

NRSWA NOTICE OF WORKS

Guidance Notes

The following notes have been prepared to help applicants complete the *NRSWA Notice of Works* form accurately and in compliance with the requirements of ETON (Electronic Transfer of Notices).

If you require clarification regarding any of the fields, please contact the appropriate Network Management Team.

Please note that each new notice submitted will require a minimum of two further transactions (Start & Stop). Major (3 month) notices also require confirmation a minimum of 10 days before the works start.

FROM

Works Promoter: Include contact name, organisation, full address including postcode and telephone number
Agent: Include contact name, organisation, full address including postcode and telephone number
(must be contactable during hours of operation of the traffic management)

REFERENCE

A unique reference number is required for each new notice application. Confirmation, Start, Stop transactions to have same reference as initial notice.

PURPOSE

Only one box to be marked.

<i>New activity</i>	Initial notice application
<i>Activity Conf.</i>	Confirmation transaction (i.e. 10days before start of Major notice)
<i>SA response</i>	Street Authority response - used by Hertfordshire County Council
<i>Cancellation</i>	Cancellation transaction - if works no longer required
<i>Activity start</i>	Works start transaction (within 24hrs of works start)
<i>Activity stop</i>	Works stop transaction (within 24hrs of works stop)
<i>Revised duration</i>	Revised duration transaction
<i>Other</i>	Other transactions not covered by the above

TIMING

Fields to be completed as indicated.

WORKS CATEGORY

Only one box to be marked – to be completed as indicated.

Works up to 3 days duration require a Minor notice (to be submitted a minimum of 3 working days before start date)

Works between 4 and 10 days duration require a Standard notice (to be submitted a minimum of 10 working days before start date)

Works over 10 days duration or require a road closure require a Major notice (to be submitted a minimum of 3 months before start date)

TRAFFIC MANAGEMENT (TM)

Only one box to be marked. If a scheme has a combination of TM arrangements at different periods during the works, consider submitting separate notices for each phase to correspond with the appropriate TM. Timings (put out/take down) of temporary traffic management to be included in the works description box.

SPECIAL ENGINEERING DIFFICULTY

If you are unclear if the street is designated, please contact the appropriate Network Management Team.

LOCATION DETAIL

Provide as much detail as possible to enable the works to be accurately identified – USRN (Unique Street Reference Number [www.thensg.org.uk]) & National Grid Reference (Co-ordinates [Eastings & Northings]) **must** be provided. If you require assistance with these details, please contact the appropriate Network Management Team.

DESCRIPTION OF WORKS

Provide as much detail as possible in relation to the proposed activity and any Early Start request (including reason).

CONDITIONS

Any model conditions to be applied to the notice application (see <https://www.gov.uk/government/publications/street-works-permit-schemes-conditions>)

REINSTATEMENT

If the works involve excavation of the Highway, please include details of all reinstatements on the Works Stop transaction. All interim reinstatements must be completed within six months.

Under Section 79 of the NRSWA, the applicant is required to record and submit details of all underground plant placed in the Highway to Hertfordshire County Council. Please attach a detailed location plan (1:500) of your underground plant, including measurements to fixed objects (eg buildings), with the Works Stop transaction.