



APPLICATION FORM FOR A STREET WORKS LICENCE AND ASSOCIATED LICENCES FOR WORKS IN THE HIGHWAY

Those applicants not familiar with the requirements of the legislation are strongly advised to appoint a contractor with the knowledge and accreditation to help complete this application and to conduct the works on their behalf. Non-compliance with any requirements of the New Roads and Street Works Act 1991 or the Highways Act 1980 may result in severe financial penalties

Please email completed forms to: - HighwaysSection50@Hertfordshire.gov.uk or post to Hertfordshire County Council, Highways (Section 50), Pegs Lane, Hertford, SG13 8DN

SECTION 1 – APPLICANT

Name (Must be a Company):

Company Number:

Address:

Telephone:

Email:

SECTION 2 – DETAILS OF COMPANY CONDUCTING THE WORKS

Name:

Company Name:

Address:

Telephone:

Email:

Emergency/out of hours contact details:

Please attach a copy of the Supervisors and Operatives qualifications

Please attach a copy of the public liability insurance (minimum £10 million) policy for the period up to completion of the permanent re-instatement attached

SECTION 3 – CATEGORY OF PROPOSED WORKS

Please highlight or circle one category only

a) Placing new apparatus in the Highway: **£746***
[For conditions please refer to Section 8a]

b) Conducting work on existing licensed apparatus in the Highway: **£537***
[For conditions please refer to Section 8b]

c) Excavating in the Highway: **£537***
[For conditions please refer to Section 8c]

Please attach a copy of the existing licence for the apparatus in the highway

*** Works in excess of 10 openings or 200 meters length will be subject to additional inspection fees**

SECTION 4 – DETAILS OF PROPOSED WORKS

Property reference:

Road name:

Town/Village:

District:

Proposed start date: Enter as DD/MM/YY

Proposed end date: Enter as DD/MM/YY

Hours of works:

Monday to Friday:

Saturday:

Sunday:

Description of Apparatus:

Details of works to be carried out:

[Please provide a plan showing the location of the works]

Depth of excavation **(please highlight or circle one)**:

Less than 1.5m

More than 1.5m

No excavation

Traffic management **(please highlight or circle as applicable)**:

Stop/go boards

Portable traffic signals (approval required)

Signing only

Road closure (TTRO required)

Footway closure

Lane closure

SECTION 5 – DECLARATION BY APPLICANT

[I am the applicant referred to above] or [I am duly authorised by the applicant being a company to give this declaration on its behalf] [Please strike out whichever doesn't apply]

By signing the application form, I confirm that the foregoing details are correct and acknowledge that the works referred to above must be conducted in accordance with the requirements of the New Roads & Street Works Act 1991 the Highways Act 1980 and associated legislation and codes of practice, together with any other conditions imposed by the Hertfordshire County Council in the relevant licence.

I acknowledge the statutory need for the applicant to pay the prescribed fees which will be imposed by Hertfordshire County Council including any defect inspection fees and the cost of any necessary remedial works conducted by Hertfordshire County Council during the guarantee period, along with the required administration and capitalised annual charge fees.

I acknowledge that the licence is granted on the condition, amongst others, that I hereby indemnify Hertfordshire County Council against any claim in respect of injury, damage or loss arising out of:

- a) The placing or presence in the street of apparatus to which the licence related, or
- b) The execution by any person of any works authorised by the licence.

I acknowledge that this application will not be processed until Hertfordshire County Council have received all the relevant supporting documentation. The 4-week processing period will only start once all the necessary documentation is received and completed.

I acknowledge that I have read and understand the *Section 50 – Guidance Notes* document

Submitted by -

Name:

Signature:

Date:

Telephone:

Email:

SECTION 6 – CHECKLIST

To be completed by the Highways Business Support Team

Reference No:

NRSWA Notice of Works:

Insurance details valid:

Payment received/correct value:

NRSWA accreditation (Supervisor & Operatives):

Evidence of Statutory Undertaker searches:

Water (waste) authority approval allowing connection to main (If applicable):

SECTION 7 – AUTHORISATION

Approved by Highways Network Management Team

Pre-site visit to assess proposed works: (Y/N)

Consultation with Police (if required): (Y/N)

Additional conditions (if applicable):

Name:

Signature:

Date:

APPLICATION FORM FOR A STREET WORKS LICENCE AND ASSOCIATED LICENCES FOR WORKS IN THE HIGHWAY

Standard Conditions

SECTION 8a – PLACING NEW APPARATUS IN THE HIGHWAY

The following conditions must be observed in respect of all licences granted for the placing of new apparatus in the highway:

1. A licence granted pursuant to this Section 8a is pursuant to Section 50 of the New Roads and Street Works Act 1991 (“the 1991 Act”) as therein known as a ‘street works licence’ for the purposes only of placing and retaining the apparatus described in Section 4 above (“the Apparatus”) in the highway and thereafter to inspect, maintain adjust, repair, alter or renew the Apparatus, change its position or remove it, and to execute for those purposes any works required for or incidental to such works
2. The Apparatus shall only be placed in the highway at the location approved in writing by Hertfordshire County Council
3. The applicant whom for the purposes of the 1991 Act is an ‘undertaker’ shall at all times comply with the provisions of the 1991 Act and associated codes of practice including but not limited to the following specific provisions of the said Act:
 - a) Section 51 – Prohibition on works in the highway contrary to a licence granted by Hertfordshire County Council and the conditions set out hereto;
 - b) Section 54 – Notice of starting date of licensed works;
 - c) Section 57 – Notice of emergency works;
 - d) Section 60 – General duty of undertakers to co-operate;
 - e) Section 65 to 69– General requirements as to execution of street works;
 - f) Section 70 to 73 – Reinstatement;
 - g) Section 74 to 78 – Charges, fees and contributions payable by undertakers; and
 - h) Section 79 to 82 – Duties and liabilities of undertakers with respect to apparatus;

Please note there are various statutory offences for failure to comply with the above provisions notwithstanding civil liabilities and contractual breaches of the licence.

4. The licence is personal to the applicant and does not bind or run with any land.
5.
 - a) The applicant may only assign the licence subject to the written approval of Hertfordshire County Council;
 - b) Any application for the assignment of the licence must be in writing, with details of the proposed assignee, and be served on Hertfordshire County Council at least three (3) months prior to the intended date of assignment;

- c) The applicant will only be released from liability under the licence upon Hertfordshire County Council providing the aforementioned written consent and written notice of the completed assignment having been served on Hertfordshire County Council such notice to be countersigned by the applicant and the assignee together with a declaration from the assignee acknowledging it is bound by the conditions of the licence. As at such date the assignee shall be the 'applicant' for the purposes of these conditions; and
 - d) The release of liability referred to in condition 5(c) above does not include any pre-existing breaches and liabilities arising prior to the date of the release.
6. The licence shall remain in force until withdrawn or surrendered in accordance with conditions 20 and 21 below

The Street Works

7. In addition to all statutory requirements for any works associated with or incidental to the Apparatus, the applicant shall: -
- a) Not commence any works in connection with, and for the purposes of, the placing of the Apparatus in the highway until it has received written authorisation from Hertfordshire County Council such authorisation shall be subject to the satisfactory receipt and approval of any necessary documents and information requested by Hertfordshire County Council;
 - b) Save for the works specified in condition 7(c) below, not commence any works in connection with, and for the purposes of: the inspection; maintenance; adjustment; repair; alteration or renewal; and change of position or removal, of the Apparatus until it has received written authorisation from Hertfordshire County Council such authorisation shall be subject to the satisfactory receipt and approval of an application for such works in the prescribed form and which shall be subject to the conditions set out in Section 8b (in addition to these conditions in Section 8a); and
 - c) In the event of emergency works as defined by Section 52 of the 1991 Act the applicant shall undertake such immediate works as are reasonably necessary to make the Apparatus and highway safe and shall within two (2) hours of their commencement notify Hertfordshire County Council of such works and the nature of the danger. The applicant shall upon making the Apparatus and highway safe, and if further works are required or reasonably requested by Hertfordshire County Council to ensure the long term safety of the Apparatus and the highway, submit within five (5) working days an application for such works in accordance with condition 7(b) above.
8. Any works authorised pursuant to this licence shall only be carried out by a contractor approved by Hertfordshire County Council.
9. Upon making an application for a licence under this Section 8a the applicant shall pay Hertfordshire County Council in connection with such licence (which for the avoidance of doubt does not include traffic management costs any costs arising under Section 8b and any liability that may arise under the conditions of the licence): -
- a) the sum of £385 in respect of administration expenses
 - b) the sum of £209 which Hertfordshire County Council will accept as a capitalised payment in lieu of the annual fee for administering the licence recoverable under Schedule 3 Section 2b of the 1991 Act
 - c) the sum of £152 for the chargeable inspection fees, per unit of inspection

Total Cost of licence: £746

Please note that works in excess of 10 openings or 200 metres length will be subject to additional Inspection Fees as per current charges. Please further note that following a cancellation notification from the applicant being received within 24 hours / 5 working days after receipt of their completed application, or upon an unsuccessful application, a reduction of the above chargeable fee will be refunded in accordance with Hertfordshire County Council policy for cancellations and unsuccessful applications as set out in its Guidance Notes for such licences.

10. The licence is issued for the purposes of Section 50 of the 1991 Act only and for no other purpose. Any licence issued under this Section 8a shall not be construed as conferring any right permission or authority for the

applicant to make any connection to a sewer, drain, pipe, cable or other apparatus situated in the highway. The applicant must obtain any other consent which may be required.

11. The issue of this licence by Hertfordshire County Council does not imply that the Apparatus and such associated works to the highway (including but not limited to its affect on nearby apparatus) have been checked or technically approved by Hertfordshire County Council.
12. The road openings guarantee period for any works carried out under this licence shall begin on completion of the permanent reinstatement of the highway being the date of notification of such completion in accordance with Section 70 of the 1991 Act and shall run for two (2) years, or three (3) years in the case of deep openings.
13. Any works associated with or incidental to the Apparatus must be signed and guarded in accordance with Safety at Street Works and Road Works - A Code of Practice, the Traffic Signs Regulations and General Directions, and with Chapter 8 of the Traffic Signs Manual.

Highway Condition

14. Applicants should inspect the highway before commencing any works associated with or incidental to the Apparatus and report any damage to Hertfordshire County Council. Failure to do so will imply that the highway is in good order and the applicant shall be liable and will be charged (such sums payable on demand) for repairs to any damage subsequently reported.
15. The highway where any works associated with or incidental to the Apparatus are undertaken shall be kept/maintained in a clean and tidy condition during the period of the licence and any spillage or debris from the works shall be swept and removed from the highway.
16. No materials may be mixed on the highway surface but a mixing board may be used. Note: Breach of this standard condition is an offence which upon conviction carries a maximum penalty of £2,500 (see section 170 Highways Act 1980).

Indemnity & Insurance

17. Notwithstanding the indemnity provided in paragraph 8 of Schedule 3 of the 1991 Act, the applicant further indemnifies and saves harmless Hertfordshire County Council and/or its officers and agents against and from all claims, demands, actions, costs and damages however arising out of by or in consequence of the placing and retaining of the Apparatus in the highway and any works associated or incidental thereto.
18. Where the applicant is a body corporate then the person authorised to make this application on its behalf agrees to indemnify Hertfordshire County Council on the same terms as stated in standard condition 17 above and any liability for any costs or expenses incurred by Hertfordshire County Council due to a breach of the licence shall be joint and several.
19. The applicant and its contractors must take out and maintain public liability insurance for a sum of at least ten million pounds (£10,000,000) in respect of any one claim and shall on request by the Hertfordshire County Council produce for inspection the relevant policies of insurance together with receipts for the premiums paid.

Expiry and Breaches of Licence

20. In accordance with paragraph 5 of Schedule 3 of the 1991 Act, the applicant shall give at least six (6) weeks written notice to Hertfordshire County Council of a proposal to surrender the licence as a result of an intention to cease using or abandon the Apparatus.
21. In accordance with paragraph 5 of Schedule 3 of the 1991 Act, Hertfordshire County Council may by notice in writing served on the applicant withdraw the license:
 - a) if the applicant fails to comply with any provision of this 1991 Act or any condition of the license,
 - b) if Hertfordshire County Council become aware, or is of the reasonable belief, that the applicant:
 - (i) has ceased to use or has abandoned the Apparatus, or intends to do so, or
 - (ii) has parted with or intends to part with its interest in the Apparatus contrary to the provisions of condition 5 above, or

- c) if Hertfordshire County Council consider the withdrawal of the license is necessary for the purpose of the exercise of their functions as street authority.

The withdrawal shall take effect at the end of such period beginning with the date of service as may be specified in the notice. The period shall not be less than seven (7) working days in the case of a withdrawal under condition 21(a) or (b) above, and shall not be less than three months in the case of a withdrawal under condition 21(c) above.

- 22.
 - a) Where a license is withdrawn or surrendered as setout above, Hertfordshire County Council may remove the Apparatus or alter it in such manner as Hertfordshire County Council thinks fit and reinstate the highway, and the applicant shall be liable for the expenses incurred by it in doing so payable on demand.
 - b) If Hertfordshire County Council are satisfied, upon a written request by the applicant received within ten (10) working days from the date of withdrawal or surrender of this licence (such request being in the prescribed form and subject to Section 8b conditions), that the applicant can, within a reasonable time, remove the Apparatus or alter it in such manner as Hertfordshire County Council may require and reinstate the highway, then the applicant shall be authorised to do so at its own expense and in accordance with the conditions attached thereto.
 - c) Before executing any works under condition 22(b) above, and in addition to any further conditions including but not limited to those in Section 8b, the applicant shall give not less than seven (7) working days' notice to any person whose apparatus is likely to be affected and shall satisfy their requirements as to the method of executing the works and as to the supervision of the works by them.
- 23. The highway may be inspected upon removal of the Apparatus and any damage to the highway shall be recharged to the applicant payable on demand.

Miscellaneous Provisions

- 24. Additional conditions may apply and these may be determined by a site visit prior to a licence being issued. These additional conditions form part of the licence.
- 25. Right is reserved to request the removal of the Apparatus should Hertfordshire County Council deem this necessary in the event of an emergency or for operational requirement.
- 26. Any documents or notices that are required to be served in writing shall be sent by first class post or by hand to the following addresses:
 - a) **Hertfordshire County Council** - Hertfordshire County Council Highways, Pegs Lane HERTFORD, SG13 8DN
 - b) **the applicant** – at the address set out in Section 1 above.

SECTION 8b – CONDUCTING WORK ON EXISTING LICENSED APPARATUS IN THE HIGHWAY

The following conditions must be observed in respect of all licences granted for conducting work to existing licensed apparatus in the highway:

1. A licence granted pursuant to this Section 8b is for authorisation of works in connection with, or incidental to, the apparatus described in Section 4 above (“the Apparatus”) that is currently lawfully licence to be in the highway, pursuant to section 50 of the New Roads and Street Works Act 1991 (“the 1991 Act”) as therein known, and hereinafter referred to, as a ‘street works licence’, and is solely for the purposes of inspecting, maintaining, adjusting, repairing, altering or renewing the Apparatus, changing its position or removing it (“the Further Works”).
2. The Further Works shall only be those approved in writing by Hertfordshire County Council
3. The applicant whom for the purposes of the 1991 Act is an ‘undertaker’ shall at all times comply with the provisions of the 1991 Act the street works licence and associated codes of practice including but not limited to the following specific provisions of the said Act:
 - i) Section 51 – Prohibition on works in the highway contrary to a licence granted by Hertfordshire County Council and the conditions set out hereto;
 - j) Section 54 – Notice of starting date of licensed works;
 - k) Section 57 – Notice of emergency works;
 - l) Section 60 – General duty of undertakers to co-operate;
 - m) Section 65 to 69– General requirements as to execution of street works;
 - n) Section 70 to 73 – Reinstatement;
 - o) Section 74 to 78 – Charges, fees and contributions payable by undertakers; and
 - p) Section 79 to 82 – Duties and liabilities of undertakers with respect to apparatus;

Please note there are various statutory offences for failure to comply with the above provisions notwithstanding civil liabilities and contractual breaches of the licence.

4. The licence for the Further Works is personal to the applicant and does not bind or run with any land and cannot be assigned.

The Further Works

5. In addition to all statutory requirements for the Further Works, the applicant shall not commence the Further Works until it has received written authorisation from Hertfordshire County Council such authorisation shall be subject to the satisfactory receipt and approval of any necessary documents and information requested by Hertfordshire County Council
6. The applicant shall commence and complete the Further Works within the period authorised in writing by the County Council and any agreed variations thereto (“the Prescribed Time”).
7. Any works authorised pursuant to this licence shall only be carried out by a contractor approved by Hertfordshire County Council.
8. Upon making an application for a licence under this Section 8b the applicant shall pay Hertfordshire County Council in connection with such licence (which for the avoidance of doubt does not include traffic management costs and any liability that may arise under the conditions of the licence): -
 - a) the sum of £385 in respect of administration expenses
 - b) the sum of £152 for the chargeable inspection fees, per unit of inspection

Total Cost of licence: £537

Please note that works in excess of 10 openings or 200 metres length will be subject to additional Inspection Fees as per current charges. Please further note that following a cancellation notification from the applicant being received within 24 hours / 5 working days after receipt of their completed application, or upon an unsuccessful application, a reduction of the above chargeable fee will be refunded in accordance with Hertfordshire County Council policy for cancellations and unsuccessful applications as set out in its Guidance Notes for such licences.

9. The licence is issued for the purposes of the Further Works associated with an existing street works licence only and for no other purpose. Any licence issued under this Section 8b shall not be construed as conferring any right permission or authority for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus situated in the highway. The applicant must obtain any other consent which may be required.
10. The issue of this licence by Hertfordshire County Council does not imply that the Apparatus the Further Works and such associated works to the highway (including but not limited to its affect on nearby apparatus) have been checked or technically approved by Hertfordshire County Council.
11. The road openings guarantee period for any works carried out under this licence shall begin on completion of the permanent reinstatement of the highway being the date of notification of such completion in accordance with Section 70 of the 1991 Act and shall run for two (2) years, or three (3) years in the case of deep openings.
12. The Further Works must be signed and guarded in accordance with Safety at Street Works and Road Works - A Code of Practice, the Traffic Signs Regulations and General Directions, and with Chapter 8 of the Traffic Signs Manual.

Highway Condition

13. Applicants should inspect the highway before commencing the Further Works and report any damage to Hertfordshire County Council. Failure to do so will imply that the highway is in good order and the applicant shall be liable and will be charged (such sums payable on demand) for repairs to any damage subsequently reported.
14. The highway where the Further Works are undertaken shall be kept/maintained in a clean and tidy condition during the period of the licence and any spillage or debris from the works shall be swept and removed from the highway.
15. No materials may be mixed on the highway surface but a mixing board may be used. Note: Breach of this standard condition is an offence which upon conviction carries a maximum penalty of £2,500 (see section 170 Highways Act 1980).

Indemnity & Insurance

16. Notwithstanding the indemnity provided in paragraph 8 of Schedule 3 of the 1991 Act and the licence under section 50 of the 1991 Act, the applicant further indemnifies and saves harmless Hertfordshire County Council and/or its officers and agents against and from all claims, demands, actions, costs and damages however arising out of by or in consequence of the Further Works and any works associated or incidental thereto.
17. Where the applicant is a body corporate then the person authorised to make this application on its behalf agrees to indemnify Hertfordshire County Council on the same terms as stated in standard condition 16 above and any liability for any costs or expenses incurred by Hertfordshire County Council due to a breach of the licence shall be joint and several.
18. The applicant and its contractors must take out and maintain public liability insurance for a sum of at least ten million pounds (£10,000,000) in respect of any one claim and shall on request by the Hertfordshire County Council produce for inspection the relevant policies of insurance together with receipts for the premiums paid.

Breaches of Licence

19. If the Further Works are not completed to the satisfaction of the County Council within the Prescribed Time, and notwithstanding the provisions of Section 74 of the 1991 Act, Hertfordshire County Council may

immediately undertake and complete the Further Works (or any variation or modification thereto) and recharge the costs to the applicant such sums payable on demand.

20. A breach of this license shall be a breach of the street works licence.
- 21 The highway may be inspected upon completion of the Further Works and any damage to the highway shall be recharged to the applicant payable on demand.

Miscellaneous Provisions

- 22 Additional conditions may apply and these may be determined by a site visit prior to a licence being issued. These additional conditions form part of the licence.
- 23 Any documents or notices that are required to be served in writing shall be sent by first class post or by hand to the following addresses:
 - a) **Hertfordshire County Council** - Hertfordshire County Council Highways, Pegs Lane HERTFORD, SG13 8DN
 - b) **the applicant** – at the address set out in Section 1 above.

SECTION 8c – EXCAVATING IN THE HIGHWAY

The following conditions must be observed in respect of all licences granted for the carrying out of excavations in the highway:

1. A licence granted pursuant to this Section 8c is pursuant to Section 171 of the Highways Act 1980 (“the 1980 Act”) for works to break open the highway for the sole purpose of carry out investigations as specified in Section 4 above (“the Excavation Works”). Any works related to the installation of an apparatus or general works within the highway are subject to a separate licence/agreement pursuant, inter alia, to Section 50 of the New Roads and Street Works Act 1991 and Section 278 of the 1980 Act (respectively).
2. The Excavation Works shall only be carried out in the highway at the location(s) approved in writing by Hertfordshire County Council.
3. The applicant shall at all times comply with the provisions of the 1980 Act and associated codes of practice including but not limited to the following specific provisions of the said Act:
 - a) Section 171 – Making excavations in a highway;Please note there are various statutory offences for failure to comply with the above provision notwithstanding civil liabilities and contractual breaches of the licence.
4. The licence for the Excavation Works is personal to the applicant and does not bind or run with any land and cannot be assigned.

The Excavation Works

5. In addition to all statutory requirements for the Excavation Works, the applicant shall not commence the Excavation Works until it has received written authorisation from Hertfordshire County Council such authorisation shall be subject to the satisfactory receipt and approval of any necessary documents and information requested by Hertfordshire County Council.
6. The applicant shall commence and complete the Excavation Works within the period authorised in writing by the County Council and any agreed variations thereto (“the Prescribed Time”).
7. Any works authorised pursuant to this licence shall only be carried out by a contractor approved by Hertfordshire County Council.
8. Upon making an application for a licence under this Section 8c the applicant shall pay Hertfordshire County Council in connection with such licence (which for the avoidance of doubt does not include traffic management costs and any liability that may arise under the conditions of the licence): -
 - a) the sum of £385 in respect of administration expenses
 - b) the sum of £152 for the chargeable inspection fees, per unit of inspection

Total Cost of licence: £537

Please note that works in excess of 10 openings or 200 metres length will be subject to additional Inspection Fees as per current charges. Please further note that following a cancellation notification from the applicant being received within 24 hours / 5 working days after receipt of their completed application, or upon an unsuccessful application, a reduction of the above chargeable fee will be refunded in accordance with Hertfordshire County Council policy for cancellations and unsuccessful applications as set out in its Guidance Notes for such licences.

9. The licence is issued for the purposes of the Excavation Works only and for no other purpose. Any licence issued under this Section 8c shall not be construed as conferring any right permission or authority for the applicant to make any connection to a sewer, drain, pipe, cable or other apparatus situated in the highway. The applicant must obtain any other consent which may be required.
10. The issue of this licence by Hertfordshire County Council does not imply that the Excavation Works and such associated works to the highway have been checked or technically approved by Hertfordshire County Council.

11. The road openings guarantee period for any works carried out under this licence shall begin on completion of the permanent reinstatement of the highway being the date of written notification of such completion which the applicant shall serve on Hertfordshire County Council within three (3) working days of such event and shall run for two years, or three years in the case of deep openings.
12. The Excavation Works must be signed and guarded in accordance with Safety at Street Works and Road Works - A Code of Practice, the Traffic Signs Regulations and General Directions, and with Chapter 8 of the Traffic Signs Manual.

Highway Condition

13. Applicants should inspect the highway before commencing the Excavation Works and report any damage to Hertfordshire County Council. Failure to do so will imply that the highway is in good order and the applicant shall be liable and will be charged (such sums payable on demand) for repairs to any damage subsequently reported
14. The highway where the Excavation Works are undertaken shall be kept/maintained in a clean and tidy condition during the period of the licence and any spillage or debris from the works shall be swept and removed from the highway
15. No materials may be mixed on the highway surface but a mixing board may be used. Note: Breach of this standard condition is an offence which upon conviction carries a maximum penalty of £2,500 (see section 170 Highways Act 1980)

Breaches of Licence

16. If the Excavation Works are not completed to the satisfaction of the County Council within the Prescribed Time Hertfordshire County Council may immediately remove the Excavation Works and reinstate the highway (or any variation or modification thereto) and recharge the costs to the applicant such sums payable on demand.
17. The highway may be inspected upon completion of the Excavation Works and any damage to the highway shall be recharged to the applicant payable on demand.

Indemnity & Insurance

18. The applicant indemnifies and saves harmless Hertfordshire County Council and/or its officers and agents against and from all claims, demands, actions, costs and damages however arising out of by or in consequence of the Excavation Works.
19. Where the applicant is a body corporate then the person authorised to make this application on its behalf agrees to indemnify Hertfordshire County Council on the same terms as stated in standard condition 21 above and any liability for any costs or expenses incurred by Hertfordshire County Council due to a breach of the licence shall be joint and several.
20. The applicant and its contractors must take out and maintain public liability insurance for a sum of at least ten million pounds (£10,000,000) in respect of any one claim and shall on request by the Hertfordshire County Council produce for inspection the relevant policies of insurance together with receipts for the premiums paid.

Miscellaneous Provisions

21. Additional conditions may apply and these may be determined by a site visit prior to a licence being issued. These additional conditions form part of the licence.
22. Right is reserved to request the immediate reinstatement of the Excavation Works and vacate the highway should Hertfordshire County Council deem this necessary in the event of an emergency or for operational requirement.
23. The applicant shall immediately reinstate the Excavation Works and vacate the highway at the request of any statutory undertaker who requires the site.

24. Any documents or notices that are required to be served in writing shall be sent by first class post or by hand to the following addresses:
- a) **Hertfordshire County Council** - Hertfordshire County Council Highways, Pegs Lane HERTFORD, SG13 8DN
 - b) **the applicant** – at the address set out in Section 1 above.

Payment Details

Payments can be made by BACS transfer, or with a cheque made payable to Hertfordshire County Council.

BACS account details are as follows :

Bank Name: NatWest Bank
Account Name: HCC Council Income
Account Number: 18396704
Sort Code Bank: 60-10-39