

Application Ref

Submission Date

LONDON BOROUGH OF HARINGEY

Street Works Licence

**LONDON BOROUGH OF HARINGEY
STREET WORKS LICENCE PROCEDURE**

**SECTION 50 - NEW ROADS AND STREET WORKS ACT 1991
FOR MAINTENANCE AND REPAIR OF EXISTING APPARATUS ETC.**

This procedure contains the following:

| | | |
|--------|---|-------------|
| Part 1 | Guidance notes for Applicants | (Form SWL1) |
| Part 2 | Excavation on public highway | (Form SWL2) |
| Part 3 | Not applicable for Existing Apparatus | (Form SWL3) |
| Part 4 | Consent to Work on Existing Apparatus | (Form SWL4) |
| Part 5 | Advance Notice of Works | (Form SWL5) |
| Part 6 | Registration of Works | (Form SWL6) |
| Part 7 | Statutory Undertakers Declaration/Requirement | (Form SWL7) |
| Part 8 | Controlled Waste Transfer Note | (Form SWL8) |

| | |
|-------------|--------------------------------------|
| SWL1 | Guidance notes for Applicants |
|-------------|--------------------------------------|

1. The person granted a Street Works Licence becomes an Undertaker for the purposes of the new Road and Street Works Act 1991, and therefore attracts the relevant duties and responsibilities imposed by the Act and associated Legislation and Codes of Practice.
2. **Financial penalties will be imposed by the Street Authority against the Licence holder 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 organisations.**
3. The requirement to obtain a Street Works Licence applies to any person or organisation (other than a Statutory Body) who wishes to place, retain and thereafter inspect, maintain, adjust, repair, alter or renew apparatus or change its position or remove it from the Highway.
4. The term apparatus includes drains, cables, ducts, sewer pipers, water and gas pipes etc.
5. Form SWL3 must be completed by the applicant for authorisation to place and retain apparatus in the Highway, and this must be submitted to the Street Authority with -
 - a) 2 copies of a scale (plan of the proposed location of the relevant apparatus marked by the red broken line)
 - b) Proof of Public Liability Insurance. This must provide a minimum £2m cover and be maintained from commencement of the works on the highway, up to completion and acceptance by the Street Authority of the permanent reinstatement.
 - c) Payment:
 - £642.11
 - d) Completed Declaration Form (Statutory Undertakers Declaration/Requirements)
6. Form SWL4 must be completed by the applicant for consent to work on existing apparatus in the highway and this must be submitted to the Street Authority with -
 - a) 2 copies of a scale (plan of the proposed location of the relevant apparatus marked by the red broken line)
 - b) Proof of Public Liability Insurance. This must provide a minimum £2m cover and be maintained from commencement of the works on the highway, up to completion and acceptance by the Street Authority of the permanent reinstatement.
 - c) Payment:
 - £642.11
 - d) Completed Declaration Form (Statutory Undertakers Declaration/Requirements)
7. A Street Works Licence or consent to work on existing apparatus in the highway will only be granted to the owner(s) of apparatus or his Successor in Title. Owners should note their statutory duty to secure that the apparatus is properly maintained at all times.

8. In order for the London Borough of Haringey (Street Authority) to comply with its statutory duty, all applications must be correctly submitted at least ONE MONTH in advance of commencement of the proposed works. The application form must be signed by the owner of the apparatus.

9. Applicants should note that:-

Special conditions may be imposed by the Street Authority:

a) To minimise the inconvenience to persons using the street, having regard to people with a disability in particular.

b) For Traffic Sensitive Streets, Streets with Special Engineering Difficulties and Protected Streets.

NB: The applicant must strictly adhere to these conditions.

10. The Duty of Care: Controlled Waste Transfer Note must be completed where any Waste from the excavation has to be disposed of. A copy of the completed form must be retained by the Licence Holder with a copy given to the person accepting the waste.

11. The Licensee must give SEVEN DAYS advance notice of the intended starting date to the Street Authority (London Borough of Haringey) using Form SWL5.

12. The Licensee must permit the street Authority to monitor his performance throughout all stages of street works. These are signing, guarding and excavation, signing, guarding and reinstatement, immediately after permanent reinstatement, between 6 and 9 months after permanent reinstatement and during the one month preceding the end of the guarantee period. (This period will begin from the date the Street Authority is notified of the permanent reinstatement).

13. The Licensee must inform the Street Authority by fax of the completion of the reinstatement by the end of the following working day, stating whether it is interim or permanent. If an interim reinstatement is carried out this must be made permanent within 6 months at which time the guarantee period commences.

14. The Licensee must complete and submit the Form SLW6 to the Street Authority within 7 days of completion of the works and clearing the site.

15. Where the apparatus in respect of which an application for a Street Works Licence is made to the Street Authority is to be placed or retained in a line crossing the street, and not along the line of the street, a person aggrieved by:-

a) the refusal of the Authority to grant him a licence

b) their refusal to grant a licence except on terms prohibiting its assignment, or

c) any terms or conditions of the licence granted to him

may appeal to the Secretary of State

16. All notifications as required above should be transmitted by facsimile on 0208 489 1251.

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| | |
|-------------|--|
| SWL2 | Application for NRSWA Licence for Excavation on the Public Highway Section 50, NEW ROADS & STREET WORKS ACT 1991 |
|-------------|--|

PLEASE COMPLETE (block letters please)

| Contractor | Callers and completed forms to |
|--|--|
| Name: Full Address: Tel: Fax: | Haringey Council Environmental Services Highways Maintenance Group 1 st Floor South River Park House 225 High Road N22 8HQ Tel: 0208 489 1347 Fax: 0208 489 1251 |

| Applicant |
|--|
| Name: Full Address: Tel: Fax: |

I/We hereby make application for a licence to excavate the public highway ...

| Details of Works | | | |
|--|--|------------------|--|
| Start Date | | End Date | |
| Purpose of Works: | | Location: | |
| Approximate area of proposed works: | | | |

...and I/We undertake to conform to the under mentioned conditions of permission upon which the Licence is granted.

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| | | | | | |
|--------------------------------|--|----------------|--|----------------------------|--|
| Declaration | | | | | |
| Name in BLOCK CAPITALS: | | | | | |
| Position Held: | | | | | |
| Householder | | Builder | | For Limited Company | |
| Signed: | | | | | |
| Date: | | | | | |
| SWL3 | Application for Placing Apparatus in the Highway Section 50, NEW ROADS & STREET WORKS ACT 1991 | | | | |

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

| | |
|--------------------------------------|------------------|
| Section 1: Owner of Apparatus | |
| Name: | |
| Full Address: | |
| | |
| Tel Work: | Tel Home: |
| Fax: | |
| | |

| |
|--|
| Section 2: Precise Location of Proposed Works |
| Full Address: |
| |
| National Grid Reference: |
| |

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| Section 3: Details of Proposed Works (tick boxes where necessary) | | | | | |
|---|--|----------------------|-----------|----------------|--|
| Category of Works | | | | Major | |
| Emergency | | Urgent | | Special Urgent | |
| Minor /w Excavation | | Minor w/o Excavation | | Standard | |
| Purpose of Works | | | | | |
| Depth of Excavation | | Up to 1.5m | Over 1.5m | None | |
| Estimated Length of Works metres | | | | | |
| When will proposed works be carried out | | | | | |
| Start Date | | End Date | | | |
| Estimated Duration | | | | | |
| Hours | | Days | | Months | |
| Hours of Working | | | | | |
| Daylight | | 24 Hours | | Night time | |
| PM only | | | | AM only | |
| Works Lies Within | | | | | |
| Verge | | Footway | | Carriageway | |
| | | | | All | |
| Proposed Flow Control | | | | | |
| Stop/Go Boards | | Temp Signals | | Road Closure | |
| | | | | Priority Flow | |
| Not to be used | | | | | |

| Section 4: Details of person conducting the works |
|---|
| Name: |
| Full Address: |
| Tel: |

| Section 5: Insurance | | |
|---|-------------|--------------|
| Public Liability insurance of a minimum of £2 million must be provided up to completion of the permanent reinstatement (Proof to be submitted with this form) | | |
| Company Name: | | |
| Full Address: | | |
| Tel: | Policy No.: | Expiry Date: |

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Section 6: Declaration by owner of apparatus

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 and Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant consent

I also acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by the Street Authority, including any defect inspection fees and the cost of any necessary remedial works conducted by the Street Authority during the guarantee period which shall be deducted from the deposit.

I also acknowledge that the consent is granted on the condition and I will indemnify the Street Authority 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 consent relates, or
- (b) The execution by any person of any works unauthorised by the consent.

I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL1)

Signed:**Date:****Section 7: Conditions**

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1. The London Borough of Haringey, who are called the Street Authority for the Highway mentioned in Section Two of Form SWL3 (hereinafter called "the Highway") hereby grant to the party named in Section One of Form SWL3 (hereinafter called "the Licensee") in Section Two of Form SWL3 consent under the Section 50 of the New Roads and Street Works Act 1991 short particulars of which are set out in Section Two of Form SLW3 hereto to maintain repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon the terms and subject to the conditions hereinafter specified and subject also to the relevant conditions and provision contained in Schedule 3 of the said Act and the Licence hereby accepts the consent upon and subject to the said terms, conditions and provisions.
2. This consent is granted to the owner of apparatus
3. The owner or his agents shall
 - a) Conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991, and its associated Secondary Legislation and Codes of Practice.
 - b) Pay particular regard to compliance with the Code of Practice for "Safety at Street Works and Road Works" available from HMSO (Ref. ISBN 0-11-551144-X) as required by the New Roads and Street Works Act 1991.
 - c) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by any person of any works authorised by the consent.
4. The Licensee shall pay the Street Authority in connection with the grant of consent
 - a) The sum of £153.58 in respect of administrative expenses (non returnable)
 - b) The sum of £87.10 for the chargeable inspection fees, per unit of inspection.
 - c) The sum of £401.43 which the Street Authority will accept as capitalised payment in lieu of the annual fee for administering the Licence recoverable under Schedule 3, Section 2b of the New Road and Street Works Act 1991.
 - d) A returnable deposit to be determined on application See Form SWL1 paragraph. 6
 - e) The cost of any remedial works or defect with respect to the excavation and reinstatement of the highway to be deducted from the deposit.
5. The Street Authority may determine this consent anytime where:-
 - a) The Street Authority considers the withdrawal of the licence is necessary for the purpose of the exercise of their function as Street Authority.
 - b) Licensee has made false declaration or has not obtained any other consent or Licence required under any other enactment i.e. Telecommunications Licence.
6. Any consent issued under this procedure by the Street Authority must not be construed as conferring any right for the applicant to make any alteration or addition to the apparatus which would require a street works licence.
7. In this Licence, the term –

"Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the section 2 of Form SWL3 hereto.

SWL4

Application for Consent to Conduct Works on Existing Apparatus
Section 50, NEW ROADS & STREET WORKS ACT 1991

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

| Section 1: Owner of Apparatus | |
|--------------------------------------|------------------|
| Name: | |
| Full Address: | |
| Tel Work: | Tel Home: |
| Fax: | |

| Section 2: Precise Location of Proposed Works |
|--|
| Full Address: |
| National Grid Reference: |

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| Section 3: Details of Proposed Works (tick boxes where necessary) | | | | |
|---|------------|----------------------|-----------|----------------|
| Category of Works | | | Major | |
| Emergency | | Urgent | | Special Urgent |
| Minor w/ Excavation | | Minor w/o Excavation | | Standard |
| Purpose of Works | | | | |
| Depth of Excavation | Up to 1.5m | | Over 1.5m | None |
| Estimated Length of Works _____ metres | | | | |
| When will proposed works be carried out | | | | |
| Start Date | | EndDate | | |
| Estimated Duration | | | | |
| | Hours | | Days | Months |
| Hours of Working | | | | |
| Daylight | | 24 Hours | | Night time |
| PM only | | | | AM only |
| Works Lies Within | | | | |
| Verge | | Footway | | Carriageway |
| | | | | All |
| Proposed Flow Control | | | | |
| Stop/Go Boards | | Temp Signals | | Road Closure |
| | | | | Priority |
| Not to be used | | | | Flow |

| Section 4: Details of person conducting the works |
|---|
| Name: |
| Full Address: |
| Tel: |

| Section 5: Insurance | | |
|---|-------------|--------------|
| Public Liability insurance of a minimum of £2 million must be provided up to completion of the permanent reinstatement (Proof to be submitted with this form) | | |
| Company Name: | | |
| Full Address: | | |
| Tel: | Policy No.: | Expiry Date: |

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Section 6: Declaration by owner of apparatus

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 and Street Works Act 1991 and associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant consent

I also acknowledge the statutory need for me to pay the prescribed inspection fees which will be imposed by the Street Authority, including any defect inspection fees and the cost of any necessary remedial works conducted by the Street Authority during the guarantee period which shall be deducted from the deposit.

I also acknowledge that the consent is granted on the condition and I will indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of:

- (c) The placing or presence in the street of apparatus to which the consent relates, or
- (d) The execution by any person of any works unauthorised by the consent.

I also acknowledge that I have read and understand the Notes for Guidance contained in Part 1 (Form SWL1)

Signed:

Date:

Section 7: Conditions

Application Ref _____

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1. The London Borough of Haringey, who are called the Street Authority for the Highway mentioned in Section Two of Form SWL4 (hereinafter called "the Highway") hereby grant to the party named in Section One of Form SWL4 (hereinafter called "the Licensee") in Section Two of Form SWL4 consent under the Section 50 of the New Roads and Street Works Act 1991 short particulars of which are set out in Section Two of Form SLW4 hereto to maintain repair and reinstate the Apparatus and break open and have access to the Highway for those purposes upon the terms and subject to the conditions hereinafter specified and subject also to the relevant conditions and provision contained in Schedule 3 of the said Act and the Licence hereby accepts the consent upon and subject to the said terms, conditions and provisions.
2. This consent is granted to the owner of apparatus
3. The owner or his agents shall
 - d) Conduct all the relevant works in accordance with the requirements of the New Roads and Street Works Act 1991, and its associated Secondary Legislation and Codes of Practice.
 - e) Pay particular regard to compliance with the Code of Practice for "Safety at Street Works and Road Works" available from HMSO (*Ref. ISBN 0-11-551144-X*) as required by the New Roads and Street Works Act 1991.
 - f) Indemnify the Street Authority against any claim in respect of injury, damage or loss arising out of the execution by any person of any works authorised by the consent.
4. The Licensee shall pay the Street Authority in connection with the grant of consent
£642.11

A returnable deposit to be determined on application See Form SWL1 paragraph. 6

The cost of any remedial works or defect with respect to the excavation and reinstatement of the highway to be deducted from the deposit.
5. The Street Authority may determine this consent anytime where:-
 - a) The Street Authority considers the withdrawal of the licence is necessary for the purpose of the exercise of their function as Street Authority.
 - c) Licensee has made false declaration or has not obtained any other consent or Licence required under any other enactment i.e. Telecommunications Licence.
6. Any consent issued under this procedure by the Street Authority must not be construed as conferring any right for the applicant to make any alteration or addition to the apparatus which would require a street works licence.
7. In this Licence, the term –

"Highway" shall include and apply to each and every Highway, when more than one Highway is specified in the section 2 of Form SWL4 hereto.

Section 8: Additional Consent

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| | |
|----------------|--------------|
| | |
| Signed: | Date: |

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 Submission Date _____

| | |
|-------------|---|
| SWL5 | Notice of Works Section 50, NEW ROADS & STREET WORKS ACT 1991 |
|-------------|---|

| | | | |
|----------------------|--|--|---------------|
| From: | | Reply to: | |
| Name: | | Haringey Council Highways Maintenance Group 1 st Floor South River Park House 225 High Road London N22 8HQ | |
| Full Address: | | | |
| Tel | | | |
| Fax | | Tel | 020 8489 1347 |
| Your Ref.: | | Fax | 020 8489 1251 |

| Notice Type | | | |
|----------------------------|-----------------------------|-----------------------------|----------------------------|
| Tick if applicable | Minor w/o excavation | | Minor w/ excavation |
| Tick if applicable | Standard | | Major |
| Date of issue | | | |
| Proposed start date | | Proposed finish date | |

| Emergency and Urgent Works only | | | |
|---------------------------------|--|---------------------------|---------------------------|
| Emergency (2hours) | | <i>Tick if applicable</i> | Urgent (24 hours) |
| Time of Issue | | | <i>Tick if applicable</i> |
| | | Time of issue | |

| Street Status | | | |
|---|------------|---------------------------|-------------------|
| Traffic sensitive | | <i>Tick if applicable</i> | Off- eak p |
| Non – traffic sensitive | | <i>Tick if applicable</i> | Wee end |
| Engineering difficulty | Yes | No | |
| Has the relevant authority approved your works? (If yes, please enclose copy of approval) | | Yes | No |

| |
|-------------------------|
| Details of Works |
|-------------------------|

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| | | | |
|---------------------------------|--|--------------------|--|
| Purpose of Works: | | Location: | |
| | | National Grid Ref: | |
| Trench Dimensions (approximate) | | | |
| C/W Length | | C/W Width | |
| F/W Length | | F/W Width | |

Construction methods and Traffic Management layout to be included on separate sheets.

SWL6 Registration for Completion of Works Section 50,
 NEW ROADS & STREET WORKS ACT 1991

| | | | |
|------------------------|--|--|---------------|
| From: | | Reply to: | |
| Name: Full Address: | | Haringey Council Highways Maintenance Group 1 st Floor South River Park House 225 High Road London N22 8HQ | |
| Tel | | | |
| Fax | | | |
| Your Ref.: | | Tel | 020 8489 1347 |
| | | Fax | 020 8489 1251 |

| Details of Works | | | |
|---------------------------|--|-------------------|--|
| Purpose of Works: | | Location: | |
| | | National Grid Ref | |
| Closing Trench Dimensions | | | |

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| | | | |
|------------|--|-----------|--|
| C/W Length | | C/W Width | |
| F/W Length | | F/W Width | |

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| | |
|------|---|
| SWL7 | Declaration Form - Statutory Undertakers Requirements Section 50, NEW ROADS & STREET WORKS ACT 1991 |
|------|---|

To comply with Section 69 of the Act where street works are likely to affect another person's apparatus in the street, applicants must take all reasonably practical steps -

- a) To give the person to whom the apparatus belongs reasonable facilities for monitoring the execution of the works, and
- b) To comply with any requirement made by him, which are reasonably necessary for the protection of the apparatus or for securing access to it.

All Statutory Undertakers must therefore be contacted before the commencement of any work. Space is provided below for them to indicate their requirements (if any) and these conditions, complete with endorsements, should be presented with your application form. Alternatively, a copy of relevant correspondence should be supplied.

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| | |
|-------------|--|
| SWL8 | Duty of Care - Controlled Waster Transfer Note Section 50, NEW ROADS & STREET WORKS ACT 1991 |
|-------------|--|

| Section A: Description of Waste/Excavated Material | | | |
|---|--|--|-------|
| Note: In general all excavated shall be replaced from site and replaced with suitable back fill material where applicable | | | |
| Description of waste to be disposed | How waste is to be contained (please) | | |
| | Loose | | Sacks |
| | Skip | | Drum |
| Quantity of Waste (number of sacks, weight etc) | Other, please specify: | | |

| Section B: Current Holder of Waste | | | |
|--|--|--------------------------|--|
| Full Name: | | | |
| Company Name: | | | |
| Company Address: | | | |
| Which of the following are you? (please one or more boxes) | | | |
| Producer of Waste | | Importer of Waste | |
| Holder of Waste Disposal or Waste Management Licence | | | |
| Licence Number: | | Issue By: | |
| Exempt from requirements to have a licence? | | | |
| If Yes, please provide a reason | | | |
| Waste Collection Authority | | Registered Waste Carrier | |
| Registered Number: | | Issued By: | |
| Exempt from requirements to register? | | | |
| If Yes, please provide a reason | | | |

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| Section C: Person Collecting the Waste | | | |
|--|--------------------------|-------------------|--------------------------|
| Full Name: | | | |
| Company Name: | | | |
| Company Address: | | | |
| Which of the following are you? (please one or more boxes) | | | |
| Waste Collection Authority | <input type="checkbox"/> | Exporter of Waste | <input type="checkbox"/> |
| Holder of Waste Disposal or Waste Management Licence? | | | |
| Licence Number: | <input type="text"/> | Issue By: | <input type="text"/> |
| Exempt from requirements to have a licence? | | | |
| If Yes, please provide a reason | | | |
| Registered Waste Carrier | <input type="checkbox"/> | | |
| Registered Number: | <input type="text"/> | Issued By: | <input type="text"/> |
| Exempt from requirements to register? | | | |
| If Yes, please provide a reason | | | |

| Section D | | | |
|---|----|---|----|
| Address of place of transfer/collection point | | Name and address of Broker who arranged this waste transfer (if applicable) | |
| Full Address: | | Name: | |
| | | Full Address: | |
| Date of Transfer | | | |
| Time(s) of Transfer (for multiply consignments, give "between" dates) below | | | |
| 1. | 2. | 3. | 4. |
| Signatories | | | |
| Full Name: | | Signed | |

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| | | |
|----------------------|--|---------------|
| Representing: | | |
| Full Name | | Signed |
| Representing | | |

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Data Protection Act 2018 Right to be Informed - Privacy Notice

| | |
|---|--|
| Organisation collecting your information | Haringey Council's Record of Processing Activities sets out full details of why and how we use personal information. You have a right to access the information that we hold and have inaccurate information corrected. Please see the information on the Data Protection section of our website for details of our processing activities, your legal rights relating to how we use your personal data and how to exercise those rights. |
| Why we need your personal information | Process your application for Street Work Licences - permission to work on public highway |
| Data Protection Act 2018 basis for processing | Processing is necessary for compliance with a legal obligation |
| Details of statutory or contractual obligation | New Roads and Street Works Act 1991 |
| Consequences of not providing the information | Haringey council would be unable to process your application. |
| Who we might share your information with | Haringey council staff |
| Will your information be transferred overseas? | No, the information is held locally by Haringey Council |
| How long we will we keep your information | _____ years from date licence expires |
| Details of automated decision making, if applicable | N/A |