

Vehicle Dropped Kerb – Application Form (Part Two – Works Permit and Certification Application).



Gloucestershire County Council will collect personal information to fulfil the application process for the licence applied for and will not use the information outside of this. For full information on how we use and store your information please see the Highways Privacy Notice which can be found at www.gloucestershire.gov.uk/highways-privacy-notices and the section relating to Licences, Permits and Permissions.

I confirm I have completed part one of this application, received a letter inviting me to apply for this stage and my reference number is _____

Name _____ Date _____

Section One: Contractor Details

Title	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Company/Organisation	<input type="text"/>
Building Name/Number	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Town/City/Village	<input type="text"/>
Postcode	<input type="text"/>
Telephone Number	<input type="text"/>
Email	<input type="text"/>

Contractor's Public Liability Insurance Details:

Policy Number	<input type="text"/>
Telephone Number	<input type="text"/>
Company	<input type="text"/>

Copy of Public Liability Insurance document(s) enclosed

Failure to provide sufficient information may result in a delay in processing the application.

Emergency contact details: 24-hour contact (if different to the above)

Name	<input type="text"/>
Email	<input type="text"/>

24hr telephone number

Address

Postcode

Section Two: Supervisor and Operative Details

Supervisor name

Qualifications (please tick all relevant boxes):

- 001, Location and avoidance of underground apparatus
- 010, Monitoring, signing, lighting and guarding
- 011, Monitoring, excavation in the highway
- 012, Monitoring, reinstatement and compaction of backfill layer
- 013, Monitoring, reinstatement of sub and road base in non-bituminous
- 014, Monitoring, reinstatement of bituminous materials
- 015, Monitoring, reinstatement of concrete slabs
- 016, Monitoring, reinstatement of modular surfaces and concrete footways

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Operative name

Qualifications (please tick all relevant boxes):

- 001, Location and avoidance of underground apparatus
- 002, Signing, lighting and guarding
- 003, Excavation in the Highway
- 004, Reinstatement and compaction of backfill materials
- 005, Reinstatement of sub and road base in non-bituminous materials
- 006, Reinstatement of cold-lay bituminous materials
- 007, Reinstatement of hot-lay bituminous materials
- 008, Reinstatement of concrete slabs

009, Reinstatement of modular surfaces and concrete footways

Please provide evidence of the above documentation, showing both sides where necessary. To show:

- SWQR Number
- Expiry Date
- NRSWA Modules

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Section Three: Site Details

Proposed Start Date

Anticipated Finish Date

Occupation of the Highway Network may be dependent on the specific traffic sensitivity of the location, time restrictions may also apply. The local highways office will advise if necessary. Please do not confirm commencement dates with your contractor until authorisation for these is given by Gloucestershire County Council.

Section Four: Traffic Management (Pedestrians & Vehicles)

Please confirm the specific location of the proposed works:

- Carriageway
- Footway
- Verge

Please note: where the closure of the footway will be necessary, please ensure that an appropriate alternative route has been provided for pedestrians prior to works commencing.

Please confirm the specific Traffic Management that will be in operation during the proposed works:

- No carriageway incursion
- Give and Take
- Stop and Go
- Temporary Traffic Lights
- Road Closure

Please note: All Traffic Management signing, lighting and guarding must accord with the requirements clearly stated in the 'Safety and Street Works and Road Works – A Code of Practice'.

If using temporary traffic lights please provide details of location and how many signal heads you intend to use:

Please note: If temporary traffic signals or a road closure is required, road space will need to be booked through our Street Works Department. In addition to this, the respective forms, also available on our website, will need to be completed and submitted with this application with the appropriate payment.

Section Five: How would you like to pay?

Information on fees is detailed in the Fee Charge Sheet. Let us know how you would like to pay by ticking the appropriate box below:

- I have enclosed a cheque payable to Gloucestershire County Council for the sum of _____ to cover my part two application.

- Please contact _____ on _____ to take a payment by credit/debit card. The best day/time to call (during working hours) is: _____

Section Six: Declaration

I have read and understood the guidance notes provided and will adhere to all responsibilities/conditions/duties required by Gloucestershire County Council.

I agree

I declare that the foregoing details are correct and acknowledge that the works referred to above must be carried out by a suitably qualified supervisor and operative and in accordance with an agreed traffic management plan. I have completed a Road Closure Notice Form/Temporary Traffic Signals Form, where necessary, and have submitted this as part of this application.

I agree

In order to allow Gloucestershire County Council, as the Local Highway Authority, to fulfil its obligations under the New Roads and Street Works Act 1991 (NRSWA) in particular Section 59(1) and the Traffic Management Act 2004 (TMA), the applicant agrees to be treated as a statutory undertaker and the works are deemed to be street works. The applicant therefore becomes responsible for ensuring that any works that involve the occupation or use of traffic management on the highway are completed within the timescales as per licence and any road space bookings as issued by this authority.

I agree

Under the agreement the LHA still retains all powers, duties and functions conveyed to it under the Highways Act 1980 and should the applicant breach any of the requirements of the TMA or NRSWA 1991 without agreement, e.g. overrun of highway works, then the LHA has the power to have the applicants works stopped, removed from the highway network and charge the applicant fixed penalties for any contraventions as detailed in both the aforementioned acts.

I agree

I declare that my Public Liability Insurance for £5 million is current for the duration of the proposed works, and operatives erecting any traffic management are Chapter 8 accredited.

I agree

I declare that my chosen contractor will comply with the construction specification outlined in the 'Standard Drawings' document which may be viewed here: https://www.gloucestershire.gov.uk/media/2413/appendix_n_-_detailed_design_drawings-65896.pdf

I agree

As the licensee I can confirm that by signing this form I have contacted all relevant statutory undertakers and have reviewed their responses to enable me to work safely and in compliance with the New Road and Streetworks Act 1991 and the Highways Act 1980.

I agree

If the County Council identifies there has been a lack of compliance with the terms and conditions of this licence, then the matter may be referred to the Health and Safety Executive as the County Council deems appropriate. In such cases, GCC may deem it necessary to employ the services of another contractor to rectify the site and seek to recover all associated costs incurred.

I agree

Signed by:

Contractors Name

Applicants Name

Signed

Applicants Signature

Position

Date

Date