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| BCC Application Reference |  |

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| **BRISTOL CITY COUNCIL**  **APPLICATION TO MAKE AN EXCAVATION IN THE HIGHWAY (SECTION 171 LICENCE)**  Application Form |  |
| **If you wish to apply to make an excavation in the public highway we recommend that you read the Guidance and Process document prior to completing the form below.**  This application form is to apply to make a temporary excavation in the adopted highway under Section 171 of The Highways Act (1980).  The application can be completed by either the applicant, someone acting as representative on the applicant’s behalf (eg. a project manager or principle contractor), or the contractor who actually undertakes the work. However, it is the responsibility of the applicant to ensure that any details provided on this form are accurate.  Where a contractor completes the form on behalf of the applicant, the contractor accepts joint and several responsibility for any inaccuracies contained within the application form and for ensuring that the Terms and Conditions are complied with.  Please note that approval of this application by Bristol City Council (BCC) does not constitute approval for traffic management. Proposed traffic management should be undertaken in line with the relevant code(s) of practice, guidelines issued by BCC and, where appropriate, in co-ordination with BCC to ensure proposed streetworks cause the minimum possible disruption on the road network. | |

**Payment details (please complete prior to submitting the application)**

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| Payment method | Credit/Debit card online | Online payment ref. | |
|  |  | Amount paid: | Date paid:      /     / |
|  | Cash  Cheque | ***NB:*** *Cash/Cheque payments are only accepted at the Citizen Service Point at 100 Temple Street* | |

**Applicant details**

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| Title: |  | | First Name: |  | | | Surname: | |  |
| Company name: | | |  | | | | | | |
| Address: | | |  | | | | | | |
| Postcode: | | |  | | | | | | |
| Telephone no. | | |  | | E-mail: | |  | | |
| Billing address: | | |  | | | | | | |
| **Contractor details (if different from the Applicant)** | | | | | | | | | |
| Contractor name: | | |  | | | | | | |
| Contractor address: | | |  | | | | | | |
| Postcode: | | |  | | | | | | |
| Telephone no. | | |  | | E-mail: | |  | | |
| **Details of the works involved** | | | | | | | | | |
| Location of excavation (address): | | | |  | | | | | |
| Description of location:  (eg. near lamp column No. 4) | | | |  | | | | | |
| Description of works  (including reason for excavation): | | | |  | | | | | |
| Will any new buildings/equipment/services be permanently installed on or under the highway as a result of the works? | | | | Yes  No  If yes, please provide further details below : | | | | | |
| Proposed duration of the works: | | | | From      /     /      until      /     / | | | | | |
| In order to help process your application as quickly as possible please supply the following documentation:  Plan showing location and extent of excavation  Detailed planning approval (if required)  Signing and guarding proposals  SWQR Declaration Form (if not already held on file)  Copy of Public Liability insurance document showing £5m limit of indemnity (if not already held on file)  Please be aware that failure to supply all of the supporting documentation may delay the processing of your application. | | | | | | | | | |
| I confirm that I have read the Terms and Conditions relating to this application (as listed in the Guidance and Process document, Section 3) and agree to comply with such terms and conditions along with all other statutory rules and regulations which may apply. I request permission for an excavation in the highway in accordance with the information submitted. | | | | | | | | | |
| Signature: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: | | /     / | |
| Position: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | | Applicant (or Applicant’s Representative)  Contractor | |

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| PUBLIC LIABILTY INSURANCE RIDER FORM  I confirm that Public Liability insurance is held in the name of the applicant as detailed above. 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 and will fully indemnify Bristol City Council against all claims, demands, costs and expenses that may arise out of the works. I understand that this requirement is in addition to any other conditions and requirements detailed in the application. | |
| Signed: |  |
| Name: |  |
| Position: |  |
| Company name: |  |
| Date: | /     / |

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| **DECISION (for office use only):**  Bristol City Council hereby authorises the work specified above and the work may commence on:       /     /  Subject to the following condition(s):    Authorising Officer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:      /     /  Authorising Officer name:  This licence is valid for a period of not more than 12 months from the date of issue.  Bristol City Council hereby refuses the application for the following reason(s):    Date:      /     / | |
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| **Please note:** If approval is granted this document is important and should be kept as it provides legal authorisation for the excavation of the highway. Bristol City Council reserves the right to charge for supplying a copy if the form is mislaid. | |
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| **Please return completed licence applications to:** | |
| bss.highwaylicences@bristol.gov.uk / BSS Highway Licences (CH 3C), P.O Box 3399, Bristol, BS1 9NE | |
| Pay online at: www.bristol.gov.uk/excavationlicencefee | Pay online at: www.bristol.gov.uk/excavationlicencefee |
| All data is collected in compliance with: https://www.bristol.gov.uk/data-protection-foi/data-protection-policy | |