NRSWA 1991 details a range of statutory duties and obligations placed on works promoters (licence holder) and the offences associated with failing to comply with them. A Highway Authority has the power to prosecute a works promoter in the Magistrates Court for an alleged failure to comply with legislation. The maximum fine that can be imposed by a Magistrate for an offence is unlimited.

6.10.2. In addition, a Highway Authority may choose to give a Fixed Penalty Notice (FPN) to a works promoter for failing to comply with legislation.

An FPN offers a works promoter the opportunity to discharge any liability to conviction for an offence, by payment of a fee. However, the Highway Authority retains the power to take an alleged offender to the Magistrates Courts instead of issuing an FPN.

6.10.3. The penalty is £120.00 which must be paid within 36 calendar days. A discounted amount of £80.00 will apply if payment is made within 29 calendar days. Further Information can be found within Chapter 11 of the Code of Practice for the Coordination of Street and Road Works.

7. Payment Methods

BACS

Branch: NatWest

Royal Garden Branch
55 Kensington High Street
London
W8 5ZG

Sort Code: 50-30-10

Account No: 25062697

Account Name: The Royal Borough of Kensington and Chelsea General Account

IBAN: GB06NWBK50301025062697

BIC: NWBKGB2L

Credit/Debit Card

Tel: 02073612424

8. Codes of Practice and Regulations

[Code of practice for the co-ordination of street and road works: April 2023](#)

[Code of practice for street works inspections](#)

[Safety at Streetworks and Road Works](#)

[The Street Works \(Charges for Unreasonably Prolonged Occupation of the Highway\) \(England\) \(Amendment\) Regulations 2012](#)

9. List of Appendices

- A. NRSWA 1991 Section 50 Application (pages 12-15)
- B. NRSWA 1991 Section 50 Application – Additional Phase of Works (pages 16-18)
- C. NRSWA Section 74 Actual Start Notice (page 19)
- D. NRSWA Section 74 Works Closed Notice (page 20)
- E. NRSWA Section 70 Registration Notice (page 21-22)
- F. Variation Application (page 23)
- G. Section 50 Deposit Refund Request (page 24)
- H. List of Undertakers whose apparatus may be affected (page 25-26)

Appendix A – NRSWA 1991 Section 50 Application

1. Applicant & Promoter Contact Details					
Date of Application:					
Applicant Name/ Works Promoter:					
Owner of Apparatus:					
Company Registration Number:					
Contact Email Address:					
Contact Telephone No.					
Full Postal Address including post code:					
Contractor Name:					
Contact Email Address:					
Contact Telephone No.					
Full Postal Address including post code:					
2. Work Details					
Installation of New Apparatus: <input type="checkbox"/>			Maintenance of Existing Apparatus: <input type="checkbox"/>		
Description of Apparatus being placed/maintained, including materials and size of apparatus (e.g. Install and lay 8m of 100mm diameter polyethylene gas pipe from the boundary of the domestic dwelling to the existing 24inch low pressure gas mains located in the main carriageway)					
Description of Works:					
Works Category	Major <input type="checkbox"/>	Standard <input type="checkbox"/>	Minor <input type="checkbox"/>	Urgent <input type="checkbox"/>	Emergency <input type="checkbox"/>
Estimated Works Start Date:			Estimated Works End Date:		

Proposed Working Times on Site:		Proposed Times Traffic Management Will Impact the Carriageway:				
Highway Restrictions:	Lane Closure <input type="checkbox"/>	Stop/Go Boards <input type="checkbox"/>	Contra-Flow <input type="checkbox"/>			
	Road Closure <input type="checkbox"/>	Portable Light Signals <input type="checkbox"/>	Footway Closure <input type="checkbox"/>			
Is a Temporary Traffic Regulation Order/Notice (TTRO/N) Required?			Yes <input type="checkbox"/> Provide Details	No <input type="checkbox"/>		
Is the suspension of bus lane(s), parking bays(s) and/or loading bay(s) required?			Yes <input type="checkbox"/> Provide Details	No <input type="checkbox"/>		
Traffic Management Plan(s) Provided <input type="checkbox"/>		Traffic Diversion Plan(s) Provided <input type="checkbox"/>				
Estimated Inspection Units (Works duration up to 15 working days = 1 inspection unit; 16-30 working days = 2 inspection units; 30+ working days = 3 inspection units):						
Carriageway Excavation	Estimated Site Length:		Estimated Site Width:			
Footway Excavation	Estimated Site Length:		Estimated Site Width:			
Specify proposed measures to mitigate potential disruption on road users:						
3. Vehicle Parking and Access Requirements						
Vehicle Parking within Works Site <input type="checkbox"/>			Vehicle Parking Dispensation Required <input type="checkbox"/>			
Construction Traffic Access <input type="checkbox"/>			Maintain Property/Frontage Access <input type="checkbox"/>			
Any Other Access Requirement (please specify):						
4. Works Location(s)						
NSG USRN	Street Name	Street Location (E.g. O/S, Opp 27, J/W Cross Road)	London Borough	Asset Location*		
				C/W	F/W With C/W Incursion	F/W No C/W Incursion
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Asset Location Key: C/W – Carriageway; F/W – Footway						
Spatial Location of Works		Easting (X) Coordinates:		Northing (Y) Coordinates:		

5. Stakeholder Notification			
Stakeholder	Agreement, Objections, Conditions, Comments	Date	Evidence Enclosed
Statutory Undertakers with Apparatus in Street			<input type="checkbox"/>
Police			<input type="checkbox"/>
Adjoining Authority(s)			<input type="checkbox"/>
Transport Operators			<input type="checkbox"/>
Frontages / Property Owners			<input type="checkbox"/>
Other Parties			<input type="checkbox"/>
Declaration by Owner of Apparatus			<input type="checkbox"/>
6. Insurance Cover			
<p>I understand that I am required to indemnify the Royal Borough of Kensington and Chelsea against any claims for which I am obligated to indemnify the Royal Borough of Kensington and Chelsea under section 8 of Schedule 3 to the New Roads and Street Works Act 1991 and for this purpose to maintain an insurance policy to cover any liability up to £10,000,000 for any such claim and to produce the policy to the Royal Borough of Kensington and Chelsea upon demand together with the receipt for the last premium. The relevant insurance details applicable to this application are provided below.</p>			
Name of Insurance Company:			
Insurance Policy Number:			
Insurance Policy Expiration Date:			
Amount of Insurance Cover:			
7. Payment Details			
Description	Charge	Estimate of Other Charges	Charge
S50 Licence Application Fee (incl. inspection fees)	£942.00	Deposit Holding Fee	£66.00
BACS/Telephone Payment <input type="checkbox"/>	Payment Reference:	Deposit	£
8. Supplementary Information Checklist			
Location Plan (1:1250) <input type="checkbox"/>	Traffic Management Plan <input type="checkbox"/>	Evidence of Stakeholder Engagement <input type="checkbox"/>	
Details of TTRO/N Application <input type="checkbox"/>	Details of Suspension Request <input type="checkbox"/>	Details of PLS Application <input type="checkbox"/>	
Copies of Operatives and Supervisors Qualification ID <input type="checkbox"/>	Copy of Public Liability Insurance Policy <input type="checkbox"/>	Payment for the sum of £942.00 <input type="checkbox"/>	

9. Declaration

I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Road & Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Royal Borough of Kensington and Chelsea as the Street Authority in the relevant Licence.

I acknowledge the statutory requirement to pay the prescribed fees which will be imposed by the Royal Borough of Kensington and Chelsea, including any of the additional charges identified in section 5 (Licence Charges/Fees) of the guidance notes.

I hereby indemnify the Royal Borough of Kensington and Chelsea against any claims for which I am obliged to indemnify the Royal Borough of Kensington and Chelsea under section 8 of Schedule 3 to the New Roads and Street Works Act 1991 and for this purpose to maintain an insurance policy to cover any liability up to £10,000,000.

I acknowledge that I have read and understood the information for applicants contained in the guidance notes above.

Name:	Signature:	Date:
--------------	-------------------	--------------

Completed forms and supplementary information must be returned to
Highwayslicenceapplications@rbkc.gov.uk

**Appendix B – NRSWA 1991 Section 50 Application
Additional Phase of Works**

1. Applicant & Promoter Contact Details					
Date of Application:					
Applicant Name/ Works Promoter:					
Section 50 licence/permit number:					
Company Registration Number:					
Contact Email Address:					
Contact Telephone No.					
Full Postal Address including post code:					
Contractor Name:					
Contact Email Address:					
Contact Telephone No.					
Full Postal Address including post code:					
2. Work Details					
Remedial Reinstatement: <input type="checkbox"/>			Interim to Permanent Reinstatement: <input type="checkbox"/>		
Description of Works:					
Works Category	Major <input type="checkbox"/>	Standard <input type="checkbox"/>	Minor <input type="checkbox"/>	Urgent <input type="checkbox"/>	Emergency <input type="checkbox"/>
Estimated Works Start Date:			Estimated Works End Date:		
Proposed Working Times on Site:			Proposed Times Traffic Management Will Impact the Carriageway:		
		Lane Closure <input type="checkbox"/>	Stop/Go Boards <input type="checkbox"/>	Contra-Flow <input type="checkbox"/>	

Highway Restrictions:	Road Closure <input type="checkbox"/>	Portable Light Signals <input type="checkbox"/>	Footway Closure <input type="checkbox"/>	
Is a Temporary Traffic Regulation Order/Notice (TTRO/N) Required?			Yes <input type="checkbox"/> Provide Details	No <input type="checkbox"/>
Is the suspension of bus lane(s), parking bays(s) and/or loading bay(s) required?			Yes <input type="checkbox"/> Provide Details	No <input type="checkbox"/>
Traffic Management Plan(s) Provided <input type="checkbox"/>		Traffic Diversion Plan(s) Provided <input type="checkbox"/>		
Estimated Inspection Units:	Estimated Site Length:	Estimated Site Width:		

Specify proposed measures to mitigate potential disruption on road users:

3. Vehicle Parking and Access Requirements

Vehicle Parking within Works Site <input type="checkbox"/>	Vehicle Parking Dispensation Required <input type="checkbox"/>
Construction Traffic Access <input type="checkbox"/>	Maintain Property/Frontage Access <input type="checkbox"/>

Any Other Access Requirement (please specify):

4. Works Location(s)

NSG USRN	Street Name	Street Location (E.g. O/S, Opp 27, J/W Cross Road)	London Borough	Asset Location*		
				C/W	F/W With C/W Incursion	F/W No C/W Incursion
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Asset Location Key: C/W – Carriageway; F/W – Footway

Spatial Location of Works	Easting (X) Coordinates:	Northing (Y) Coordinates:
----------------------------------	--------------------------	---------------------------

5. Insurance Cover

I understand that I am required to indemnify the Royal Borough of Kensington and Chelsea against any claims for which I am obligated to indemnify the Royal Borough of Kensington and Chelsea under section 8 of Schedule 3 to the New Roads and Street Works Act 1991 and for this purpose to maintain an insurance policy to cover any liability up to £10,000,000 for any such claim and to produce the policy to the Royal Borough of Kensington and Chelsea upon demand together with the receipt for the last premium. The relevant insurance details applicable to this application are provided below.

Name of Insurance Company:	
Insurance Policy Number:	
Insurance Policy Expiration Date:	
Amount of Insurance Cover:	

6. Payment Details

Description	Charge	Applicants Estimate of Other Charges	Charge
S50 Licence Additional Phase Application Fee	£284.00		£
BACS/Telephone Payment <input type="checkbox"/>	Payment Reference:		£

7. Supplementary Information Checklist

Details of TTRO/TTRN Application <input type="checkbox"/>	Details of Suspension Request <input type="checkbox"/>	Details of PLS Application <input type="checkbox"/>
Copies of Operatives and Supervisors Qualification ID <input type="checkbox"/>	Copy of Public Liability Insurance Policy <input type="checkbox"/>	

8. Declaration

I confirm that the foregoing details are correct, and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Road & Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Royal Borough of Kensington and Chelsea as the Street Authority in the relevant Licence.

I acknowledge the statutory requirement to pay the prescribed fees which will be imposed by the Royal Borough of Kensington and Chelsea, including any of the additional charges identified in section 5.0 (Licence Charges/Fees) of the guidance notes.

I hereby indemnify the Royal Borough of Kensington and Chelsea against any claims for which I am obliged to indemnify the Royal Borough of Kensington and Chelsea under section 8 of Schedule 3 to the New Roads and Street Works Act 1991 and for this purpose to maintain an insurance policy to cover any liability up to £10,000,000.

I acknowledge that I have read and understood the information for applicants contained in the guidance notes above.

Name:	Signature:	Date:
--------------	-------------------	--------------

Completed forms and supplementary information must be returned to
Highwayslicenceapplications@rbkc.gov.uk

Appendix C – NRSWA Section 74 Actual Start Notice

Note: One actual Start notice is required for each works location

1. Section 50 Licence						
Date of Notice:			Time of Notice:			
S50 Application Reference:			Activity Works Reference/Permit Number:			
Licence Holder:						
Contact Email Address:			Contact Telephone No:			
Full Postal Address:						
2. Work Details						
Description of Works:						
Estimated Works Start Date:			Estimated Works End Date:			
Actual Works Start Date:			Actual Works End Date:			
3. Works Location(s)						
NSG USRN	Street Name	Street Location (E.g. O/S 71, Opp 27, J/W Cross Road)	London Borough	Asset Location*		
				C/W	F/W With C/W Incursion	F/W No C/W Incursion
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Asset Location Key: C/W – Carriageway; F/W – Footway;						
V - Verge						
Spatial Location of Works	Easting (X) Coordinates:		Northing (Y) Coordinates:			
4. Declaration						
I Confirm that the foregoing details are correct.						
Name:		Signature:			Date:	
Completed forms must be returned to Notices@rbkc.gov.uk						

Appendix D – NRSWA Section 74 Works Closed Notice

Note: One works closed notice is required for each works location

1. Section 50 Licence						
Date of Notice:			Time of Notice:			
S50 Application Reference:			Activity Works Reference/Permit Number:			
Applicant Name (Owner of Apparatus):						
Contact Email Address:			Contact Telephone No:			
Full Postal Address:						
2. Work Details						
Description of Works:						
Estimated Works Start Date:			Estimated Works End Date:			
Actual Works Start Date:			Actual Works End Date:			
3. Works Location(s)						
NSG USRN	Street Name	Street Location (E.g. O/S 71, Opp 27, J/W Cross Road)	London Borough	Asset Location*		
				C/W	F/W With C/W Incursion	F/W No C/W Incursion
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Asset Location Key: C/W – Carriageway; F/W – Footway						
Spatial Location of Works		Easting (X) Coordinates:		Northing (Y) Coordinates:		
4. Declaration						
I Confirm that the foregoing details are correct.						
Name:			Signature:		Date:	
Completed forms must be returned to Notices@rbkc.gov.uk						

Appendix E – NRSWA Section 70 Registration Notice

Note: One registration notice is required for each works location

1. Section 50 Licence									
Date of Notice:				Time of Notice:					
S50 Application Reference:				Activity Works Reference:					
Applicant Name (Owner of Apparatus):									
Contact Email Address:					Contact Telephone No:				
Full Postal Address:									
Works Promoter/Contractor Name:									
Contact Email Address:					Contact Telephone No:				
Full Postal Address:									
2. Work Details									
Description of Works:									
Estimated Works Start Date:					Estimated Works End Date:				
Actual Works Start Date:					Actual Works End Date:				
3. Works Location(s)									
NSG USRN	Street Name	Street Location	London Borough	Asset Location*					
				C/W	F/W				
Spatial Location of Works		Easting (X) Coordinates:			Northing (Y) Coordinates:				
4. Reinstatement Details									
Site No.	Location Code*		Location Description	Reinstatement Type (Interim/Perm)	Reinstatement Date	Length	Width	Deep Exc >1.5m	
	F/W	C/W							
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	
Spatial Location of Works		Easting (X) Coordinates:			Northing (Y) Coordinates:				
Site No.	Location Code*		Location Description	Reinstatement Type (Interim/Perm)	Reinstatement Date	Length	Width	Deep Exc >1.5m	
	F/W	C/W							
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>	
Spatial Location of Works		Easting (X) Coordinates:			Northing (Y) Coordinates:				

Site No.	Location Code*		Location Description	Reinstatement Type (Interim/Perm)	Reinstatement Date	Length	Width	Deep Exc >1.5m
	F/W	C/W						
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>

Spatial Location of Works	Easting (X) Coordinates:	Northing (Y) Coordinates:
----------------------------------	--------------------------	---------------------------

Site No.	Location Code*		Location Description	Reinstatement Type (Interim/Perm)	Reinstatement Date	Length	Width	Deep Exc >1.5m
	F/W	C/W						
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>

Spatial Location of Works	Easting (X) Coordinates:	Northing (Y) Coordinates:
----------------------------------	--------------------------	---------------------------

Site No.	Location Code*		Location Description	Reinstatement Type (Interim/Perm)	Reinstatement Date	Length	Width	Deep Exc >1.5m
	F/W	C/W						
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>

Spatial Location of Works	Easting (X) Coordinates:	Northing (Y) Coordinates:
----------------------------------	--------------------------	---------------------------

Site No.	Location Code*		Location Description	Reinstatement Type (Interim/Perm)	Reinstatement Date	Length	Width	Deep Exc >1.5m
	F/W	C/W						
	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>

Spatial Location of Works	Easting (X) Coordinates:	Northing (Y) Coordinates:
----------------------------------	--------------------------	---------------------------

5. Declaration

I Confirm that the foregoing details are correct.

Name: _____ **Signature:** _____ **Date:** _____

Completed forms must be returned to Notices@rbkc.gov.uk

Appendix F – Variation Application

1. Section 50 Licence						
Date of Notice:			Time of Notice:			
S50 Application Reference:			Activity Works Reference/Permit Number:			
Licence Holder:						
Contact Email Address:			Contact Telephone No:			
Full Postal Address:						
2. Variation						
Duration Extension <input type="checkbox"/>			Scope of Works Variation <input type="checkbox"/>			
Reason for variation:						
Revised Estimated End Date:						
3. Works Location(s)						
NSG USRN	Street Name	Street Location (E.g. O/S 71, Opp 27, J/W Cross Road)	London Borough	Asset Location*		
				C/W	F/W With C/W Incursion	F/W No C/W Incursion
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Asset Location Key: C/W – Carriageway; F/W – Footway						
4. Declaration						
I Confirm that the foregoing details are correct.						
Name:		Signature:			Date:	
Completed forms must be returned to both Highwayslicenceapplications@rbkc.gov.uk and Notices@rbkc.gov.uk						

Appendix G – Section 50 Deposit Refund Request

1. Applicant Contact Details			
Applicant Name (Owner of Apparatus):			
Company Registration Number:			
Contact Email Address:		Contact Telephone No:	
Full Postal Address:			
2. Section 50 Works Details			
Section 50 Licence Reference:			
Works Completion Date:		End of Guarantee Period:	
3. Refund Details			
Amount of Refund Requested: £ (less any deductions for other additional charges)			
Bank Account Name:			
Bank Account Sort Code:		Bank Account Name:	
4. Previous Bank Account Details (if applicable) – If your deposit was paid via a previous bank account, you must provide the original details in order to process the refund of your deposit			
Bank Account Name:			
Bank Account Sort Code:		Bank Account Name:	
5. Declaration:			
I, the applicant, confirm that the foregoing details are correct and hereby request reimbursement of the residue deposit stated above			
Company Name:		Company Address:	
Name:	Position:	Signature:	Date:
Completed forms must be returned to Highwaylicenceapplications@rbkc.gov.uk			

Please note: Proof of account may be required if you have changed your bank account

Appendix H – List of Undertakers whose apparatus may be affected

List of Undertakers whose Apparatus may be Affected			
<p>Thames Water Utilities Plant Requests Property Insight PO Box 3189 Slough SL1 4WW</p> <p>T. 0118 925 1504 F. 0118 923 6655</p> <p>searches@thameswater.co.uk</p>	<p>National Grid</p> <p>Plant Protection National Grid, Block 1 Floor 2 Brick Kiln Street Hinckley LE10 0NA</p> <p>T. 0800 688 588 plantprotection@ngrid.com</p>	<p>UKPN Fore Hamlet Ipswich Suffolk IP3 8AQ</p>	<p>Openreach British Telecom Incoming Notices PP3ww18 Telecom House Trinity Street Hanley Stoke-On-Trent ST1 5ND</p> <p>T. 0800 800 865 nnhc@openreach.co.uk</p>
<p>Transport for London</p> <p>Planned Interventions Traffic Directorate 5th Floor, Zone 5Y8 Palestra 197 Blackfriars Road London SE1 8NJ</p>	<p>Transport for London London Underground <i>c/o EDF Energy</i> HV Cable Records CAD Office Unit 7, Bush Industrial Estate Station Road Tufnell Park London N19 5UW</p>	<p>Transport for London London Bus Services Limited Projects Planner Infrastructure Development 172 Buckingham Palace Road London SW1W 9TN</p>	<p>Network Rail</p> <p>NRSWA Team CP2 Floor 1 Suite 2 General Office Waterloo Station London SE1 8SW</p>
<p>Union Railways (North) Limited</p> <p>2 Ossulton Street London NW1 1HT</p>	<p>J.C. Decaux Limited</p> <p>991 Great West Road Brentford Middlesex TWA 9DN</p>	<p>Virgin Media</p> <p>National Plant Enquiries Units 12 Mayfair Business Park Broad Lane Bradford BD4 8PW</p>	<p>Cable & Wireless Worldwide <i>(Thus, Your Communications, Norweb Communications, Energis and Mercury Communications)</i></p> <p>Plant Enquiries Team Atkins Global PO Box 290 500 Aztec West Almondsbury Bristol, BS32 4RZ</p>

<p>COLT Plant Protection Centre</p> <p><i>c/o Mc Nicholas Construction (COLT Managing Agents)</i> 117 Bushey Mill Lane Watford Hertfordshire WD24 7UN</p>	<p>Level 3 Communications</p> <p>Operations Manager, UK Field Operations 6 Braham St London E1 8EE</p> <p>m: 0788 050 6477 f: 0207 864 0353 jeff.carter@level3.com</p>	<p>Verizon UK Ltd</p> <p>Room 3.31 2-6 St Pancras Way London NW1 0QG</p>	<p>Global Crossing (Fibernet)</p> <p>Plant Enquiries Instalcom Ltd Instalcom House Manor Way Borehamwood Herts WD6 1QH</p> <p>Plantenquiries@instalcom.co.uk</p>
<p>AboveNet Communications (UK) Ltd</p> <p>Centurion House 24 Monument Street London EC3R 8AJ</p>	<p>51 Degrees</p> <p>Telecom's Centre of Excellence EDF Energy Network Ltd 255 Broadway Bexleyheath DA6 8ET</p>	<p>HNS Network Enquiries</p> <p><i>c/o Fujitsu Telecommunications Europe Ltd</i></p> <p>Solihull Parkway Birmingham Business Park Birmingham West Midlands B37 7YU</p>	<p>FibreSpan Limited</p> <p>The Quay Channel Way Ocean Village Southampton SO14 3TG</p>
<p>Easynet Telecommunications Limited</p> <p>70 Buckingham Avenue Slough SL1 4PN</p>	<p>Hutchison 3G UK Limited</p> <p>Star House 20 Grenfell Road Maidenhead Berkshire SL6 1EH</p>	<p>Spectrum Interactive</p> <p>Parker House Maylands Avenue Hemel Hempstead Herts HP2 4WA</p>	<p>Interphone</p> <p>The White House Lichfield Street Tamworth Staffs B79 7QF</p>
<p>O2 <i>c/o Alfred Mc Alpine Infrastructure Services</i></p> <p>Mr Ivan Churchman Eastlea Road Bury St Edmunds Suffolk IP32 7BY</p>	<p>Orange Personal Communications Services</p> <p>Tudor House 55 Victoria Road London NW10 6NF</p>		