



NEW ROADS & STREET WORKS ACT 1991 SECTION 109

Application For Permission to Execute Works, 'Road Works' Including Placing, Maintaining or Adjusting Apparatus in, or under, a Road or Removing Apparatus from a Road

APPLICATION FORM			
Applicant's Details (Undertaker or Contractor (See Section 2))			
Name	<input type="text"/>		
Position	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
Town	<input type="text"/>	Post Code	<input type="text"/>
Phone Number	<input type="text"/>		
Email Address	<input type="text"/>		
Works Description			
Road / Street	<input type="text"/>		
Grid Ref	<input type="text"/>	Post Code	<input type="text"/>
Town	<input type="text"/>		
Works Details			
Please Include Apparatus Details – Pipe Dimensions and Material Type etc			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
Proposed Traffic Management		<input type="text"/>	
** Please Note Applications Must Be Received a Minimum of 4 weeks Prior to Your Proposed Start Date ** This may extend to 6 weeks if the works are on a Strategic or Traffic Sensitive Road ** (See 2.18 below)			
Proposed Start Date	<input type="text"/>	Proposed End Date	<input type="text"/>



PERTH & KINROSS COUNCIL
Environment & Infrastructure
NEW ROADS & STREET WORKS ACT 1991 - SECTION 109

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Application Conditions

Your application will not be accepted and processed unless you have agreed to the following conditions and have submitted all the relevant documentation.

I / We agree to observe all conditions within the guidance notes.

I / We agree to ensure works are supervised by a person having a prescribed qualification as a supervisor, and that there is on site at all times, when the works are in progress, at least one person having a prescribed qualification as a trained operative.

I / We agree to abide by the inspection process over the course of the guarantee period (now 6 years) and carry out remedial works as directed.

I / We enclose payment of the Initial Sum calculated as per the Standard Conditions and recognise that further sums as specified in the Standard Conditions may accrue to this company and hereby undertake to pay any such sums legitimately calculated under the Standard Conditions.

I / We accept that any permission granted will be subject to the Standard Conditions and any Special Conditions which may be imposed and that work must be in compliance with both otherwise permission will be withdrawn

I / We accept that no work will commence until permission has been received from the Roads Authority, which will only be given when all conditions and formalities have been completed, and all relevant documentation has been received.

I / We accept that by signing this document, I will burden the above company's heritor's or successors with the responsibility for the road works for which permission is given and for the ongoing responsibility for apparatus under Paragraph 2.13 and for any outstanding sums under Paragraphs 3.1 and 3.2.

I/We enclose the following documents,

Undertaker Infrastructure Provider Licence (if applicable)		Evidence of PIR (Plant Info Request) Plant Information (Page 18)	
Public Utility adoption intention certificate/letter (from relevant utility, who will adopt after connection).		Copies of Public Liability Insurance (£5 million minimum)	
Traffic Management Arrangements		Copies of NRSWA Accreditation (Supervisor/Operative)	
Timetables and plans		Confirmation of TTRO Application (if applicable)	
		One copy of drawings, including site and location plans, (Scale 1/500). One must be an as-built drawing.	

I / we confirm enclosure of the Basic Fees (currently £1192 for processing the application, plus £108 for inspection charges / unit, plus £200 per street for the first year of anticipated liability for the works, then £70 for each subsequent year per street) and understand that additional inspection fees and costs may become due, as explained in the Notes for Guidance.

Amount Due	£1500.00	Official Use	Received	
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I / we confirm I / we will pay any such additional inspection fees and costs in the timescales specified subject to the undertaking of any additional inspections by the Roads Authority being in compliance with the New Roads and Street Works Act 1991.

I / we accept that any permission granted will be subject to the Standard Conditions and any Special Conditions which may be imposed and that I / we must accept and abide by those conditions for permission to remain valid.

Applicant – Undertaker (See Section 2)

I / we accept that by signing this declaration I / we will burden the successor to the Title of the property with the conditions of any permission which may be granted including any necessity to reimburse the Council for maintenance of plant records, and I / we will subsequently record the conditions as part of that Title.

Signature		Print	
Date			
Position		Company	
Address			
Town		Post Code	

Witness

Signature		Print	
Date			
Position		Company	

Please return the completed form to: Traffic & Network Management, Perth & Kinross Council, TES, Pullar House, 35 Kinnoull Street, PERTH. PH1 5GD. Tel 01738 475000.

roadnetworkmanagement@pkc.gov.uk



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Contractor

Contractors Details			
Name			
Position			
Company			
Address			
Town			
Phone Number		Out of Hours Number	
Email Address			
Signature		Print	
NRSWA Supervisor Details			
Name		SWQR No	
Expiry Date			
NRSWA Operative Details			
Name		SWQR No	
Expiry Date			

See Condition 2 and 2.2 below, the contractor can fill in both parts of the application, if he is authorised and accepts to become the Undertakers Representative.

Standard Conditions & Notes for Guidance

‘Road Works’ Including Placing, Maintaining or Adjusting Apparatus in, or under, a Road or Removing Apparatus from a Road (Including Excavation, Boring, Pipe Bursting or Similar Techniques)

PERMISSION TO EXECUTE ROAD WORKS for THIRD PARTIES (Other than Utility Connection Providers) Version 1.0

Note: Within the following paragraphs, the conditions relating to permission are set out. Where relevant, Notes for Guidance are provided within the paragraph in *italics* and within square brackets thus, [].

Section 1: Bodies and Works Not Applicable to this Procedure

- 1.1 Granting permission under Section 109 (S109) is not relevant to bodies which are Statutory Undertakers (SUs) or Public Utilities (PUs) or otherwise empowered by a licence to act directly as an undertaker in accordance with the New Roads & Street Works Act 1991 (NRSWA). Herein, all such bodies are covered by the acronym ‘PU’.

[Such bodies are required to provide work notification etc via the Scottish Road Works Register (SRWR).]

- 1.2 Granting permission under S109 is not relevant to bodies acting as agent to any body excluded in Paragraph 1. Neither does it apply to a contractor working on behalf of such body or agent.

[Agents should have access to the SRWR and contractors should have the relevant notices etc placed in the SRWR by the client undertaker or agent.]

- 1.3 Granting permission under S109 to Utility Connections Providers (UCPs) is not relevant under this particular agreement.

[Separate agreement documents exist for such a purpose.]

- 1.4 Granting permission in respect of private roads is not relevant to these procedures.

[Permission for work in private roads should be obtained from the road manager(s).]

- 1.5 Granting permission under S109 is not relevant to activities such as depositing a skip, erecting a scaffold, occupying the road or carrying out minor civil engineering in the road such as forming a drop crossing.

[Permission for such activities should be requested from the Roads Authority (RA) under the relevant section of the Roads (Scotland) Act 1984.]

Section 2: Standard Conditions

- 2.1 Under S109, the term 'Undertaker' is applied to an applicant granted permission under these procedures. Within this document the term 'Undertaker' is used also to refer to an applicant prior to permission being granted.
- 2.2 The person signing the application form must be a representative of the Undertaker which will be responsible for fully accepting these conditions and fully responsible for meeting these conditions during and after the actual road works.
- 2.3 Permission may be withdrawn by the RA where it considers it appropriate. If this occurs and work has commenced, works will cease except that which is necessary to make the site safe to the satisfaction of the RA. Works will not recommence until written approval is given by the RA.
- 2.4 Nothing in this document or in the RA's granting of permission will be taken as exempting the Undertaker from obtaining any other necessary permissions for the works e.g. though not exhaustive, planning permission and permission to connect to third party systems and apparatus.
- 2.5 It is the responsibility of the Undertaker to determine from the RA all relevant details of the road(s) to be worked on including traffic sensitivity, reinstatement category and special designations and to build this information into his plans and work specifications.
- 2.6 It is the responsibility of the Undertaker, prior to submitting an application for permission, to have obtained information in respect of other in-situ apparatus belonging to PUs and the RA by issuing a Plant Information Request through the One Call Service provided for the SRWR by Symology Ltd (see contact details below – Page 18). It is also the Undertaker's responsibility to consider the information received in light of his plans and to communicate and reach agreement with others as required.
- 2.7 Granting permission under S109 effectively imposes on the Undertaker all the duties under the NRSWA relevant to an undertaker. The Undertaker and its applicant and planning and operational staff must be fully familiar with the requirements of the current version of the documents named below and works will be carried out in accordance with these, namely:

'New Roads & Street Works Act 1991' as amended,

<https://www.legislation.gov.uk/ukpga/1991/22/contents>

The several Regulations related to the above Act,

- 'Code of Practice for Co-ordination of Street Works & Works for Road Purposes & Related Matters', https://roadworks.scot/sites/default/files/publications/add/Code_of_Practice_for_the_Co-ordination_of_Works_in_Roads_-_March_2013.pdf
- 'Measures Necessary Where Apparatus is Affected by Major Works (Diversionary Works) – A Code of Practice', https://roadworks.scot/sites/default/files/publications/290/Advice_Note_No_2010-01.pdf

Please return the completed form to: Traffic & Network Management, Perth & Kinross Council, TES, Pullar House, 35 Kinnoull Street, PERTH. PH1 5GD. Tel 01738 475000.

roadsnetworkmanagement@pkc.gov.uk

- 'Specification for the Reinstatement of Openings in Highways', (Please be aware that the permanent reinstatement guarantee period is now 6 years).
https://roadworks.scot/sites/default/files/publications/249/Specification%20for%20the%20Reinstatement%20of%20Openings%20in%20Roads%20-%205th%20edition%20%282023%29%20-%2016%20May%202023_0.pdf
- 'Code of Practice for Inspections',
<https://roadworks.scot/sites/default/files/publications/248/Code%20Practice%20for%20Inspections%20-%2001%20April%202020.pdf>
- 'Safety at Street Works & Road Works – A Code of Practice',
<https://roadworks.scot/sites/default/files/publications/add/safety-at-streetworks-Oct2014.pdf>
- 'An Introduction to the Use of Portable Vehicular Signals',
<https://roadworks.scot/sites/default/files/publications/361/RAUC%28S%29%20Advice%20Note%208v4.pdf>
- Roads & Utility Committee (Scotland) (RAUC(S)) Advice Notes <https://roadworks.scot/legislation-guidance/advice-notes>
- Any other Act, Regulation or Code of practice which is introduced by reference in any of the above.

2.8 Section 5.10.7 of the 'Code of Practice for the Co-ordination of Street Works' that all permission holders and/or their agents where applicable, are made aware of the obligations imposed by NRSWA

2.9 If at the planning stage of work relevant to this procedure, the Undertaker knows which PU will adopt the apparatus, specific verification will be required from that undertaker that it is not prepared to provide notices etc to the SRWR and to monitor third party notices in respect of the Undertakers' apparatus. If the PU undertakes to carry out these tasks, payments to the RA in respect of such tasks will not be incurred.

[It is much preferred that PU provide the notices etc to the SRWR in such circumstances.]

2.10 If appropriate, permission will only be granted on receipt of the relevant application form (appended to this document) duly and accurately completed and signed together with the specified enclosures and with receipt and clearance of the relevant initial fee (See 3.1 below).

[As inviolable time scales are set by the NRSWA not counting the necessary time for the Council's NRSWA Section to deal with the administration, it is strongly advised that contact is made with the NRSWA Section well in advance to discuss the project and its ramifications.]

2.11 No apparatus, surface boxes, chambers or other fittings will be placed within construction layers or the verge without the consent of the RA. Consent will be conditional on, among other aspects, receipt of the specification for the apparatus, boxes etc and the RA being satisfied that the apparatus, boxes etc are suitable for the proposed locations.

2.12 Notification must be given to the RA on the adoption by a PU of the apparatus including surface apparatus and boxes or chambers. A copy of the PU's acceptance certificate or similar must be attached to the notification. Such adoption will free and relieve Perth & Kinross Council from any and all responsibility for monitoring the effects of third parties' works on the apparatus in question with immediate effect. Similarly, should the Undertaker become



a PU and/or gain access to the SRWR, he or she will so notify the RA and such notification will free and relieve the Council as above.

- 2.13 Unless the PU indicates that it has accepted responsibility for the track(s), opening(s), reinstatement(s) and surface apparatus, boxes, chambers involved with the permitted works, the Undertaker will remain responsible for all these elements for the guarantee period of two or three years as determined from the relevant COP and, if it is later shown that the Undertaker failed fully to meet relevant specifications at the outset, in perpetuity. Without prejudice to the 'in perpetuity' elements of this paragraph, defects previously identified by the RA and not repaired at the two- or three-year limit will result in the Undertaker remaining responsible for the above elements indefinitely until the defects are put right to the satisfaction of the RA. At its discretion, the RA may carry out the necessary work and recover costs from the Undertaker.
- 2.14 The responsibilities set out in paragraph 2.13 will transfer to the Undertaker's heritor's or successors.
- 2.15 Where the PU adopting the apparatus is known in advance, the application form must be accompanied by a certificate from that PU indicating its intention that the apparatus, surface boxes etc (and track/reinstatement if relevant) will be adopted. The caveat that the work must be to the PU's satisfaction is accepted. A robust indication of the intended timescales for adoption of the several elements must be included assuming no issues will arise regarding unsatisfactory work.
- 2.16 Where an adopting PU has not been identified at the time of application, the Undertaker will be responsible as indicated below until such time as an adopting PU is identified and adoption is confirmed.
- 2.17 In spite of the foregoing, if, for whatever reason, the apparatus is not adopted by the intended or any PU, the Undertaker, its heritor's and successors will remain responsible for it. The RA will continue to monitor notices which affect the apparatus and will continue to charge the Undertaker and its heritor's or successors as appropriate the relevant rate set out in paragraph 3.2 (iii). The rate will vary over time in accordance with the current rate as set by the RA. However, see paragraph 6.3.
- 2.18 Once permission is granted, the Undertaker must submit an 'Intention to Commence Road Works' proforma. It should be noted that the RA has a duty to abide by the timescales imposed by the SRWR particularly in relation to advance notices.
The RA has a legal obligation to give at least 10 working days' notice to any other authority or person who may be responsible for a structure, plant or equipment in or under the road that could be affected by your proposed works. This timetable excludes weekends and Public Holidays. In view of this, and the time required to process the application, applications should be made **no less than 4 weeks' notice as the prescribed notification period required by statute is 10 working days (Monday to Friday) prior to the agreed start date for the works.**
Certain roads are classified as Traffic Sensitive or having a Special Engineering Designation under the terms of the Act. If your proposed works are on one of those roads it will be necessary to extend the minimum time to **6 weeks'**, from receipt of your application to your intended commencement date.

Failure to do so will result in a Fixed Penalty Notice being noted on the SRWR and an instruction being issued by PKC to reinstate any excavation, close works and clear the site whilst a new application is applied for to allow the works to be completed.

It may also be necessary for alternative construction methods to be used, if this is the case these will be identified on the receipt of your application and agreed prior to your application being accepted, you must bear this in mind when planning your works.

The RA also has a duty to co-ordinate all road works and, for either or both these reasons, it may not prove possible to accept the starting date proposed. However, if the starting date has been fairly robustly set through discussion prior to application for permission, it should already have been entered into the co-ordinated programme.

*[The RA cannot anticipate all overruns or programme changes by bodies already on the road or scheduled to commence works but will try as far as possible to minimise delays to all and to keep bodies waiting to start advised of the situation. It is particularly difficult to accommodate every Undertaker for a major development as each will wish to enter the adjacent roads at roughly the same time. In such circumstances, site sharing, and trench sharing would be encouraged. **(Please Note, A separate application is required for each type of apparatus installed, due to the fact that they may not all be adopted after installation)**]*

- 2.19 All work (including the permanent reinstatement) is to be completed within 7 working days. On completion the contractor **MUST** contact PKC by 11:00 on the next working day following completion of the works. Then the 'Notification of Reinstatement' form shall be submitted within 48 hours of completion, if the works are extensive or if formally phased, intermediate submission(s) of this form will be required.

An as-built plan of the works that indicates the location, diameter line and depth of the apparatus must also be returned within 7 days of completion of the works. *[A copy of the as-built plan must be in shp. file format to allow the RA to upload to the SRWR]*

- i) If the utility company is unable to connect or inspect the work within the 7 working day period, the excavation must be backfilled and surfaced with a bound material until the utility company can carry out the work. The contractor must then notify PKC to inform that the site is clear. Once a date for the connection or inspection has been finalised, the contractor must contact PKC to resurrect the SRWR notice giving the relevant notice period.
- 2.20 Checking of works, signing and guarding and reinstatements will not be limited to the pre-set inspections but may be carried out at any time the RA thinks fit and may include any relevant techniques including rolling straight edge and coring. The RA may carry out investigative coring or excavation at any time to verify compliance with specifications. Reinstatements may be subject to the National Coring Programme.
- 2.21 Permission granted under this procedure will only extend to cover a PU (and its agent or contractor) which requires to make the final connection(s) of the Undertaker's apparatus to its own systems if the necessary road openings and work are carried out within the signing and guarding belonging to the Undertaker and on a timescale concurrent or immediately consecutive to the Undertaker's immediately adjacent work. Should the PU set up its own signing or guarding and/or carry out its work at a time differing from the Undertaker's adjacent work, it will be required to provide the relevant notices via the SRWR.

- 2.22 Nothing in the granting of permission will be construed as giving permission for altering or interfering with any road infrastructures such as culverts, pipes, gullies, chambers, detection loops etc. Should any relevant issue arise, the agreement of the RA will be required before alteration or interference commences. Such agreement will almost certainly involve agreed diversion or remedial works or similar. Similarly, granting permission for the works does not imply permission to alter or interfere with the apparatus or property any other party.
- 2.23 When the application is approved the RA will issue a written "permit" which may include additional conditions allowing works to take place. Work must NOT commence until this permit is received in person.
Permission to execute road works will remain valid for a period of **3 months from the date of approval (and during the duration of the road works if commenced within this 3 month period)** unless withdrawn by the RA where deemed appropriate.
Further application must be made if the road works do not commence within the 3 month period. (It may not be necessary to pay an additional basic inspection fee where the RA has not refunded the initial payment)
If the contractor is unable to complete the works within the stated time period they must contact PKC by 16:00 the day before the scheduled final work day, or earlier if known, to have the SRWR Notice extended.
All work is to be completed within 7 working days as per 2.19 above.

Section 3 Financial Aspects

3.1 The initial sum (Para 2.10) payable to Perth & Kinross Council will comprise of the following elements:

- i) A basic processing charge of £1192,
- ii) The inspection fee authorised by the NRSWA in respect of the basic three inspections per notice 'set' at the rate set by the Regulation current at the time of the application. (3 x £36 = £108)

[£36 per individual inspection at the time of publishing this procedure.]

- iii) A charge of £200 per 'set' of notices, for one year, or part thereof, or until the point of adoption by the PU.

[The RA is required to post a 'set' of notices in respect of each Unique Street Reference number (USRN) for each independent visit to that USRN. Generally, there is one USRN per street but

there may be more on longer streets or on streets of multiple 'character'. A 'set' comprises three notices, advanced, start and completion.]

- iv) In cases where Traffic Orders are required, there will be a further charge of £910, this figure will include the actual advertising and notice posting costs incurred by the RA per Order.

[This allows for advertising the Order.]

Please Note

Charges in i) £1192 ii) £108 & iii) £200 (**£1500 in total**) must be paid in advance prior to the application being granted.

3.2 Further sums will be payable to Perth & Kinross Council if and when the following arise.

- i) A defect is discovered or reported. The inspection fee authorised by the NRSWA at the rate set by Regulation current at the time the defect is identified will be payable for each inspection until the defect is made good. Nothing in this paragraph will be construed as permitting a delay in carrying out remedial work particularly in connection with a safety issue.

[The authorised fee is £36 per individual inspection at the time of publishing this procedure.]

- ii) The unforeseen need for a Traffic Order or Orders which will be charged at the rate set out in Paragraph 3.1 (iv).

- iii) If the apparatus remains un-adopted then there will be a further charge of £70 per year for perpetuity or until the point of adoption by the PU for each USRN or part

thereof.

Written proof must be provided by the PU that the apparatus has been adopted and that the ownership has been transferred in VAULT.

[These sums are to cover the administration of the RA's duty under the NRSWA to deal with third party notices on the SRWR which might affect the apparatus.]

[If adoption by the PU is intended but does not happen, this charge will be levied retrospectively.]

iv) The actual cost plus 20% of any investigatory and/or remedial work which requires to be carried out by the RA relating to a safety issue of any kind or relating to the rectification of a defect of any kind on default of the Undertaker.

[In respect of safety issues, although the intention would be to give the Undertaker the opportunity to deal with such issues, it must be realised that the nature of the issue may not make this practical. On all occasions the determination of what requires to be done, the extent thereof and within what timescales will rest with Perth & Kinross Council.]

v) The actual cost plus 20% of any testing of the works including trial holes or coring whether or not such testing discovers a defect.

vi) The actual cost plus 20% of any works on the RA's infrastructure not part of the works which has been damaged or rendered life-reduced by the Undertaker or of any works to restore a site to a standard acceptable to the RA on withdrawal of permission once work has started and no agreement has been reached on recommencement.

vii) The actual cost plus 20% of any reasonable survey work required by the RA to establish the accurate location of the apparatus in default of the submission of the plan requires under paragraph 5.4. Also included will be costs in respect of trial holes and reinstatements required to establish the depth of apparatus.

viii) For the avoidance of doubt, where in the sole opinion of Perth & Kinross Council as Roads Authority, reinstatements (to carriageway/pavement/footways) have not been made to its satisfaction, 21 days' notice shall be given of the outstanding works still required. In the event that the said works are not carried out upon expiry of that period, Perth & Kinross Council shall undertake the said works and shall be entitled to recover the costs of doing so from the undertaker.

Costs relevant to the above sub-paragraphs (iii) to (viii) inclusive will include necessary ancillary work such as traffic management.

3.3 In the event that the land in relation to which this consent is granted is conveyed to another heritable proprietor, it shall be a condition of any such conveyance that the foregoing conditions are accepted and complied with by the successor(s) in title.
Where no such conditions have been attached, you remain liable for any payments as detailed above.

Section 4 Insurance

- 4.1 The Undertaker shall indemnify, and keep indemnified, Perth & Kinross Council from and against all actions, claims, demands, costs, charges, losses and expenses of whatever kind or nature which may be brought or made against it or incurred by it in respect of the negligence, omission or default of the Undertaker once permission is granted or of those for whom the Undertaker is responsible arising in respect of any operation authorised by the granting of permission unless due to the negligence or other breach of legal duty on the part of the Perth & Kinross Council or of any person for whom Perth & Kinross Council is responsible. A copy of the company's insurances relative to the above will be provided along with the Application Form. Should there be any change to the company's insurance and/or if it is renewed during the course of the work, the new document or renewal must be exhibited to the RA.

[Public Liability Insurance £5 million minimum cover required]

Section 5 Traffic Management & Submission of Timetables & Plans

- 5.1 Traffic management arrangements must be agreed in advance of the submission of the formal application and these arrangements must be submitted along with the application. If it has been determined that a Temporary Traffic Regulation Notice or Order is required, 12 weeks (4 weeks to process NRSWA 109, plus 8 weeks minimum notice lead in period for TTRO) will be required from the date of submission of the application to the date work may commence.
- 5.2 If it has been determined that temporary traffic signals are required, an appropriate separate application form (copy attached to this procedure) will accompany the 'Intention to Commence Road Works' proforma (See Paragraph 2.15).
- 5.3 Timetables and plans showing the proposed works and phases thereof, if appropriate, together with construction methods and reinstatement details will accompany the application. Any necessary amendments arising during the course of the works must be agreed with the RA.
- 5.4 Accompanying the only or last 'Notification of Reinstatement' form must be as-built locational information in accordance with RAUC(S) Advice Note 12 or in accordance with the 'Records Code of Practice' once that document (by whatever formal name it becomes known) is published as a replacement for Advice Note 12. If map-based information is provided, the map(s) must be at a scale at which it is possible easily to recognise the features quoted as references, the unambiguous line of the apparatus and the dimensional information provided. If the information is digital, it must be in a format acceptable to the RA. All as-built must be in a form which allows them to be uploaded on to the SRWR VAULT register.

[A copy of the as-built plan must be in shp. file format to allow PKC to upload to the SRWR]

Section 6 Road Authority Duty

- 6.1 The RA will undertake to place all statutory notices on the SRWR in accordance with the NRSWA, its Regulations, Codes of Practice and the conditions of use of the SRWR.
- 6.2 Where the apparatus is to be adopted, the RA, from the time work commences until complete adoption of all the elements of the work (see earlier paragraphs) will, subject to the conditions attached to granting permission, undertake to monitor notices on the SRWR irrespective of which party issues them. Any plant information request or works notice considered likely to affect the Undertaker's apparatus will be brought to the attention of the Undertaker or of the relevant heritor or successor if appropriate. It will undertake to place on the SRWR any appropriate response notice provided by the Undertaker or his heritor's and successors.
- 6.3 When the apparatus is "Private" and with there being no intention of it ever being adopted by a PU, the RA will monitor Plant Information Requests and Notices on the SRWR and bring to the attention of the applicant the existence of the apparatus in question and provide them with the name of the apparatus owner. Alternatively, the RA will record on the SRWR mapping layer all the details of the apparatus together with details of the owner. Such placement will relieve the RA of any of the duties previously mentioned in this paragraph.

Section 7 Special Conditions

- 7.1 Special conditions may be attached to any permission granted. Any such will be appended in writing to the permission form.
- 7.2 The applicant will have no redress or protection from Perth & Kinross Council or any other statutory undertaker which may be involved should his plant be damaged for whatever reason or should subsequent alteration to his plant be required in connection with any future road works or operations of statutory undertakers. The cost of any alterations to applicant's plant would require to be met by the applicant.



Section 8 Additional Notes for Guidance

- 8.1 All apparatus should be laid, wherever possible in accordance with NJUG publication Volume 1 (available from NJUG, 30 Millbank, London SW1P 4RD).
All pipework / ducts should have a minimum of 750mm cover under carriageways and 450mm cover under footways and verges. In non-kerbed verges where the duct is to be laid within 1 metre of carriageway, the standard depth of cover will be 600 mm measured from the carriageway level.
- 8.2 A courtesy letter providing details and timescales of the works must be distributed to all properties likely to be affected or inconvenienced by the works. (A copy must be submitted to PKC for our approval prior to the works commencing)
- 8.3 Access must be maintained to all properties adjoining the works.
- 8.4 The maximum length of road to be excavated at any one time is 60 metres.
- 8.5 In the event of the service / apparatus becoming inoperative, the Director of Environment and Consumer Services shall be notified so that he may instruct on the terms and conditions of abandonment and removal (as appropriate).
- 8.6 The service / apparatus will remain only at the pleasure of Perth & Kinross Council.
- 8.7 It shall be made clear to any subsequent owner of the property that the above condition shall apply for the life of the private services.
- 8.8 The applicant must bear in mind the special needs of disabled people when undertaking the works in relation to safe passage / access. Special precautions are required to cater for people with impaired vision or mobility. Legal requirements can be found in 'Safety at Street Works & Road Works – A Code of Practice',
- 8.9 Consideration should also be given where services are in close proximity to trees, see NJUG publication No 10.



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Environment & Infrastructure
NEW ROADS & STREET WORKS ACT 1991 - SECTION 109

INTENTION TO COMMENCE ROAD WORKS

<u>Company Name:</u>	
-----------------------------	--

<u>Consent Ref. No</u>	
-------------------------------	--

I / We hereby give notice that we intend to commence work authorised under the above reference number and as per previous agreements on

<u>Details of Roadworks</u>			
<u>Start Date</u>		<u>End Date</u>	
<u>Company 24 hour 7 day emergency contact telephone number(s)</u>			
<u>Tel</u>			

(acceptance of commencement date will depend on the time required for advance notice submission) with expected start and completion scheduled for

I confirm that the company's Public Liability Insurance remains as previously submitted, (or enclosed / attached).

I confirm that should a change of supervisor or operative occur, I will immediately provide a copy of the relevant NRSWA certificates.

I understand that no work may commence until a copy of this form signed on behalf of the Roads Authority has been received or until a verbal approval has been given, this approval will only be valid if accompanied by an Early Start Number.

I enclose, if appropriate, an application form for temporary traffic lights (a minimum of 7 working days prior to works commencing). I understand that written or verbal approval for the signals must be received before signals can be placed on the road.

Signed _____ on behalf of the above company.

Date _____

<u>Approval to Start Works</u>			
Works may commence on the above proposed start date, if this date is not suitable, works must start on the date below. (Any change to these dates must be reported to the RA asap)			
<u>Date</u>		<u>Signed</u>	

Please return the completed form to: Traffic & Network Management, Perth & Kinross Council, TES, Pullar House, 35 Kinnoull Street, PERTH. PH1 5GD. Tel 01738 475000.
roadsnetworkmanagement@pkc.gov.uk



www.pkc.gov.uk

PERTH & KINROSS COUNCIL
Environment & Infrastructure
NEW ROADS & STREET WORKS ACT 1991 - SECTION 109

NOTIFICATION OF REINSTATEMENT

<u>Company Name:</u>	
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<u>Consent Ref. No</u>	
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advises that the permanent reinstatement of works carried out under the above Ref. No. has been completed or, if there is an entry in the field below, that the permanent reinstatement representing the following phase or section of the works have been carried out, namely,

Details of the permanent reinstatement are shown on the accompanying sheet in respect of the differing reinstatement types, material etc.

As-built locational information is attached or remains to be provided (Delete one)

Signed _____

on behalf of the above company.

Date _____



PERTH & KINROSS COUNCIL
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NEW ROADS & STREET WORKS ACT 1991 - SECTION 109

PERMANENT REINSTATEMENT AND COMPLETION DETAILS

Consent Ref. No. _____ (Sheet _____ of _____)

Street & USRN (latter if more than one effected)	Section (c/w, f/w, verge etc)	Length & Area Reinstated	Reinst. Cat	Materials & Depths used for Reinstatement

Road Reinstatement Category (0-4) to be determined by Perth & Kinross Council

Surface – Binder - Material

01 – Hot Rolled Asphalt	02 – Close Graded Macadam	03 – Anti Skid Surfacing	04 – Block Paving
05 – Clay Paving	06 – Concrete	07 – Earth	08 – Flags / Slabs
09 – Grass	10 – Gravel	11 – Kerbing	12 – Other
13 – Setts	14 – Slurry Seal	15 – Surface Dressing	16 – Unmade

Depth Code

01 – Standard	02 – Deep	03 – No excavation	04 – Operm
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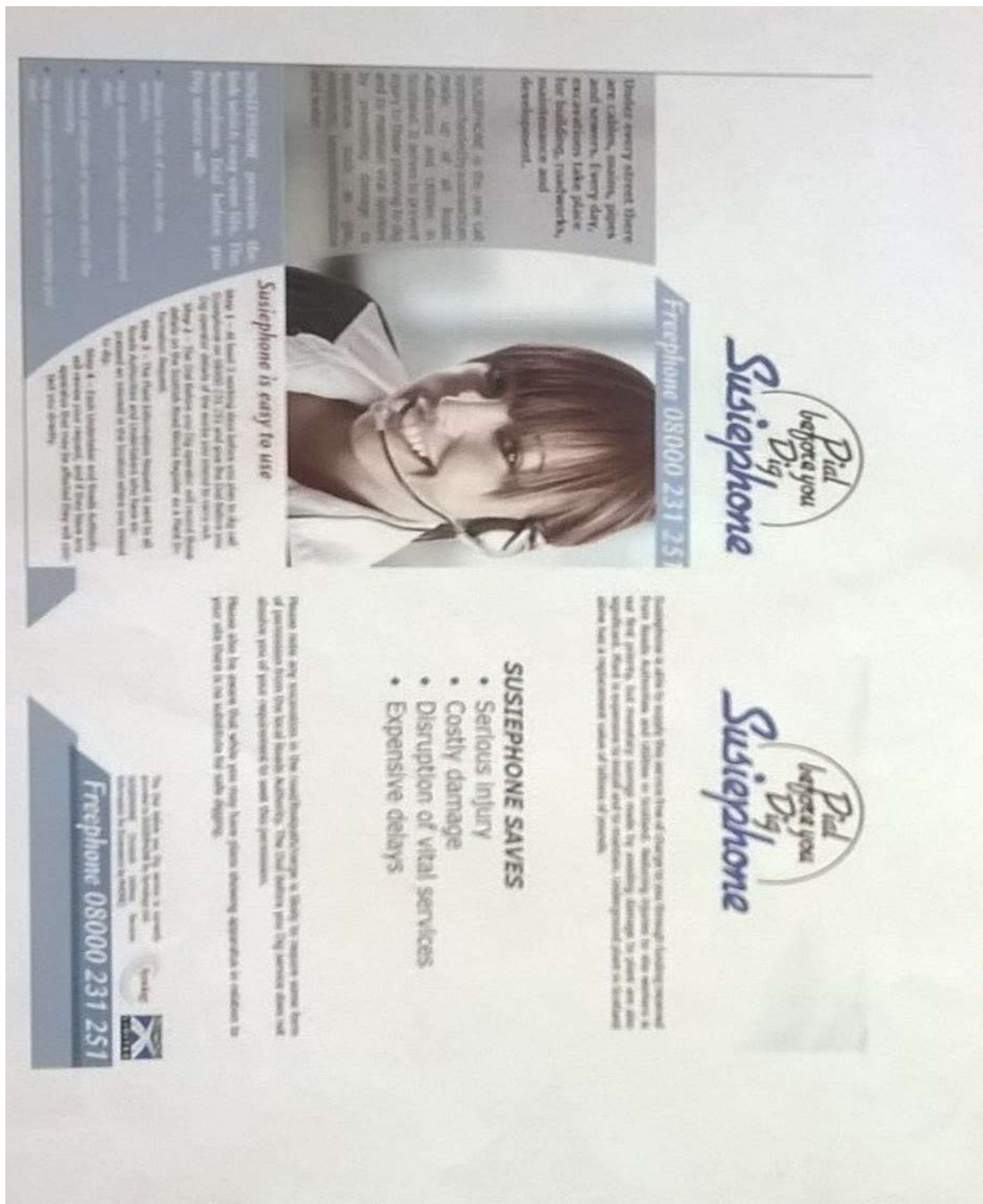
Location Code

C – Carriageway	F – Footway	V – Verge	I – Interim
P – Permanent			

Please return the completed form to: Traffic & Network Management, Perth & Kinross Council, TES, Pullar House, 35 Kinnoull Street, PERTH. PH1 5GD. Tel 01738 475000.
roadsnetworkmanagement@pkc.gov.uk

Plant Information

The contractor is responsible for ascertaining the exact location of utility apparatus prior to excavating. Contact Symology DBYD free on 08000 231251 to obtain plant information, this must be done at least 3 working days prior to works commencing.



Paid before you Dig!
Susiephone

Under every street there are cables, mains, pipes and sewers. Every day, excavations take place for buildings, roadworks, maintenance and development.

SUSIEPHONE is the new utility system whereby accommodation made up of all buried, underground and utility in situ services is served to prevent any damage to the ground and the environment while ensuring the minimum damage to the ground, roads, pavements, drains, sewers, pipes, cables and services.

Susiephone is easy to use

Step 1 - At least 3 working days before you plan to dig, call Susiephone on 08000 231 251 and give the full details of the proposed dig.

Step 2 - The Susiephone operator will send you a Susiephone dig card.

Step 3 - The Susiephone dig card is sent to all local authorities and utilities who have an interest in the location where you intend to dig.

Step 4 - Each local authority and utility will advise you of any services that may be affected by your dig and you can then plan your dig accordingly.

SUSIEPHONE SAVES

- Serious injury
- Costly damage
- Disruption of vital services
- Expensive delays

Please note any excavation in the road/footpath/verge is likely to require some form of permission from the local Council Authority. The full details you Dig service does not include you of your responsibility to seek this permission.

Please also be aware that while you may have given necessary approval in relation to your site there is no substitution for safe digging.

The Dig service you Dig service is provided by Symology DBYD, a company registered in Scotland by the Scottish Government. The Dig service is provided by Symology DBYD, a company registered in Scotland by the Scottish Government.

FreePhone 08000 231 251