

Application Form

Private Opening Licence

HIGHWAYS ACT 1991

APPLICATION FOR PERMISSION TO MAKE A TEMPORARY PRIVATE OPENING ON THE HIGHWAY

Any private contractors wishing to carry out roadwork excavations in the public highway in the Milton Keynes Borough must have a licence before any work starts. To apply, complete this application form and send back to the Streetworks Team at streetworkscoordination@milton-keynes.gov.uk

Alternatively you can post it to us at Streetworks Department, Synergy Park, Chesney Wold, Bleak Hall, Milton Keynes, MK6 1LY. If you have any questions or need help completing this form call 01908 253428.

Fees and charges

New licence (one off payment)	£786
Over 200 metres	£1,611
Deposit for private opening (damage cover) footway	£50 per m2
Deposit for private opening (damage cover) carriageway	£125 per m2

Applicant Details:

Name:

Contact number/s:

Address:

Email:

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Location of works

Please provide the number or name of the house and name of street.

Contractor Details:

Name:

Address:

Contact number/s:

Email:

What dates is permission required?

From:

To:

Description of work

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Traffic Management

	Tick if applicable	Application enclosed Y/N
<input type="text" value="Signing Only"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Stop and Go Boards"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Temporary traffic lights"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Give and Take boards"/>	<input type="checkbox"/>	<input type="checkbox"/>

Measurements

	Length	Width
<input type="text" value="Footway"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Carriageway"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Verge"/>	<input type="text"/>	<input type="text"/>

A 'notice of works' must accompany this form, both at advance notification stage, works in progress stage and works stop or closed stage.

I agree to construct and maintain all aspects the crossing as specified on the licence by the council.

Agent/Applicant*

*Delete as applicable

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Schedule of minimum conditions

- To submit written details of the proposed works including dimensions of excavations. If requested, they will submit a plan, section and specification of the works.
- That no works in the highway shall commence until written permission has been given by the MK Council's appointed authoriser.
- To give a minimum advanced notification of 3 months for works of over 10 day duration. With a confirmation notice 10 days before works start.
- To give a minimum of 10 days' notice for works of between 3 days and 10 days duration.
- To give a minimum of 3 days' notice for works of under 3 days duration.
- In the event of it being deemed necessary by the engineer to close the road, a minimum of 42 days' notice is required, under which circumstances the applicant agrees to cover costs for alternative routing and the necessary signing. Separate forms and agreement from this documentation are necessary.
- To ensure that the site complies with Chapter 8 of the Traffic Signs Manual at all times, with regards to signing and guarding.
- To complete the works with the greatest speed possible and at all times to ensure the safe passage of the travelling public, including the provision of traffic lights as required by MK Council or the Police.
- To produce written proof of their insurance cover. The Public Liability cover must be in the sum of not less than £5m.
- To keep MK Council indemnified against all actions, suits, proceedings, losses, damages, claims and demands in any way arising from the works at all times. This cover will include for any actions carried out by the Applicant's Agent, Sub-contractor or any other Third Party
- To make good or pay compensation in lieu to Milton Keynes Council on demand for all damages done or any injury to any watercourse, cross drains, outlets or other property or materials of the council, damaged, used, wasted or lost by the applicant, their agent or contractor
- To give notice in writing of the proposed works to all Statutory Undertakers and to indemnify and keep indemnified MK Council from damage to any equipment or plant during the execution of the works.
- That MK Council reserves the right, if it so chooses, to conduct such remedial works as are deemed necessary on site in an emergency and to correct any defect to the reinstatement of the excavation within two years of its completion in the event of such defect not being promptly rectified by the applicant, at the cost of the applicant. A notice, in writing under the hand of the engineer, that works have not been completed to their satisfaction shall be conclusive and binding upon the parties hereto.

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Schedule of minimum conditions continued...

- That reinstatement of all excavations will be in accordance with "The Specification for the Reinstatement of Openings in Highways - A Code of Practice" and will be as follows: for Class A&B Roads - 40mm Hot Rolled Asphalt Surface Course 260mm Dense Bitumen Macadam Binder Course Type I Granular Sub-base to top of bedding material (min depth 300mm).
- For all others - 40mm Hot Rolled Asphalt Surface Course (or Dense Bitumen Macadam Surface Course if approved by the engineer) 150mm Dense Bitumen Macadam Base course. Type I Granular Sub-base to top of bedding material (min depth 300mm) 150mm Dense Bitumen Macadam Binder course Type I Granular Sub-base to top of bedding material (min depth 300mm).
- Footways shall be reinstated in a similar material and to the same thickness as the existing footway.
- Verges shall be reinstated to an even surface with a top layer consisting of a minimum of 100mm of topsoil free from stones greater than 40mm and sown with grass seed.
- To complete the permanent reinstatement within 84 days and will remain liable for the whole works for a period of 2 years (or 3 years if depth of excavation exceeds 1.2m) from the date upon which it becomes accepted as being satisfactorily reinstated.
- Nothing in this permission shall vary or replace any obligation imposed on the applicant under or by virtue of any statutory obligations or requirements applicable hereto.
- Ensure that a qualified New Roads and Streetworks Act Supervisor is available together with one accredited person on site.
- Special Conditions. See Permit (if granted).

Public Liability Insurance

Name Of Insurer:

Minimum Cover:

Expiry Date:

Certificate of such insurance must be produced to show minimum cover of £5m.

PUBLIC UTILITIES (see Schedule of Conditions) Gas, Water, Electricity, Telecom - plant and equipment will not be affected.

I agree to construct and maintain all aspects the crossing as specified on the licence by the council.

Signed:

Applicant/Agent*

Date:

*Delete as applicable

Specifications for A and B class roads

Surface Course 30/14 HOT ROLLED ASPHALT	40mm
Binder/base course DENSE BITUMEN MACADAM	260mm
Sub-base GRANULAR SUB-BASE MATERIAL TYPE 1	300mm
Backfill	To top of apparatus

