



## Section 184 Licence

Section 184 of the Highways Act 1980 provides that a **developer** will need to enter an agreement for the construction of, or alterations to, any site access or accesses.

An agreement is necessary when a developer plans to construct or alter any site access or accesses to a public highway that is of a higher specification than something simple such as a dropped footway or verge crossing. The Highway Authority will review and approve the agreement and appropriate fees will be payable to them.

The scope of a Section 184 Agreement can be extended, in some instances, to cover additional minor works, such as relaying a short length of kerbing on either side of a new access, provision of street lighting for an access, or the re-positioning of a gully.

### **This is an application to create or amend a vehicular crossing over a footway or verge to create access to the public highway.**

Please ensure that you include all of the following items with your completed application form.

- ☐ Plan of works to scale including engineering construction details.
- ☐ Traffic Management Plan – Ensuring it is in accordance with Chapter 8 of the Traffic Signs Manual
- ☐ Photographic evidence of Street works photo cards of accredited operative(s) and supervisor’.
- ☐ Proof of Public Liability Insurance – All contractors working on the public highway must hold valid Public Liability Insurance to a minimum of £5 million)
- ☐ Confirmation that Statutory Undertakers have been contacted and no clashes are anticipated.

**Incomplete or incorrectly filled applications will be returned to the applicant and will result in the delay of your works.**

**Please return completed sections 1-3 of the application with requested information to:**

F.A.O – Highway Asset Engineer,  
EQUANS, Municipal Offices,  
Town Hall Square,  
Grimsby,  
North East Lincolnshire  
DN31 1HU  
([HWAY\\_ASSETS@nelincs.gov.uk](mailto:HWAY_ASSETS@nelincs.gov.uk))

## Guidance Notes for completing the S184 application:

- All contractors working on the public highway must hold valid New Roads and Street Works Act (NRASWA) 1991 work cards. Copies are required with application.
- All contractors working on the public highway must hold valid Public Liability Insurance to a minimum amount of £5million – include a copy of your certificate.
- The fee for a S184 agreement is;
  - £110 for one domestic dwelling access.
  - £495 for multiple domestic dwelling access, commercial access and industrial access.

We will require **10 working days** to process the licence so please ensure that you are complying with the required notice periods.

- Notice Periods for construction works:

Notice	Duration of works	Required notice period
Minor	1 to 3 working days	3 working days
Standard	4 to 10 working days	10 working days
Major	11+ working days	3 Calendar months

\*Please note that restricted working hours may be imposed on the principle and strategic network.

- Once works are complete the future maintenance of the crossing will be the responsibility of EQUANS on behalf of North East Lincolnshire Council. If within 12 months remedial works need to be carried out due to poor workmanship or because the works have not followed the specification the contractor/licensee will be notified of the required works and action, and they will be responsible for any costs associated with such remedial works.
- Until this licence is signed, and a copy is returned to you then you **do not** have permission to start work.
- Statutory Undertakers must be contacted prior to works commencing.

## Section 1

HA/S184/.....(OFFICE USE)

### Licensee Details:

Company Name:	
Contact Name:	
Company Registered Address:	Postcode:
Email Address & Telephone no.:	

### Contractors Details:

Company Name:	
Contact Name:	
Company Registered Address:	Postcode:
Email Address & Telephone no.:	

Supervisors Name:	Accreditation no:
-------------------	-------------------

### Public Liability Insurance Details:

Insurance Company Name:	
Policy Number:	Expiry Date:

I can confirm that as contractor I am responsible for:

- Completing the works in accordance with the regulations of the New Roads and Streetworks Act 1991 and its associated regulations, codes and practices.
- Providing current public liability insurance to a minimum value of £5 million.

Signed:	Date:
Print Name:	Job Title:

## Section 2

### Location of Works

Property Name/number:	Road/street:
Town/village:	Postcode:
Grid Ref:	

Include a scale plan showing exact location, extent of works and engineering details as required.

### Are the works to amend or create a vehicular crossing? (*tick*)

- ☐ Create
- ☐ Amend Existing

### Description of works

Planning ref:	
Requested start date:	Finish Date:

Works include incursion in (*tick all that apply*):

- ☐ Carriageway      ☐ Footway      ☐ Verge

### Traffic Management

Please indicate the method of traffic management that will be used.

--

Please enclose a scale drawing showing the proposed traffic management.

### Section 3

#### Statutory Undertakers Notice

As the licensee I can confirm that by signing this form I have contacted all the relevant statutory undertakers and have reviewed their responses to enable me to work safely and in compliance with the New Roads and Streetworks Act 1991 and the Highways Act 1980.

#### Declaration:

I declare:

That the information provided within this application is correct.

The appointed contractor will adhere to the requirements of the New Roads and Streetworks Act 1991 associated legislation and codes of practices, together with any other conditions imposed by North East Lincolnshire Council.

That all practicable steps have been taken to ensure that the owners of apparatus which may be affected by these works have been contacted.

I take ownership of the permanent reinstatement for the guaranteed period (12 months).

I indemnify North East Lincolnshire Council and it's Highway Agent EQUANS against any claim in respect of injury, damage or loss.

I confirm that I have read and understand the terms and conditions and the associated guidance notes connected with this licence.

Signed:	Name:	Date:
---------	-------	-------

#### Approval (*do not fill*)

The License is hereby granted to the licence named under section 1 of this form.

Signed:	Name:	Date:
---------	-------	-------

## Section 4 – Closing Notice Reference

### Works Type

☐ Minor      ☐ Standard      ☐ Major

### Works Status:

☐ Permanent Reinstatement      ☐ Interim Reinstatement

Description of Works:	
Start Date:	Completed Date:
Site Address:	
Location:	

**Once works are complete, please return this section to:**

[streetworks@nelincs.gov.uk](mailto:streetworks@nelincs.gov.uk)

Streetworks,  
Municipal Offices,  
Town Hall Square,  
Grimsby,  
North East Lincolnshire,  
DN31 1HU.