



**BRISTOL CITY COUNCIL**  
**PLACE DIRECTORATE**  
**APPLICATION TO MAKE AN EXCAVATION IN THE HIGHWAY**  
HIGHWAYS ACT 1980, SECTION 171

Please complete the following information and send the form to the address below. Non-account holders should include the correct licence fee or make an on-line payment. Licence/renewal fee **£250.00** (see below). Licence/Inspection fee for heavy duty pavement crossing works **£1000.00** Retrospective applications **£375.00**

<b>Applicant</b>	Tel No.	
	Mobile No.	
	e-mail	

Contractor name .....

Business address .....

.....

Postcode .....

.....

Hereby apply to **BRISTOL CITY COUNCIL**

To make a temporary excavation at:  
(site location)

For the purpose of:

.....

.....

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.....

In:  \*Road  \*Verge  \* Footway  \*Delete as required

Please note - Planning permission is required for footway crossings for vehicle access on classified roads or if garden is to be hard paved. Garden/Parking area must be of suitable size. See item 9 of licence conditions.

I/we hereby agree to comply with the terms and conditions set out overleaf and with all other statutory rules and regulations which may apply to these circumstances.

Signed: .....

Position in Company: .....

For and behalf of: .....

Date: .....

BRISTOL CITY COUNCIL hereby authorises the work specified above.

The work may commence on .....

**Authorising Officer** .....

Date .....

<b>By post to:</b> Bristol City Council – ABS Finance Team 1 Highway Licences (100TS) P.O Box 3176 Bristol BS3 9FS	or	<b>Email:</b> <a href="mailto:cd.highwaylicences@bristol.gov.uk">cd.highwaylicences@bristol.gov.uk</a> <b>Pay on-line:</b> <a href="http://www.bristol.gov.uk/pay">www.bristol.gov.uk/pay</a> <b>Tel:</b> 0117 922 2100
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APPLICATION  
DECISION

## LICENCE CONDITIONS - CONTROL OF EXCAVATIONS IN THE HIGHWAY

These are the conditions of the grant of the licence to make an excavation in the highway. The term "Council" means Bristol City Council.

1. The applicant will provide evidence that the site supervisor and operatives have proper accreditation under the New Roads and Street Works Act (H.A.U.C qualification) to carry out the work. It is the applicants legal responsibility to ensure that this takes place
2. Work may not commence until the date specified.
3. The excavation will be adequately fenced (Chapter 8 New Roads & Street Works Act) and lit at all times between half an hour after sunset and half an hour before sunrise.
4. The applicant will comply with all directions issued by the Council with respect to the erection and maintenance of traffic signs in connection with the excavation.
5. The applicant will afford and protect the rights of the statutory undertakers (that is Western Power Distribution, Wales and West Utilities (Gas), Wessex Water, B.T., Virgin Media and any other person who owns or uses plant or apparatus in or under the highway), to have access as and when reasonably required to that plant or apparatus, and will ensure no damage is caused to such plant or apparatus.
6. The applicant will complete the work and reinstate the excavation as quickly as possible to a specification approved by the Council.
7. No unreasonable obstruction of the highway is caused.
8. The applicant will fully indemnify the Council against all claims, demands, costs and expenses that may arise out of the works, the subject of licence, and to support this indemnity, will provide proof of adequate insurance cover of £5 million in respect of any one claim.
9. Footways Crossings - Garden/Parking areas must be at least 4.8 metres long by 2.4 metres wide or 3 metres long by 6 metres wide to prevent parked vehicles obstructing the footway.

### Notes

1. Excavation in the highway without a licence issued by the highway authority is an offence. The maximum penalty for contravention is £10 per day.
2. If any of the terms and conditions of this licence is not complied with, the Council reserves the right to require excavation to be reinstated forthwith at the applicant's expense without prejudice to any claim or right that may have arisen.
3. If the Council refuses to issue a licence or issues a licence on terms to which the applicant objects, the applicant may appeal to the local magistrates' court against the refusal or the terms.
4. The applicant's attention is drawn to the Health & Safety at Work (etc) Act 1974, the Construction (Working Places) Regulations 1966 (SI 1966 no'94) and Sections 168 and 171 of the Highways Act 1980.

**If you would like this information in a different format, for example, Braille, audio CD, large print, electronic disc BSL DVD or community languages, please contact us on 0117 922 2100**



**PUBLIC LIABILITY INSURANCE RIDER FORM**

**Rider to conditions for:**

**Excavating the Highway (Highways Act 1980 Section 171)**

I confirm that PUBLIC LIABILITY INSURANCE is held in the name of the applicant, as detailed below. I also confirm that the limit of insurance cover is to a minimum of £5 million, and that the insurance covers the period as detailed on the application. I understand that this requirement is in addition to the conditions and requirements detailed on the application.

Signed (name in block letters) .....

Position in company .....

Company name .....

Date .....