



**TRAFFORD**  
**COUNCIL**

Streetworks  
One Trafford  
Tatton House  
11 Caldey Road  
Roundthorn Industrial Estate  
Manchester M23 9LF

[traffordstreetworks@amey.co.uk](mailto:traffordstreetworks@amey.co.uk)

## **Section 50, New Roads & Street Works Act 1991, Street works licence application pack**

### Documentation checklist (for applicants)

All applicants should ensure they have enclosed the following documentation to avoid delaying the approval process.

- ☐ Application Form (SWL 1)
- ☐ Advance Notice of Works Form (SWL 2)
- ☐ Proof of Accreditation
- ☐ Proof of Insurance Cover
- ☐ Plans of the Proposed Installation
- ☐ Fee
- ☐ Statutory Undertaker Plant Plans
- ☐ Connection Approval (New apparatus Only)



## Special conditions applicable to this authority

There are no unique special conditions applicable to Trafford Council (at this stage).

## Section 50 SWL checklist (Office use only)

- ☐ SWL1
- ☐ SWL2
- ☐ SWL3 - Registration details
- ☐ SWL4 - Letter to stats (copy)
- ☐ SWL5 - Waste disposal
- ☐ Plan
- ☐ PL Insurance
- ☐ Accreditation
- ☐ Fee
- ☐ Connection date (if applicable)
- ☐ Adoption date (if applicable)

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2. Form SWL 1: Street Works Licence Application Form. (To include photocopies of both sides of Supervisor and Operatives SWQR cards, insurance certificate and connection approval for installation of new sewer apparatus)
3. Form SWL 2: Advance Notice of Works
4. Form SWL 3: Registration of Works (To include photocopies of quarry tickets of any material used in the reinstatement)
5. Form SWL 4: Statutory Undertakers Plant Enquiries
6. Form SWL 5: Controlled Waste Transfer Note

## Application guidance notes

### Part 1: Traffic Management Act 2004

The Traffic Management Act was introduced in 2004 to tackle congestion and disruption of the road network. The Act places a duty on local traffic authorities to ensure the expeditious movement of traffic on their road network and those networks of neighbouring authorities.

The Act gives authorities additional tools to manage parking policies better, moving traffic enforcement and the coordination of all activities on the network, including street works.

This Act became effective as of 1<sup>st</sup> April 2008 and has changed the noticing periods required for street works.

There is more information on the Traffic Management Act 2004 on [GOV.UK](https://www.gov.uk).

### Part 2. Guidance notes for applicants

Any person (other than a Statutory Undertaker) who wishes to place apparatus in a street, retain and thereafter inspect, maintain, adjust, repair, or alter it, must have a Street Works Licence. This licence will be granted to the owner of the apparatus.

Applicants not familiar with the requirements of this legislation are strongly advised to appoint a contractor with the appropriate knowledge and accreditation to assist in completing this application. The works must be undertaken by an accredited operative and overseen by an accredited supervisor.

Works must commence within three months of the licence being granted. A permanent reinstatement must be completed within six months of the completion date of any interim reinstatement.

If the works are unable to commence within three months, it is at the discretion of the Street Authority whether the licence will be withdrawn (and all monies refunded, less an administration fee) or if a new licence will be granted based on the original application with new work dates.

Applications must be received at least one month in advance of the commencement of the proposed works, signed by the owner of the existing or proposed apparatus. This is to allow the Street Authority to undertake its duty. However, if the works fall within the Major works category, then three months' notice is required.

Note, these are the minimum notice periods, and the Street Authority may require more time to process the application in certain circumstances. If a Road Closure is required, both applications must be received at least three months in advance of the commencement of the proposed works.

### Part 3. Street works licence application

The following must be received, or the granting of the licence may be delayed:



- Completed Form (SWL 1) Street Works Application
- Licence Fee Payment in advance
  - £898.65 – new apparatus (installation)
  - £441.90 – existing apparatus (inspect, maintain, repair, adjust, alter)
- A scale plan (of Ordinance Survey standard) at 1:1250 or greater of the proposed location and depth of the relevant apparatus marked by a red broken line and a grid reference for the excavation site
- Proof of Permission to Connect to the Network (For new apparatus)
- Completed Temporary Traffic Light application (if required)

The following must be submitted in the first instance (copies will be kept on file for future applications, whilst still valid):

- Proof of Public Liability Insurance. This must provide a minimum of £5m cover.
- Proof of Street Works Accreditation (Copy of both sides of Supervisor & Operatives SWQR cards). An accredited supervisor must supervise the works, and at least one accredited operative must always be on site when the works are in progress. This cannot be the same person.

The definition of apparatus includes drains, cables, ducts, sewer pipes, water and gas pipes, etc. Whether under, over, across, along or upon a street.

A Street Works Licence to place apparatus 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 ensure that the apparatus is properly maintained.

The person granted a Street Works Licence becomes an Undertaker for the New Roads & Street Works Act 1991, and therefore has the duties and responsibilities imposed by the Act and associated Secondary Legislation and Codes of practice.

Section 74 of the 1991 Act means the Licence holder may be liable to charges raised under this section for unreasonable prolonged occupation of the highway, or the correct notices are not served in respect of this section.

This licence can only be granted to an applicant who will be the owner and be responsible for the apparatus. It cannot apply in situations where a third party will own and maintain the installed apparatus.

#### Part 4. Standard conditions

Conditions of Street Works Licence relating to the placing, retaining and maintenance of apparatus in the street (S50 & Schedule 3 of the New Roads & Street Works Act 1991)

1. The Highway includes the carriageway, footway and any verge. If the applicant objects to these conditions or a refusal by the Highway Authority to approve a licence, then an appeal may be made to the Secretary of State. A criminal offence is committed if Section 51 (1) of the NRSWA 1991 is breached.
2. The Licensee shall not carry out any excavation or other works in the highway except in accordance with a plan, to be submitted with this application, and approved by the Highway Authority. The works shall be carried out by the Licensee or an agent approved by, and under the supervision of, the Highway Authority.

The Street Works (Qualifications of Supervisors and Operatives) Regulations 1992 set out the criteria of qualifications for persons excavating in the highway required by Section 67 of the New Roads and Street Works Act 1991.

For the purposes of carrying out the works, the Licensee or agent shall comply with the Codes of Practice for Training issued under the New Roads and Street Works Act 1991. Specifically, the supervisor and the operative will be trained and accredited to the requirements of the Codes of Practice. Proof of such accreditation must be provided with this application.

3. The Licensee shall indemnify this Highway Authority in respect of any third-party actions, claims, demands, expenses or proceedings in respect of injury, damage or loss which may arise from his works on the highway. The Licensee shall effect insurance indemnifying the Licensee and the Council, for the duration of the works and until the Council resumes responsibility for maintenance of the highway in accordance with the appropriate guarantee periods.

Such insurance shall afford indemnity of not less than £5 million in respect of every occurrence or series of occurrences caused by or attributable to any event giving rise to a claim. A copy of the insurance certificate and policy shall be included with this application.

4. The Licensee shall regulate the works to minimise obstruction to vehicular and pedestrian traffic and shall guard the works in accordance with Chapter 8 of the Traffic Signs manual 2006 published by TSO and the Safety at Street Works and Road Works Code of Practice 2001. This gives specific guidelines on the safe signing, lighting and guarding of temporary works on the Highway, as required by Section 65 of the New Roads and Street Works Act 1991. The works area shall be maintained and kept clean and tidy throughout the duration of the works.
5. The Licensee shall not interfere with any drain, culvert, gully, bridge, wall or other structure without the specific consent of the Highway Authority.
6. Except in accordance with this licence, no part of the highway may be closed, at any time, without the consent of the Highway Authority.
7. The issue of a licence to make a temporary excavation in the highway does not authorise the Licensee to interfere with apparatus already existing in the street. At all times, access must be maintained to any apparatus within the highway.
8. The Highway Authority shall serve notices to the Statutory Undertakers in accordance with the requirements of the New Roads and Street Works Act 1991 on behalf of the applicant. Except in the case of an emergency, such notices must be made at least twenty-five working days prior to the start of the works.

The applicant shall be responsible for carrying out any works required by a Statutory Undertaker in their response to a notice, or subsequently to protect apparatus. Before the commencement of any works, the applicant shall determine the precise location of any Statutory Undertakers plant (SWL 4). The applicant shall allow for the notification process when programming their work.

9. If there are no objections to the works (including those from Statutory Undertakers), the Highway Authority will issue a licence. Works shall not commence until this licence

is approved and issued. The licence will be valid for three months from the date of issue.

10. Any works necessary by the Highway Authority because of the failure of the Licensee to comply with the conditions of the licence shall be chargeable to the applicant. The applicant shall also be liable for any further inspections that may be necessary in the same manner as provided under Section 72 (2) of the New Roads and Street Works Act 1991.

11. In the event of the works being cancelled after the application form has been submitted, an administration fee will be charged to the applicant to cover administrative costs.

12. Reinstatement of the works shall be in accordance with the specification provided by the Specification for the Reinstatement of Openings in Highways. (Yellow Book). Any excavation shall be at least temporarily reinstated with bitumen macadam before removing any signage and barriers.

No trench reinstatement is to be reopened to highway users without at least a temporary bituminous layer being in place, which is flush with the level of the adjacent highway. Limestone is not permitted in the wearing course. Any temporary reinstatement shall be agreed with the Highway Authority.

13. Once the works are complete, the area shall be left in a clean and tidy condition to the satisfaction of the Highway Authority.

14. Within ten working days of completion of the works, the Licensee shall give written notice to the Highway. This shall be done by way of the "Registration of Works" (SWL 3) provided in the licence pack.

15. The date and time when the Highway Authority will resume responsibility for maintenance of the highway works, distinct from the apparatus, will normally be two years (three years for excavations greater than 1.5 meters) from the actual date of the completion of the works.

Until the Highway Authority assume responsibility for maintenance of the works, the Licensee shall be responsible for any claims arising from the works or any necessary maintenance works and associated costs. The Highway Authority shall determine any necessary works.

16. No works are to be undertaken in the highway before a licence has been granted.

17. Additional conditions may be applied to the licence by the Street Works Manager or his representative as deemed necessary.

## Part 5. Advance notice of works

### Major works

These are works which require a Road Closure or have a planned duration of 11 working days or more.



Applications must be submitted three months in advance of the work start date. The Licensee must give ten working days' notice of the intended starting date to the Street Authority using Form (SWL 2).

### Standard works

These are works that have a planned duration of 10 working days or less. Applications must be submitted one month in advance of the work start date.

The Licensee must give ten working days' notice of the intended starting date to the Street Authority using Form (SWL 2).

### Minor works

These are works that have a planned duration of 3 working days or less.

Applications must be submitted one month in advance of the work start date. The Licensee must give three working days' notice of the intended starting date to the Street Authority using Form (SWL 2).

### Immediate works

These are works that could cause serious damage to persons or property and must be carried out as soon as possible.

In the case of immediate works, the rest of the application must then be processed by the end of the next working day.

Whilst submitting Form SWL 2, the following must be attached:

- A scale plan (of Ordnance Survey standard) at 1:1250 of the proposed location and depth of the relevant apparatus marked by a red broken line and a grid reference for the excavation site.
- Proof of Public Liability Insurance. This must provide a minimum of £5m cover.
- Proof of Street Works accreditation. (Copy of both sides of Supervisor and Operatives SWQR cards). An accredited supervisor must supervise the work, and at least one accredited operative must always be on site when the works are in progress. This cannot be the same person.
- Applications for traffic management, if relevant.
- Any other reasonable information the Street Authority may request.

### Remedial works

These are works to put a site from interim to permanent or to correct a defect. More advanced notice will be required when carrying out remedial works.

Minor works (less than three days in duration) will require ten days' notice. Major works will require three months' notice.

Applicants should note that special conditions may be imposed by the Street Authority and must be strictly adhered to:

- In the interest of safety
- To minimise the inconvenience to persons using the street, having regard to people with a disability
- For Traffic Sensitive Streets, Streets with Special Engineering Difficulties and Protected Streets, and to protect the structure of the street and the integrity of the apparatus in it

The Licensee must permit the Street Authority to monitor their performance through all stages of the street works.

These stages are:

- When the works are being carried out
- During the period of six months starting with the day on which interim or permanent reinstatement is completed.
- During the period of three months immediately preceding the end of the guarantee period (This period will be for 2 years from the date of permanent reinstatement for excavations up to 1.5m deep and 3 years for deeper).

#### Part 6. Registration of works

The Licensee must complete and submit Form (SWL 3) giving details of any reinstatement to the Street Works Authority within ten working days of the completion of the works and clearing the site. Inspection units should be recorded in accordance with the HAUC Code of Practice for Inspections 2002.

A detailed drawing to Scale 1:1250 showing the actual depth of the apparatus, and its locations measured against fixed objects/structures, should also be submitted (Interim reinstatements must be made permanent within 6 months and during that time must perform to the same standards as a permanent reinstatement).

Please attach a copy of the quarry tickets for any material used in the reinstatement.

#### Part 7. Statutory undertakers plant enquiries

To comply with Section 69 of the New Roads and Street Works Act 1991, Form (SWL 4) must be circulated to all Statutory Undertakers to identify whether the proposed works will affect their apparatus. The applicant will undertake this circulation.

Contact details for the main utility companies in this area are provided at the rear of these notes, and the applicant should contact any other utility or relevant authorities they are aware of that have apparatus in the street.

Note: Utility plant plans must be submitted with this application.

#### Part 8. Controlled Waste Transfer Notice

The Duty of Care: Controlled Waste Transfer Note Form (SWL 5) must be completed where any waste from the excavation has to be disposed of. The Licence holder must retain a copy of the completed form, with a copy given to the persons accepting the waste.

## Part 9. Section 74

If the works take longer to complete than the duration given for the notice, they may be subject to the following charges per day overrun:

Charges per day of overrun beyond the notified/agreed durations (Road Category as defined under S1.3 Road Categories in the Specification for the reinstatement of Openings in Highways (Second Edition 2006):

| Road Category |                                     |
|---------------|-------------------------------------|
| Type 0        | Typically Trunk Roads and Motorways |
| Type 1        | Typically A Roads                   |
| Type 2        | Typically B Roads                   |
| Type 3        | Typically III                       |
| Type 4        | Typically Unclassified Roads        |

Charges in relation to works occupying the carriageway during the period of overrun:

| Item | Description of the street                                              | Amount (£) (each of first three days) | Amount (£) (each subsequent day) |
|------|------------------------------------------------------------------------|---------------------------------------|----------------------------------|
| 1    | Traffic-sensitive or protected street not in road categories 2, 3 or 4 | 5,000                                 | 10,000                           |
| 2    | Other street not in road categories 2, 3 or 4                          | 2,500                                 | 2,500                            |
| 3    | Traffic-sensitive or protected street in road category 2               | 3,000                                 | 8,000                            |
| 4    | Other street in road category 2                                        | 2,000                                 | 2,000                            |
| 5    | Traffic-sensitive or protected street in road category 3 or 4          | 750                                   | 750                              |
| 6    | Other street in road category 3 or 4                                   | 250                                   | 250                              |

Charges in relation to works outside the carriageway during the period of overrun:

| Item | Description of the street              | Amount (£) |
|------|----------------------------------------|------------|
| 1    | Street not in road category 2, 3 or 4. | 2,500      |
| 2    | Street in road category 2.             | 2,000      |
| 3.   | Street in road category 3 or 4.        | 250        |

The Reasonable Period must be agreed by the Authority before commencement of work on site.

Note:

- Any overrun on Remedial Works will be charged at the rate appropriate to the works category of the new works
- Section 74 charges are currently under review and will be subject to change soon

## Part 10. Fixed penalty notices

The Fixed Penalty Notice scheme is introduced by section 41 of the Traffic Management Act 2004, which inserted section 95A and schedules 4A and 4B into the New Roads & Street Works Act 1991. It provides for certain offences, under Part 3 of the New Roads & Street Works Act 1991, to become fixed penalty offences.

The objectives of the FPN system are to:

- Encourage accurate and timely notice data
- Improve the coordination of works
- Improve data quality for all works promoters
- Contribute to the aim of the Traffic Management Act 2004 - minimising disruption arising from road and street works.

Fixed Penalty Notices:

- Apply to all undertakers, whether statutory undertakers or licences under section 50 of the New Roads & Street Works Act 1991
- May be given only for the street, or section of street, in which the works take place

Part 3 of the New Roads & Street Works Act 1991 details a range of statutory duties and obligations, and the offences associated with failing to comply with them. All of these can be prosecuted in the Magistrates Court.

At present, seven offences, under Part 3 of the New Roads & Street Works Act 1991, can be dealt with by Fixed Penalty notices. A Fixed Penalty notice offers an undertaker/licensee the opportunity to discharge any liability to conviction for a fixed penalty offence by payment of a penalty. However, the Street Authority retains the power to take an alleged offender to the Magistrates' court, instead of giving a fixed penalty notice, or to prosecute for the original offence should the fixed penalty notice remain unpaid after the expiry of the payment period.

These offences refer to noticing failures. Therefore, payment of a Fixed Penalty notice does not exempt an offender from other prosecutions or charges for other offences under the New Roads & Street Works Act 1991.

Accurate information must be provided in notices given under section 54, 55, 57, 70, 74 or 74A. Each set of works requires several notices, so it is possible that more than one Fixed Penalty notice could be given for each set of works.

All applicants are strongly recommended to consult NRSWA, the TMA, Regulations and DfT Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters (third edition) for more information.

A Fixed Penalty Notice (FPN) is £120, if paid within 29 days, this is discounted to £80.

## Form SWL 1: Street Works Licence Application Form

SWL (Office use only):

### Section 1. Owner of the apparatus

Name:

Address:

Postcode:

Work telephone number:

Home telephone number:

Email address:

Mobile:

### Section 2. Precise location of proposed work

(Applicants should submit a detailed plan with this form. This should be a scale plan of Ordnance Survey standard at least 1:1250.)

Property name/number:

Road/street:

City/town/village:

Postcode:

Purpose:

- ☐ Placing new apparatus
- ☐ Working on existing apparatus
- ☐ Retrospective

Category:

- ☐ Immediate
- ☐ Minor works
- ☐ Standard works

Proposed hours of working:

- ☐ Daytime
- ☐ Nighttime
- ☐ Restricted

Average depth of excavation:

- ☐ Up to 1.5 metres
- ☐ Over 1.5 metres
- ☐ No excavation

Proposed traffic control:

- ☐ Road closure
- ☐ Temporary traffic signals
- ☐ Stop/go boards
- ☐ Priority flow
- ☐ None

You must apply for road closures and temporary traffic signals separately. You can find more information in the guidance notes.

Work lies within:

- ☐ Verge
- ☐ Footway
- ☐ Carriageway
- ☐ All

Description of works (including estimated length and width):

Material used as the surround to the apparatus:

### Section 3. Details of the person or company conducting the works

Name:

Address:

Postcode:

Telephone number:

Email:

Name of accredited Operative:

SWQR number:

Name of accredited Supervisor:

SWQR number:

(Photocopies of Street Works accreditation are required.)

Emergency contact details (must be 24 hours)

Name:

Telephone number:

Section 4. Insurance

Evidence of public liability insurance with a minimum level of indemnity of £5million for any one incident is required.

A photocopy of the insurance certificate is required.

Company name:

Address:

Telephone number:

Policy number:

Expiry date:

Section 5. Declaration by the owner of the 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 & Street Works Act 1991 and Traffic Management Act 2004, associated legislation and codes of practice, together with any other conditions imposed by the Street Authority in the relevant Licence, which includes my duty to secure that the work is supervised by an accredited supervisor.

I confirm that all reasonably practical steps have been taken to ensure that other owners of apparatus likely to be affected by these works have been contacted and, where necessary, the location of apparatus identified. It is recommended that the results of any enquiries are no older than 1 month.

I 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.

I also acknowledge that the Licence is granted on the condition that 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 licence relates, or
- b) The execution by any person of any works authorised by the licence.

I also acknowledge that I have read and understood the Notes for Guidance and Standard Conditions as attached. Further specific conditions may be imposed at the time of granting the licence.

Signed:



Date:

Printed (name):

In the capacity of:

All communications relating to this licence should be addressed to:

Streetworks Office, Trafford Council, Bridgewater House, 148, Manchester Road, Carrington, Manchester, M31 4QN.

Approval by Trafford Council

I, on behalf of Trafford Council, hereby give consent, under section 50 of the New Roads and Street Works Act 1991, to the carrying out of the above-mentioned works subject to the standard conditions and related fines.

Name:

Date:



## Form SWL 2: Advance Notice of Works

To:

Streetworks  
One Trafford  
Tatton House  
11 Caldey Road  
Roundthorn Industrial Estate  
Manchester M23 9LF

From:

Expected start date:

Expected completion date:

Is Special Engineering Difficulty involved?

☐ Yes

☐ No

If yes, has the relevant Authority approved the Works (for example, any 106 agreement that may be applicable for sewer connections)?

☐ Yes

☐ No

### Location

Description or house name or number:

Street name:

Local area name:

Town:

Postcode:

OS grid:

Description of works (including Construction Methods, estimated length and width of works, traffic management):

## Form SWL 3: Registration of works

SWL (Office use only):

To:  
Streetworks  
One Trafford  
Tatton House  
11 Caldey Road  
Roundthorn Industrial Estate  
Manchester M23 9LF

From:

Actual start date:

Actual completion date:

Location

Description or house name or number:

Street name:

Local area name:

Town:

Postcode:

OS grid:

Description of works:

| Reinstatement location |  | Closing dimensions |           |                           |                                  | Works dates |  | complete  |  |
|------------------------|--|--------------------|-----------|---------------------------|----------------------------------|-------------|--|-----------|--|
| Item                   |  | Length (m)         | Width (m) | Carriageway/footway/verge | Excavation depth over 1.5 metres | Interim     |  | Permanent |  |
| 1                      |  |                    |           |                           |                                  |             |  |           |  |
| 2                      |  |                    |           |                           |                                  |             |  |           |  |
| 3                      |  |                    |           |                           |                                  |             |  |           |  |
| 4                      |  |                    |           |                           |                                  |             |  |           |  |



|   |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| 5 |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |

If the reinstatement is in more than one part of the highway, give the dimensions for each part.

Sketch of location

(including measurements to fixed objects - use a separate sheet if necessary)

Please provide a copy of the quarry tickets for any material used in the reinstatement.



## Form SWL 4: Statutory Undertakers Plant Enquiries

Utility address:

I have applied to the local Authority for a Street Works Licence to place or maintain apparatus at: (See attached location plan)

Address:

Location (e.g. carriageway, footway or verge):

And, to comply with S69 of the Act, would ask you to indicate below whether you have any apparatus at the location which may be affected by these works.

Signed:

Date:

Address (if different from above):

### Statutory undertakers' response

Apparatus affected:

- ☐ Yes
- ☐ No

Special requirements:

Company stamp:

Date:

### Statutory undertakers' contact details and addresses

(Use this information to complete SWL 4.)

United Utilities Mapping

Address: Grasmere House, Lingley Mere Business Park, Green Avenue, Great Sankey, Warrington, WA5 3LP.

Mainline Pipelines

Email: [mainlinepipelines@fishergerman.co.uk](mailto:mainlinepipelines@fishergerman.co.uk)

Call: 0800 756 0804



National Grid  
Address:  
Brick Kiln Street  
Hinkley  
Leicestershire  
LE10 0NA  
Call: 0800 688 588

Electricity Northwest Ltd.  
Address:  
Customer Relations  
Electricity Northwest  
PO Box 4375  
Manchester  
M61 0ET  
Email: [planrequest@enwl.co.uk](mailto:planrequest@enwl.co.uk)  
Call: 0800 195 4749

BT (Mapping)  
National Notice Handling Centre  
PP404B Telecom House  
Trinity Street, Hanley  
Stoke on Trent  
ST1 5ND  
Call: 0178 240 4900

Cable & Wireless  
Address:  
Atkins Global  
PO Box 290  
500 Aztec West  
Almondsbury, Bristol  
BS32 4RZ.  
Email: [osm.enquiries@atkinsglobal.com](mailto:osm.enquiries@atkinsglobal.com)  
Call: 0145 466 2881

O2  
Address:  
Parkside Court  
22 Furness Quay  
Salford  
Manchester  
M5 2X

Virgin Media  
Address:  
National Plant Enquiries  
Unit 1A, Scimitar Park  
Courtauld Road  
Basildon  
SS13 1ND



Call: 0126 846 8125

Kingston Communications

Address:

Melbourne House

Brandy Carr Road

Wrenthorpe

Wakefield

WF5 0UJ

Email: [highwaysadmin@kcom.com](mailto:highwaysadmin@kcom.com)

Call: 0148 160 3479

Hutchinson 3G

Regional Aviator Way Blg 1500

Manchester Business Park

Manchester

Colt Telecommunications

Beaufort House,

15 St Botolph Street

London

EC3A 7QN

Email: [john.richardson@colt.net](mailto:john.richardson@colt.net)

Call: 0796 879 8945

Geo

Hutchison House

5 Hester Road

London,

SW11 4AN

Email: [geo@fishergerman.co.uk](mailto:geo@fishergerman.co.uk)

Fulcrum Connections

Sheffield Business Park

Sheffield

S9 1XH

Email: [fpl.plantprotection@fulcrum.co.uk](mailto:fpl.plantprotection@fulcrum.co.uk)

Gamma Telecom Ltd.

Unit C, Focal Point

Second Avenue

Trafford Park

Manchester

M17 1FG

Call: 0113 220 2861

## Form SWL 5: Controlled Waste Transfer Note

To be returned with Form SWL 3.

### Section A - Description of waste

Describe the waste being transferred:

How is the waste contained? Loose / Sacks / Skip / Other

What is the quantity of waste? (Number of sacks, weight, etc)

### Section B - Current holder of the waste 9 Transferor

Full name and address (BLOCK CAPITALS):

Name and address of company (if applicable):

Which of the following are you?

☐ Producer of the waste

☐ Holder of a waste disposal or waste management licence

Licence number:

Issued by:

☐ Importer of waste

☐ Exempt from the requirement to have a waste disposal or waste management licence

Reason:

☐ Waste collection authority

☐ Registered waste carrier

Registration number:

Issued by:

### Section C - Person collecting the waste (Transferee)

Full name and address (BLOCK CAPITALS):



Name and address of company:

Which of the following are you?

☐ Authorised for transport purposes  
Specify which of those purposes:

☐ Waste collection authority

☐ Holder of a waste disposal or waste management licence  
Licence number:  
Issued by:

☐ Registered waste carrier  
Registration number:  
Issued by:

☐ Exempt from the requirement to have a waste disposal or waste management licence  
Reason:

## Section D

Address of place of transfer/collection point:

Site Amenity Licence number:

Date of transfer:

Time(s) of transfer (for multiple consignments, give `between` dates):

Name and address of broker who arranged this waste transfer (if applicable):

Transferor signature:

Full name (BLOCK CAPITALS):  
Representing:

Transferee signature:

Full name (BLOCK CAPITALS):



Representing: