S184/.....(OFFICE USE)

DARLINGTON Borough Council

ENVIRONMENT, HIGHWAYS AND COMMUNITY SERVICES GROUP
Town Hall, Darlington DL1 5QT

Customer Name
Address line one
Address line two
Address line three
Postcode

(01325) Phone
Email@darlington.gov.uk
day month year

Our ref: Our ref
Your ref: Your ref
Please ask for: Please ask for
Document Name: Sec184 - 07/26

Section 184 licence application form

Please ensure that you include all the following items with your final completed application form. You **do not** have permission to start work until this licence is signed and a copy is returned to you.

- ☐ Drawing of works – issued/approved by DBC including construction details.
- ☐ Confirmation of planning approval where required.
- ☐ Traffic Management Plan for a **classified road** , ensuring it is in accordance with Chapter 8 of the Traffic Signs Manual
- ☐ Photographic evidence of Street works photo cards of accredited operative(s)/Supervisor.
- ☐ Proof of Public Liability Insurance – All contractors working on the public highway must hold valid Public Liability Insurance to a minimum of £5 million
- ☐ Confirmation that Statutory Undertakers have been contacted and no clashes are anticipated.

Please return complete sections 1 & 2 (with contactors details if known) of the application with requested information to:

Section184applications@darlington.gov.uk

Section 3 and any remaining information will be required once the drawing has been approved

Incomplete or incorrectly filled applications will be returned to the applicant and will result in the delay of your works.

Guidance Notes for completing the S184 application:

- All contractors working on the public highway must hold valid New Roads and Street Works Act (NRASWA) 1991 work cards. Copies are required with application.

- All contractors working on the public highway must hold valid Public Liability Insurance to a minimum amount of £5million – include a copy of your certificate.

- The fee for a S184 agreement is shown below this can be paid by calling 01325 405222 and asking to pay for a Section 184 drive crossing licence.

  S184 Fee for each vehicle crossing -
  Single domestic dwelling £150
  Multiple domestic dwellings, commercial and industrial £300

We will require **10 working days** to process the licence, once the application is granted the relevant notice period below will be required to co-ordinate street works. The attached Notification of Works Form (issued with approved licence) must be completed and returned as detailed on the form.

- Notice Periods for street works co-ordination:

Notice	Duration of works	Required notice period
Minor	1 to 3 working days	3 working days
Standard	4 to 10 working days	10 working days
Major	More than 10 working days	3 Calendar months

*Please note that restricted working hours may be imposed on the principle and strategic network. If road space is booked by other utilities the works need to be delayed until completion of their works.

- Once works are complete the future maintenance of the crossing will be the responsibility of Darlington Borough Council. If within 24 months remedial works need to be carried out due to poor workmanship or because the works have not followed the drawing or specification the licensee will be notified of the required works and action, and they will be responsible for any costs associated with such remedial works.

- Until this licence is signed, and a copy is returned to you then you **do not** have permission to start work.

- The application is valid for 36 months from the approval date, if works have not commenced during this period a new application will be required.

- If any information has changed after the licence approval and prior to the works being carried out, you must contact the Highway Inspector for advice on whether another licence is required.

- Statutory Undertakers must be contacted prior to works commencing.

There may be a reason why we are unable to approve your application, if this is the case you will be notified of the reason(s) and refunded the full amount less £25 to cover administrative costs incurred.

The most common reasons for declining applications include –

- Close proximity of a highway tree, street lighting column, BT pole
- Close proximity to a junction
- Gradient is too steep leading to cars grounding
- Inadequate parking area within the property

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Section 1

Licensee Details:

Name:
Address:
Telephone number: E-mail:

Contractors Details:

Company Name:
Contact Name:
Company Registered Address:
Email Address & Telephone no.:

Supervisors Name:	Street Works Accreditation no:

Contractors Public Liability Insurance Details:

Insurance Company Name:	
Policy Number:	Expiry Date:

I can confirm that as contractor I am responsible for:

- Completing the works in accordance with the regulations of the New Roads and Streetworks Act 1991 and its associated regulations, codes and practices.
- Providing current public liability insurance to a minimum value of £5 million.
- Contacting the Highways Inspector once the excavation is complete so they can confirm the depth is in accordance with agreed design.

Signed:	Date:
Print Name:	Job Title:

Section 2

Location of Works:

Resident/occupier name:	Telephone number: E-mail:
Property name/number:	Road/street:
Town/village:	Postcode:

Are the works to amend or create a vehicular crossing? (*tick*)

☐ Create

☐ Amend Existing

Brief description of works required including distance of any nearby trees, lamp columns, BT poles

Planning ref:

You will be contacted to discuss your requirements and a plan will be drawn up by Darlington Borough Council. If you are submitting a plan, this will be assessed by Darlington Borough Council for approval or feedback for alteration as necessary. The construction of the vehicle crossing must be in accordance with the Darlington Borough Council plan or approved plan.
If the location is not suitable for a vehicle crossing you will be notified and a refund of the amount stated above will be arranged.

Traffic Management details for works on a classified road

Please indicate the traffic management company and method of traffic management that will be used.

Traffic management Company: Traffic management method:

Please enclose a scale drawing showing the proposed traffic management.

Section 3 *(to be completed and returned along with sections 1 and 2 and supporting information once the drawing has been completed/approved)*

Statutory Undertakers Notice

As the licensee I can confirm that by signing this form all relevant statutory undertakers have been contacted and their responses have been reviewed to enable the works to be carried out safely and in compliance with the New Roads and Streetworks Act 1991 and the Highways Act 1980.

Declaration:

I declare:

That the information provided within this application is correct.

The appointed contractor will adhere to the requirements of the New Roads and Streetworks Act 1991 associated legislation and codes of practices, together with any other conditions imposed by Darlington Borough Council.

Works will be undertaken in accordance with the design and specification provided/approved by Darlington Borough Council.

That all practicable steps have been taken to ensure that the owners of apparatus which may be affected by these works have been contacted.

I have assessed the suitability of the property to accommodate a parked vehicle. I understand that on no account will a parked vehicle be permitted to overhang the highway.

I take ownership of the permanent reinstatement for the guaranteed period of 24 months.

I confirm that I have read and understand the terms and conditions and the associated guidance notes connected with this licence.

Signed:	Name:	Date:

Approval (*do not fill* – DBC to complete)

The licence is hereby granted to the licensee named under section 1 of this form

Signed:	Name:	Date: