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| **Highways and Transportation** |
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| Network Management |
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| **Guide for the Installation of Temporary Traffic Management in the Highway** |
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| **Under a Section 50 Licence** |
| **New Roads and Street Works Act 1991** |
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| Updated – April 2025 |
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**1 INTRODUCTION**

1.1 Anyone wishing to install any temporary traffic management or other temporary apparatus in the publicly maintained highway (the Applicant) must apply for permission from Leeds City Council (the Council) under Section 50 and Schedule 3 of the New Roads and Street Works Act 1991 (NRSWA). The term apparatus includes for example, generators, containers, cabins or traffic management equipment such as signs, cones and barriers.

1.2 A person granted a Street Works Licence (the Licensee) becomes an undertaker for the purposes of NRSWA and must comply with the relevant duties and responsibilities imposed by NRSWA 1991, the Traffic Management Act 2004 and the associated Secondary Legislation and Codes of Practice.

1.3 It is the function of the Council as Highway Authority to monitor undertakers’ operations under NRSWA and ensure the rights of the highway user are protected.

1.4 Those Applicants not familiar with the requirements of NRSWA are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to help complete the application and conduct the works on their behalf.

1.5 Significant financial penalties may arise to the Licensee for non-compliance with the relevant statutory duties or licence conditions. Applicants should note that this liability cannot be delegated to any other person or organisation.

1.6 Officers in Network Management will provide advice and assistance to Applicants. Contact details are provided on the application form at Appendix 2.

1.7 While the Council will give assistance, the legal responsibility to comply with NRSWA belongs to the Licensee and non-compliance can lead to prosecution. A Licensee may employ a sub-contractor to install the temporary traffic management but again the legal responsibility remains with the Licensee.

**2 PLANNING THE INSTALLATION**

2.1 You should first of all complete the **Traffic Management Application form** (Appendix 2) and send it to the Council at the address shown on the form. You will also need to supply the appropriate **fee** and **2 copies of a plan** at scale 1:1250 or larger. This should clearly show the proposed temporary traffic management or other apparatus.

2.2 The Licensee must indemnify the Council against all and any claims made by a third party in connection with any aspects of the works.

The Applicant must supply a copy of their current **Public Liability Insurance Certificate** with their application. This should provide a minimum level of cover of £10,000,000 for any one accident without limiting the number of claims arising out of any one incident.

2.3 One of the obligations placed on Licensees requires that the work be carried out by a street works accredited operative and supervisor. The accredited supervisor has the specialist knowledge required to work on the highway and should be able to advise the licensee on the planning of the works. Copies of the relevant **accreditation cards** must be supplied with the application.

2.4 Authority to commence the works will be given by the Council in writing once all the relevant information has been supplied to an acceptable standard. A checklist has been provided at Appendix 1 to assist Applicants in this. **Work must not proceed until this approval has been received.**

**3 COMPLETING THE WORKS**

3.1 The works are to commence on the date specified on the Application Form. The Council may inspect the site while work is in progress.

3.2 The Licensee is encouraged to ensure that the works are carried out to the timescale specified on the application form. Failure to do so could result in the removal of the traffic management and the licensee being liable for all costs incurred in doing so.

3.3 If the temporary traffic management is required for a longer period that that given on the application form, the Licensee must inform the Council before the last working day of the period specified.

3.4 If the temporary traffic management is to be carried out over a number phases of works then a separate Appendix 2 form is required for each phase.

1. **COSTS**

4.1 Licence Fees 2025/2026 (subject to change from 01 April 2026)

On submission of the relevant information the prospective Licensee is required to pay a licence fee of **£221.00** (zero VAT). Please note that inspection charges of **£89.20** per inspection will apply if the works are proposed to be greater than 200m in length, affecting multiple streets or are in progress for over 4 weeks.

Any and all extension requests for works are required to be requested before the current license expires and will be subject to assessment prior to approval. Please note that extension charges of **£221.00** (zero VAT) will apply.

**Appendix 1**

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|  | **Highways & Transportation**  Network Support Team  Leeds City Council  8th Floor, Merrion House  110 Merrion Way  Leeds  LS2 8BB  Contact: Network Support Team  Tel: 0113 3787007  Email: raswa.forms@leeds.gov.uk |

**Application To Place Traffic Management On The Public Highway**

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| --- | --- | --- | --- |
| **1.** | **Applicant Details** | |  |
|  | Applicant Name/Company | |  |
|  | | Address |  |
|  | |  |  |
|  | |  |  |
|  | | Postcode |  |
|  | | Telephone number |  |
|  | | Fax number |  |
|  | | Email Address |  |

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| **2.** | **Location of Traffic Management** |  |
|  | Type of Traffic Management (please give details) |  |
|  | Street name(s) |  |
|  | Outside property name/number |  |
|  | Town/village or Postcode |  |

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| --- | --- | --- | --- | --- |
| **3.** | **Dates Required** (Maximum one month) | |  | |
|  | From |  | To |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4.  5. | **Hours and Days of Operation** (e.g. 08:30 – 15:30 Sunday Only)   |  |  |  |  | | --- | --- | --- | --- | | Hours |  | Days |  |   **Traffic Management Supplier Details** | | |
|  | Name/Company | |  |
|  | | Address |  |
|  | |  |  |
|  | |  |  |
|  | | Postcode |  |
|  | | Telephone number |  |
|  | | Fax number |  |
|  | | Email Address |  |

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| 6. Details of works to be undertaken  7. Fees  Fees subject to change. Current fees available at democracy.leeds.gov.uk |
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| Payment Method (please tick as appropriate) |
| **Telephone Banking**  (Please use the contact number supplied above to make your payment) |
| **Invoice**  Please provide Purchase Order Number (where applicable)  Please provide Companies House Registration Number |
| **BACs Transfer**  Payment to be made to:  Account Name: Leeds City Council  Sort Code: 57-12-72  Account Number: 00000000  Bank: NatWest |

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| --- | --- |
| **8.** | **Any additional comments by applicant:** |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Signature |  | Date |  |
|  | Print Name |  |  | |

**Please return this completed form with relevant information and fee to the address above in line with the notification periods of the New Roads and Street Works Act 1991 before the works are due.**