



**Engineering Services**

Hardshaw Brook Depot  
Parr Street  
St Helens  
Merseyside  
WA9 1JR

Contact: Kelly Nolan  
Tel: 07592 283 984  
Email: [kellynolan@sthelens.gov.uk](mailto:kellynolan@sthelens.gov.uk)  
Our ref:  
Your ref:

26 July 2023

Dear Sir/Madam,

**Section 50 Licence Application**

Further to the above please find enclosed an application pack as requested.

All applicants should check that they have enclosed the following documentation, in order that the approval process is not delayed.

**Application Form (SWL 1)**  
**Advance Notice of Works Form (SWL 2)**  
**Proof of Accreditation**  
**Proof of Insurance Cover**  
**Plans of the Proposed Installation**  
**Fee (which will be invoiced in due course)**  
**Statutory Undertaker Plant Plans**  
**Connection Approval (New Apparatus Only)**

Prior to your application form being approved, a site meeting with the Street Works Inspector will be required to discuss your proposals in more detail. Please contact the Street Works Section above to arrange a suitable meeting time.

Yours faithfully

Steven Walker  
Head of Highways & Infrastructure



**Engineering Services  
Street Works  
Hardshaw Brook Depot  
Parr Street, St Helens Council Merseyside  
WA9 1JR  
Tel: 07592 383 984  
Email: [kellynolan@sthelens.gov.uk](mailto:kellynolan@sthelens.gov.uk)**

**SECTION 50, NEW ROADS & STREET WORKS ACT 1991**  
**&**  
**SECTION 171, HIGHWAYS ACT 1980**  
**STREET WORKS LICENCE APPLICATION PACK**

**All applicants should check that they have enclosed the following documentation, in order that the approval process is not delayed.**

*(Please Circle)*

<b>Application Form (SWL 1)</b>	<b>Yes/No</b>
<b>Advance Notice of Works Form (SWL 2)</b>	<b>Yes/No</b>
<b>Proof of Accreditation</b>	<b>Yes/No</b>
<b>Proof of Insurance Cover</b>	<b>Yes/No</b>
<b>Plans of the Proposed Installation</b>	<b>Yes/No</b>
<b>Fee</b>	<b>Yes/No</b>
<b>Statutory Undertaker Plant Plans</b>	<b>Yes/No</b>
<b>Connection Approval (New Apparatus Only)</b>	<b>Yes/No</b>

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- Part 9. Section 74**
- Part 10. Fixed Penalty Notices**

**Forms to be completed and submitted.**

- Form SWL 1 Street Works Licence Application Form.**  
(To include photocopies of both sides of Supervisor and Operatives SWQR cards, insurance certificate and connection approval for installation of new sewer apparatus)
- Form SWL 2 Advance Notice of Works**
- Form SWL 3 Registration of Works**  
(To include photocopies of quarry tickets of any material used in the reinstatement)
- Form SWL 4 Statutory Undertakers Plant Enquires**
- Form SWL 5 Controlled Waste Transfer Note**

**Part 1. TRAFFIC MANAGEMENT ACT 2004**

The Traffic management Act was introduced in 2004 to tackle congestion and disruption of the road network. The act places a duty on local traffic authorities to ensure the expeditious movement of traffic on their road network and those networks of neighbouring authorities. The Act gives authorities additional tools to better manage parking policies, moving traffic enforcement and the coordination of all activities on the network, including street works.

This Act became effective as of 1<sup>st</sup> April 2008 and has changed the noticing periods required for street works.

For more information on the Traffic Management Act 2004 please visit the Department for Transport website;  
<http://www.dft.gov.uk/pgr/roads/tpm/tmaportal/>

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## Part 2.

## NOTES FOR GUIDANCE FOR APPLICANTS

Any person (other than a Statutory Undertaker) who wishes to place apparatus in a street, retain and thereafter inspect, maintain, adjust, repair, or alter it, must be in possession of a Street Works Licence. This licence will be granted to the owner of the apparatus.

Applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to assist in the completion of this application. The works must be undertaken by an accredited operative and overseen by an accredited supervisor.

Works must commence within **THREE MONTHS** from the date of the licence being granted. A permanent reinstatement must be completed within **SIX MONTHS** of the completion date of any interim reinstatement. If the works are unable to commence within three months it is at the discretion of the Street Authority whether the licence will be withdrawn (and all monies refunded, less an administration fee) or if a new licence will be granted based on the original application with new work dates.

Applications must be received at least **ONE MONTH** in advance of the commencement of the proposed works, signed by the owner of the existing or proposed apparatus. This is to allow the Street Authority to undertake its duty. However if the works fall within the Major works category then **THREE MONTHS** notice is required.

N.B. These are the minimum notice periods and the Street Authority may require more time to process the application in certain circumstances. If a Road Closure is required both applications must be received at least **THREE MONTHS** in advance of the commencement of the proposed works.

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## Part 3.

## STREET WORKS LICENCE APPLICATION

The following must be received or the granting of the licence may be delayed.

- a) Completed Form (SWL 1) Street Works Application.
- b) Licence Fee Payment (to be invoiced)  
Based on the duration of the works,  
Major (11 days or longer) **£1735**  
Standard (between 4-10 days) **£895**  
Minor/ Immediate (1-3 days) **£485**
- c) A scale plan (of Ordnance Survey standard) at 1:1250 or greater of the proposed location and Depth of the relevant apparatus marked by a red broken line and a grid reference for the excavation site.
- d) Proof of Permission to Connect to the Network (For new apparatus)
- e) Completed Temporary Traffic Light application (if required)

The following must be submitted in the first instance (copies will be kept on file for future applications, whilst still valid)

- a) Proof of Public Liability Insurance. This must provide a minimum of £10m cover.
- b) Proof of Street Works Accreditation (Copy of both sides of Supervisor & Operatives SWQR cards) an accredited supervisor must supervise the works, and at least one accredited operative must be on site at all times when the works are in progress. N.B. this cannot be the same person.

The definition of apparatus includes drains, cables, ducts, sewer pipes, water and gas pipes etc. Whether under, over, across, along or upon a street

A Street Works Licence to place apparatus or consent to work on existing apparatus in the highway, will only be granted to the owner(s) of apparatus or his Successor in Title. Owners should note their statutory duty to ensure that the apparatus is properly maintained at all times.

The person granted a Street Works Licence becomes an Undertaker for the purposes of the New Roads & Street Works Act 1991, and therefore has the duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of practice.

Section 74 of the 1991 Act means the Licence holder may be liable to charges raised under this section for unreasonable prolonged occupation of the highway, or the correct notices are not served in respect of this section.

Please note, this licence can only be granted to an applicant that will be the owner and be responsible for the apparatus. It can not apply in situations where a third party will own and maintain the installed apparatus.

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**Part 4.**

**Standard Conditions**

**Conditions of Street Works Licence Relating to the Placing, Retaining and Maintenance of Apparatus in the Street.**

**(S50 & Schedule 3 of the New Roads & Street Works Act 1991)**

1. The Highway` includes the carriageway, footway and any verge. If the applicant objects to these conditions or a refusal by the Highway Authority to approve a licence, then an appeal may be made to the Secretary of State.  
**N.B. A criminal offence is committed if Section 51 (1) of the NRSWA 1991 is breached.**
2. The Licensee shall not carry out any excavation or other works in the highway except in accordance with a plan, to be submitted with this application, and approved by the Highway Authority. The works shall be carried out by the Licensee or an agent approved by, and under the supervision of the Highway Authority. The Street Works (Qualifications of Supervisors and Operatives) Regulations 1992 sets out the criteria of qualifications for persons excavating in the highway required by Section 67 of the New Roads and Street Works Act 1991. For the purposes of carrying out the works, the Licensee or agent shall comply with the Codes of Practice for Training issued under the New Roads and Street Works Act 1991. Specifically the supervisor and the operative will be trained and accredited to the requirements of the Codes of Practice. Proof of such accreditation must be provided with this application.
3. The Licensee shall indemnify this Highway Authority in respect of any Third party actions claim demands, expenses or proceedings in respect of injury, damage or loss which may arise from his works on the highway. The Licensee shall affect insurance indemnifying the Licensee and the Council, for the duration of the works and until the Council resumes responsibility for maintenance of the highway in accordance with the appropriate guarantee periods. Such insurance shall afford indemnity of not less than £10 million in respect of each and every occurrence or series of occurrences caused by or attributable to any event giving rise to a claim. A copy of the insurance certificate and policy shall be included with this application.
4. The Licensee shall regulate the works so as to minimise obstruction to vehicular and pedestrian traffic and shall guard the works in accordance with Chapter 8 of the Traffic Signs manual 2006 published by TSO and the Safety at Street Works and Road Works Code of Practice 2001 which gives specific guidelines on the safe signing, lighting and guarding of temporary works on the Highway, as required by Section 65 of the New Roads and Street Works Act 1991. The works area shall be maintained and kept clean and tidy throughout the duration of the works.
5. The Licensee shall not interfere with any drain, culvert, gully, bridge, wall or other structure without the specific consent of the Highway Authority.
6. Except in accordance with this licence, no part of the highway may be closed, AT ANY TIME, without the consent of the Highway Authority.
7. The issue of a licence to make a temporary excavation in the highway does not authorise the Licensee to interfere with apparatus already existing in the street. At all times access must be maintained to any apparatus within the highway.
8. The Highway Authority shall serve notices to the Statutory Undertakers in accordance with the requirements of the New Roads and Street Works Act 1991 on behalf of the applicant. Except in the case of an emergency, such notices must be made at least twenty-five working days prior to the start of the works. The applicant shall be responsible for carrying out any works required by a Statutory Undertaker in their response to a notice, or subsequently to protect apparatus. Prior to the commencement of any works the applicant shall determine the precise location of any Statutory Undertakers plant (SWL 4). The applicant shall allow for the notification process when programming his works.
9. If there are no objections to the works (including those from Statutory Undertakers), the Highway Authority will issue a licence. (Works shall not commence until this licence is approved and issued). The licence will be valid for three months from the date of issue.
10. Any works necessary by the Highway Authority as a result of the failure of the Licensee to comply with the conditions of the licence shall be chargeable to the applicant. The applicant shall also be liable for any further

inspections that may be necessary in the same manner as provided under Section 72 (2) of the New Roads and Street Works Act 1991.

11. In the event of the works being cancelled after the application form has been submitted an administration fee will be charged to the applicant to cover administrative costs
12. Reinstatement of the works shall be in accordance with the specification provided by the Specification for the Reinstatement of Openings in Highways. (Yellow Book). Any excavation shall be at least temporarily reinstated with bitumen macadam before removing any signing and barriers. No trench reinstatement is to be re-opened to highway users without at least a temporary bituminous layer being in place, which is flush with the level of the adjacent highway. Limestone is not permitted in the wearing course. Any temporary reinstatement shall be agreed with the Highway Authority.
13. Once the works are complete the area shall be left in a clean and tidy condition to the satisfaction of the Highway Authority.
14. Within ten working days of completion of the works the Licensee shall give written notice to the Highway. This shall be done by way of the "Registration of Works" (SWL 3) provided in the licence pack.
15. The date and time when the Highway Authority will resume responsibility for maintenance of the highway works, distinct from the apparatus, will normally be two years (three years for excavations greater than 1.5 meters) from the actual date of the completion of the works. Until the Highway Authority assume responsibility for maintenance of the works the Licensee shall be responsible for any claims arising from the works or any necessary maintenance works and associated costs. The Highway Authority shall determine any necessary works.
16. No works to be undertaken in the highway before a licence has been granted.
17. Additional conditions may be applied to the licence by the Engineering Service Manager OR his representative as deemed necessary.

## Part 5.

### ADVANCE NOTICE OF WORKS

#### Major Works.

These are works which require a Road Closure or have a planned duration of 11 working days or more. Application must be submitted THREE MONTHS in advance of the works commencing date. The Licensee must give TEN WORKING DAYS notice of intended starting date to the Street Authority using Form (SWL 2).

#### Standard Works.

These are works that have a planned duration of 10 working days or less. Application must be submitted ONE MONTH in advance of the works commencing date. The Licensee must give TEN WORKING DAYS notice of the intended starting date to the Street Authority using Form (SWL 2).

#### Minor Works.

These are works that have a planned duration of 3 working days or less. Application must be submitted ONE MONTH in advance of the works commencing date. The Licensee must give THREE WORKING DAYS notice of the intended starting date to the Street Authority using Form (SWL 2).

#### Immediate Works.

These are works that could cause serious damage to persons or property and must be carried out as soon as possible.

In the case of Immediate Works the rest of the application must then be processed by the end of the next working day.

Whilst submitting Form SWL 2 the following must be attached:

- a) A scale plan (of Ordnance Survey standard) at 1:1250 of the proposed location and depth of the relevant apparatus marked by a red broken line and a grid reference for the excavation site.
- b) Proof of Public Liability Insurance. This must provide a minimum of £10m cover.
- c) Proof of Street Works accreditation. (Copy of both sides of Supervisor and Operatives SWQR cards). An accredited supervisor must supervise the work, and at least one accredited operative must be on site at all times when the works are in progress. N.B. this cannot be the same person.

- d) Applications for traffic management, if relevant.
- e) Any other reasonable information the Street Authority may request.

**Remedial Works.**

These are works to put a site from interim to permanent or to correct a defect. More advanced notice will be required when carrying out remedial works.

- Minor works (Less than three days in duration) will require TEN DAYS notice.
- Major works will require THREE MONTHS notice.

Applicants should note that special conditions may be imposed by the Street Authority and must be strictly adhered to: -

- a) in the interest of safety
- b) to minimise the inconvenience to persons using the street, having regard to people with a disability
- c) for Traffic Sensitive Streets, Streets with Special Engineering Difficulties and Protected Streets and to protect the structure of the street and the integrity of the apparatus in it.

The Licensee must permit the Street Authority to monitor his performance through all stages of the street works.

These stages are

- a) When the works are being carried out
- b) During the period of six months starting with the day on which interim or permanent reinstatement is completed.
- c) During the period of three months immediately preceding the end of the guarantee period (This period will be for 2 years from the date of permanent reinstatement for excavations up to 1.5m deep and 3 years for deeper).

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**Part 6.                    REGISTRATION OF WORKS.**

The Licensee must complete and submit Form (SWL 3) giving details of any reinstatement to the Street Works Authority within TEN WORKING DAYS of the completion of the works and clearing the site. A detailed drawing to Scale 1:1250 showing the actual depth of the apparatus, and its locations measured against fixed objects/structures should also be submitted (Interim reinstatements must be made permanent within 6 months and during that time must perform to the same standards as a permanent reinstatement).

Please attach a copy of the quarry tickets for any material used in the reinstatement.

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**Part 7.                    STATUTORY UNDERTAKERS PLANT ENQUIRIES.**

In order to comply with Section 69 of the New Roads and Street Works Act 1991, Form (SWL 4) must be circulated to all Statutory Undertakers to identify whether the proposed works will affect their apparatus. The applicant WILL undertake this circulation. Contact details for the main utility companies in this area are provided at the rear of these notes and the applicant should contact any other utility or relevant authorities they are aware of who have apparatus in the street.

NOTE: Utility plant plans must be submitted with this application.

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**Part 8.                    CONTROLLED WASTE TRANSFER NOTICE.**

The Duty of Care: Controlled Waste Transfer Note Form (SWL 5) must be completed where any waste from the excavation has to be disposed of. The Licence holder must retain a copy of the completed form with a copy given to the persons accepting the waste.

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**Part 9.****SECTION 74.**

If the works take longer to complete than the duration given for the notice, they may be subject to the following charges per day overrun:

Charges per day of overrun beyond notified / agreed durations.

Road Category	
Type 0	Typically Trunk Roads and Motorways
Type 1	Typically A Roads
Type 2	Typically B Roads
Type 3	Typically III
Type 4	Typically Unclassified Roads

**Section 74 Overrun Charges from 1<sup>st</sup> October 2012**

*These charges only apply if the permit application has been received after 1<sup>st</sup> October 2012 - if the permit has been received before this date the old S74 charges still apply. Check the history of the permit application.*

**Charges in relation to works occupying the **carriageway** during period of overrun.**

(1) Item	(2) Description of street	(3) Amount (£)(each of first <b>three</b> days)	(4) Amount (£) (each subsequent day)
1.	Traffic-sensitive street or protected street not in road category 2, 3 or 4.	5000	10000
2.	Other street not in road category 2, 3 or 4.	2500	2500
3.	Traffic-sensitive street or protected street in road category 2.	3000	8000
4.	Other street in road category 2.	2000	2000
5.	Traffic-sensitive street or protected street in road category 3 or 4.	750	750
6.	Other street in road category 3 or 4.	250	250



**Section 74 Overrun Charges from 1<sup>st</sup> October 2012**

**Footway**

5) If, during a period of overrun, the works do not at any time take place in any part of the carriageway, the amount of the charge, in relation to the description of street in column 2 of an item in column 1 of Table 2, is the amount specified in column 3 of that item.

**Charges in relation to works outside the carriageway during period of overrun.**

<i>(1) Item</i>	<i>(2) Description of Street</i>	<i>(3) Amount (£)</i> <i>(each day)</i>
1.	Street not in road category 2, 3 or 4.	2500
2.	Street in road category 2.	2000
3.	Street in road category 3 or 4.	250

**Up to Five items of equipment**

**Where the works have been completed on time and up to five items of signing lighting or guarding remain. The charge will consist of a single payment of £100, IF the undertaker has complied with the request by the end of the next day following the date on which the request was received.**

The Reasonable Period must be agreed by the Authority BEFORE commencement of work on site.

Note:

\*1 As defined under S1.3 Road Categories in the Specification for the Reinstatement of Openings in Highways (SROH Third edition 2010).

\*2 Any overrun on Remedial Works will be charged at the rate appropriate to the works category of the new works.

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**Part 10.**

**FIXED PENALTY NOTICES.**

The Fixed Penalty Notice scheme is introduced by section 41 of the Traffic Management Act 2004, which inserted section 95A and schedules 4A and 4B into the New Roads & Street Works Act 1991. It provides for certain offences, under Part 3 of the New Roads & Street Works Act 1991, to become fixed penalty offences.

The objectives of the FPN system are to:

- Encourage accurate and timely notice data
- Improve the co-ordination of works
- Improve data quality for all works promoters
- Contribute to the aim of the Traffic Management Act 2004 - minimising disruption arising from road and street works.

Fixed Penalty Notices:

- Apply to all undertakers, whether statutory undertakers or licences under section 50 of the New Roads & Street Works Act 1991
- May be given only for the street, or section of street, in which the works take place

Part 3 of New Roads & Street Works Act 1991 details a range of statutory duties and obligations and the offences associated with failing to comply with them. All of these can be prosecuted in the Magistrates Court.

At present, seven offences, under Part 3 of the New Roads & Street Works Act 1991, can be dealt with by Fixed Penalty notices. A Fixed Penalty notice offers an undertaker / licensee the opportunity to discharge any liability to conviction for a fixed penalty offence, by payment of a penalty. However, the Street Authority retains the power to take an alleged offender to the Magistrates court, instead of giving a fixed penalty notice, or to prosecute for the original offence should the fixed penalty notice remain unpaid after the expiry of the payment period.

These offences refer to NOTICING FAILURES. Therefore, payment of a Fixed Penalty notice does not exempt an offender from other prosecutions or charges for other offences under New Roads & Street Works Act 1991. It is important the accurate information is provided in notices given under section 54, 55 or 57, 70, 74 or 74A. Each set of works requires several notices, so it is possible that more than one Fixed Penalty notice could be given for each set of works. All applicants are strongly recommended to consult NRSWA, the TMA, Regulations and DfT Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters(third edition) for more information.

A Fixed Penalty is £80 if paid within the discount period of 29 days or £120 if paid within 36 days.

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**Section 3. Details of person or company conducting the works.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of accredited Operative: \_\_\_\_\_ SWQR No. \_\_\_\_\_

Name of accredited Supervisor; \_\_\_\_\_ SWQR No. \_\_\_\_\_

Photocopies of Street Works accreditation required.

**EMERGENCY CONTACT DETAILS (24 hour contact number)**

Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Section 4. Insurance**

Public Liability Insurance of a minimum of £10 million must be provided up to the completion of the permanent reinstatement  
Photocopy of insurance certificate required.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Section 5. Declaration by owner of apparatus**

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 Roads & Street Works Act 1991 and Traffic Management Act 2004, associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant Licence, which includes my duty to secure that the work is supervised by an accredited supervisor.

I confirm that all reasonably practical steps have been taken to ensure that other owners of apparatus likely to be affected by these works have been contacted and where necessary location of apparatus identified.

N.B. It is recommended that the results of any enquires are no older than 1 month.

I acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by the Street Authority, including any defect inspection fees and the cost of any necessary remedial works conducted by the Street Authority during the guarantee period.

I also acknowledge that the Licence is granted on the condition that I will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:

- a) The placing or presence in the street of apparatus to which the licence relates, or
- b) The execution by any person of any works authorised by the licence.

I also acknowledge that I have read and understood the Notes for Guidance and Standard Conditions as attached (N.B. further specific conditions may be imposed at the time of granting the licence).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed (Name): \_\_\_\_\_

In the capacity of: \_\_\_\_\_

## **Data Protection Information**

Personal data may be processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations. To view our Privacy Notice in respect of personal data under the General Data Protection Regulations (GDPR) please visit [www.sthelens.gov.uk/council/data-protection-freedom-of-information/](http://www.sthelens.gov.uk/council/data-protection-freedom-of-information/)

All communications relating to this licence please contact:

Kelly Nolan  
St Helens Borough Council  
Place Services  
Street Works

Tel: 07592 383 984

Email: [kellynolan@sthelens.gov.uk](mailto:kellynolan@sthelens.gov.uk)



	<b><u>NEW ROADS AND STREET WORKS ACT 1991</u></b> <b><u>REGISTRATION OF WORKS</u></b>	<i>Form SWL 3</i>
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**St Helens LA Reference: LA**

**To:**  
St Helens Council  
Engineering Services  
Street Works  
Hardshaw Brook Depot  
Parr Street, St Helens Council Merseyside  
WA9 1JR

**From (Company Details):**

Actual Start Date				Actual completion date			
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**Street Name:**

**Postcode:**

**O/S Grid Ref:**

**DESCRIPTION OF WORKS:**

<b>REINSTATEMENT Location (s):</b>		<b>Closing Dimensions:</b>		CW / FW / Verge*	Exc depth over 1.5m (Y / N)	<b>Works completion dates:</b>				
Item	Exact location details:	Length (m)	Width (m)			Interim		Permanent		
1										
2										
3										
4										
5										
6										

\*If the reinstatement is in more than one part of the highway, please give the dimension for each part.

**Sketch of location - Including measurements to fixed objects (use a separate sheet if necessary)**

**PLEASE PROVIDE A COPY OF THE QUARRY TICKETS FOR ANY MATERIAL USED IN THE REINSTATEMENT**

**NEW ROADS AND STREET WORKS ACT 1991**

**SECTION 50 - STREET WORKS LICENCE**

I have applied to the local Authority for a Street Works Licence to place / maintain apparatus at **please see attached location plan:**

Address  
.....  
.....

Location (e.g. carriageway, footway or verge) .....  
And, in order to comply with S69 of the Act, would ask you to indicate below whether you have any apparatus at the location which may be affected by these works.

Signed ..... Date .....

Address (if different from above)  
.....  
.....

**STATUTORY UNDERTAKERS RESPONSE**

Apparatus Affected                      YES / NO

Special Requirements	
Company Stamp	Date



**STATUTORY UNDERTAKERS CONTACT DETAILS.**

To be returned with Form SWL 3	<b><u>NEW ROADS AND STREET WORKS ACT 1991</u></b> <b><u>DUTY OF CARE: CONTROLLED WASTE TRANSFER NOTE</u></b>	<i>Form SWL 5</i>
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**Section A - Description of Waste**

1. Please describe the waste being transferred .....

2. How is the waste contained?  
Loose / Sacks / Skip / Other .....

3. What is the quantity of waste? (Number of sacks, weight etc) .....

**Section B - Current holder of the waste (Transferor)**

1. Full name and address: (BLOCK CAPITALS)  
.....

2. Name and address of company (If applicable)  
.....

3. Which of the following are you? (Please tick one or more boxes)

Producer of the waste	<input type="checkbox"/>	Holder of waste disposal or or waste management licence	<input type="checkbox"/>	Licence number .....
				Issued by .....
Importer of the waste	<input type="checkbox"/>	Exempt from requirement to have a waste disposal or waste management licence.	<input type="checkbox"/>	Give reason .....
				.....
Waste collection authority	<input type="checkbox"/>	Registered waste carrier	<input type="checkbox"/>	Registration No .....
				Issued by .....

**Section C - Person collecting the waste (Transferee)**

1. Full Name (BLOCK CAPITALS) .....

2. Name and address of company .....

3. Which of the following are you

		Authorised for transport purposes	<input type="checkbox"/>	Specify which of .....
				those purposes
Waste collection authority	<input type="checkbox"/>	Holder of waste disposal or waste management licence	<input type="checkbox"/>	Licence Number .....
				Issued by .....
		Registered waste carrier	<input type="checkbox"/>	Registration number .....
				Issued by .....
		Exempt from requirement To register	<input type="checkbox"/>	Give reason .....
				.....

**Section D**

1. Address of place of transfer / collection point..... Site Amenity Licence No .....

2. Date of transfer ..... 3. Time(s) of transfer (for multiple consignments, give `between` dates)  
.....

Name and address of broker who arranged this waste transfer) if applicable) .....

4. **Transferor Signature** ..... **Transferee Signature** .....

FULL NAME ..... FULL NAME .....

(BLOCK CAPITALS) ..... (BLOCK CAPITALS) .....

Representing ..... Representing .....

## St Helens Council Contact Details

Highways & Infrastructure	Steven Walker Email: Stevenwalker@sthelens.gov.uk
Street Lighting Section	Ian Darlington Email: iandarlington@sthelens.gov.uk
Site Developments (S38s & Adoptions, etc)	James Eden Email: Jameseden@sthelens.gov.uk
Traffic Section	Gareth Tyson Email: garethtyson@sthelens.gov.uk
Building Control Department	Building Control Tel: 01744 676235
Planning Department	General Help line Tel: 01744 676219
<a href="https://www.sthelens.gov.uk/">https://www.sthelens.gov.uk/</a>	