

To: **Streetworks Team, Bedford Borough Council**

Indicates a mandatory field to be completed

\* From:

\*Telephone Number:

\* Email Address:

\*Mobile Telephone:

\* Contact Name:

\*Emergency Contact:

## REFERENCE

Works Reference:

\* **PURPOSE** (please select one box only)

Initial Notice: ☐ Cancellation: ☐

\*

## \* TIMING

Date of Application (dd/mm/yyyy):

Expected Completion Date (dd/mm/yyyy):

Expected Start Date (dd/mm/yyyy):

\* **WORKS CATEGORY** (please select one box only)

Emergency Works: ☐ Minor (up to 3 days): ☐ Standard (up to 10 days): ☐

Major (over 10 days): ☐ Remedial Reinstatement: ☐

## SPECIAL ENGINEERING DIFFICULTY (SED)

Is SED involved? YES: ☐ NO: ☐ If YES, has the relevant authority approved the works? YES: ☐ NO: ☐

## \* LOCATION DETAILS

Description or House Name / Number:

Street Name:

Locality, Town:

Co-ordinates: Easting:  Northing:

**LOCATION AREA:** Please tick one: Verge: ☐ Carriageway: ☐ Footway: ☐ Footpath: ☐

## \* DESCRIPTION OF WORKS:

## \*TRAFFIC MANAGEMENT TYPE:

Please Tick One: No Carriageway incursion ☐ Some Carriageway incursion ☐ Give and Take ☐

Two-Way Lights ☐ Multi-way Lights ☐ If Other: please specify

## \* FOOTWAY/ FOOTPATH CLOSURE :

Yes, Pedestrian walkway  
will be provided: ☐ Yes, alternative route will  
be provided: ☐ No: ☐

Bedford Borough Council Advice Number:  
01234 718040

REF. (COUNCIL USE ONLY):

**The fee for a Road Space Booking is currently £119.10 In the event of the works being cancelled after the application form has been submitted, the fee will still be charged to the applicant.**



Please save the filled-in form & email to **streetworks@bedford.gov.uk** as an attachment.

**Please send this form back when you start and complete the works as per code of practice, failure to do so will incur a fine.**

Please allow a minimum of 10 working days for this application to be processed. Failure to supply all the required information will result in the application being returned., no works to be carried out on the highway until an approved license has been issued.

Please send the following documents with this form –

- 1. Public Liability (£5 Million minimum cover)**
- 2. Street works accreditation**
- 3. The Licensee shall regulate the works so as to minimize 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 2013.**
- 4. The Licensee will also have the following obligations:  
Safety, signing, lighting and guarding of the works, Keeping disruption to highway users to a minimum.**