

HIGHWAYS

INFORMATION PACK



CITY AND COUNTY OF SWANSEA • DINAS A SIR ABERTAWE



| ITEM | PAGE |
|--|------------------|
| Guidance Notes | 3 |
| Table of Licences, etc. | 4 |
| Highways Act Licences | 5 - 9 |
| Street Works Licences | 10 |
| Developments | 11 - 14 |
| Stopping Up of Highways and Temporary Road Closures | 15 |
| Schedule of Fees | 16 |
| Contact Information | Back page |

This pack provides basic guidance where planning permission has an impact on the public Highway.

You are advised to read carefully as failure to comply may result in delays or possible prosecution.

The City and County of Swansea Council is the Highway Authority for all highways within the City and County boundary.

Highways are vehicular and pedestrian thoroughfares that are normally available for public use, and consist of the following elements:

- *Roads and footways including lay-bys.*
- *Footpaths and cycle-tracks.*
- *Hard or soft landscaped areas which contribute towards the street scene.*
- *Highway Drainage Network.*
- *Street furniture including barriers, lighting, etc.*

The table shown overleaf covers types of planning permissions that will require further consents/licences to satisfy conditions in planning approval or other legislation.

TABLE SHOWING TYPES OF PLANNING PERMISSIONS AND PROBABLE HIGHWAY IMPLICATIONS

| Type of planning Approval | HIGHWAY ACT LICENCES | | | | | STREET WORKS LICENCE | | DEVELOPMENTS | | | | |
|----------------------------------|--|-----------|----------------------|-----------|--------------|----------------------|-----------------|-----------------------------------|------------------|----------------------------|--------------------|--------------|
| | Scaffolds Excavations and Deposit of Building Material | Hoardings | Skips and Containers | Café Bars | Access Ramps | Sewer Connection | Other Apparatus | Street Naming and House Numbering | Vehicle Crossing | APC Section 38 Section 278 | Traffic Management | Road Closure |
| New vehicles Access Garages | • | | • | | | | | | • | | | |
| Single infill properties | • | | • | | | • | • | • | • | | | |
| Change of Use / Refurbish -ments | • | | • | | • | • | • | • | • | | | |
| New housing Sites SMALL | | • | • | | | • | • | • | • | • | | • |
| New housing Sites LARGE | | • | • | | | • | • | • | • | • | | • |
| Comm-ercial Develop-ments | • | • | • | • | • | • | • | • | • | • | | • |

CONSENTS FOR THE DEPOSITING OF MATERIALS IN THE HIGHWAY OR FOR THE MAKING OF EXCAVATIONS IN THE HIGHWAY

The Highway Authority may consent to the depositing of materials or for the making of excavations in the highway under the provision of Section 171 of the Highways Act 1980. Persons wishing to apply for such consents may do so using the City and County's standard application form S171/1 which can be downloaded from the council's website www.swansea.gov.uk/highways. These forms are also available from the City and County of Swansea, Streetworks Section, Players Industrial Estate, Clydach, Swansea, SA6 5BJ. Tel: 01792 843330.

Consents for excavations may take up to three weeks to be processed as the Authority is obliged to obtain details of any special requirements that various Statutory Undertakers may have. Applications for deposit only will normally be effected within one week.



APPLICATIONS FOR PERMISSION TO PLACE/ERECT SCAFFOLDING/HOARDINGS ON THE HIGHWAY SECTION 169 SCAFFOLDING SECTION 172 HOARDINGS

Developers/persons wishing to erect scaffolding and/or hoardings on the Highway must first apply to the Highway Authority concerned for consent under the provisions of the Highways Act 1980.

Applications should be made via the Council's standard application form, available from the City and County of Swansea, Streetworks Section, Players

Industrial Estate, Clydach, Swansea, SA6 5BJ. Tel: 01792 843330 or the form may be downloaded from the council's website www.swansea.gov.uk/highways.

Each application will be treated on merit, joint site meetings normally being required with the Council's Streetworks Inspector to agree the location, form and extent of scaffolding/hoarding and any safety provisions that may be needed.

Each licence is valid for 'one month' only, any extended periods requiring a new license to be issued. See schedule of fees for licensing cost.

Applicants are required to comply with the Council's Standard conditions attached to each consent.



APPLICATIONS FOR PERMISSION TO PLACE A BUILDERS SKIP ON THE HIGHWAY SECTIONS 139/140

Persons wishing to place a builders skip on the highway must apply to the Highway Authority for permission under the provisions of Section 139 and 140 of the Highways Act 1980. It is recommended that applications are made via a bonafide skip operating company who provide such professional services and carry the appropriate indemnities.



Applications must be made on the Council's standard application form S139/1, available from the City and County of Swansea, Streetworks Section, Players Industrial Estate, Clydach, Swansea, SA6 5BJ. Tel: 01792 843330 or may be downloaded from the council's website www.swansea.gov.uk/highways.

Please note that each form is given a unique reference number and cannot be used more than once. Persons/Companies wishing to purchase multiple skip licences in advance must do so in person at the above address.

Skip permits are valid for 'one month' only, any extension to that period will require a new permit to be obtained.

The skip must be placed in the location agreed with the Authority, and any skip found to be causing a nuisance or a danger, even if initially approved may be resited or removed completely at the applicants cost.

OUTDOOR CAFÉ SEATING

The use of chairs and tables outside café, pub and restaurant premises in the city centre is supported by the Council where there is sufficient space, as they bring life and vitality to the city's streets.

In order that they do not cause problems for pedestrians and/or service and emergency vehicles, it is essential that permission is sought from the Council, and that the conditions set out in the licence are followed. The condition requiring the cordoning off of the seating area is particularly important for the guidance of blind and partially sighted people, and is also helpful to elderly people and to parents with young children.

A minimum unobstructed footway width of 1.80 metres must be provided for safe and convenient pedestrian movement, this distance being measured from the edge of the licensed area to any significant amount of street furniture (such as lamp posts, bollards, pedestrian guard rails etc.).

Where there is a heavy pedestrian flow, additional footway space may be required. Applications may be refused where full footway widths are required to maintain heavy pedestrian flows.



Application forms are available on the City and County of Swansea council's website www.swansea.gov.uk/highways or from

City and County of Swansea,
Streetworks Section
Players Industrial Estate,
Clydach, Swansea, SA6 5BJ.

Tel: 01792 843330

PROVISION OF DISABLED ACCESS RAMPS



Should your application require provision of a new access ramp you should be aware that there is no legal obligation under the Disabled Discrimination Act for the Highway Authority to accede to requests and advise that the premises should be modified internally to accommodate provision of the Act. There is an exception to this policy whenever

it is practicably impossible to provide such ramps internally, i.e. for structural reasons – cost is not a consideration. Applications will then be considered on merit, but it is paramount that the highway is not detrimentally affected. The applicant would then have to enter into a licensed agreement with the Highway Authority, which would indemnify the Highway Authority against any third party claims for damages. The applicant will be liable for all costs associated with these works including a licence fee.

With regard to the placing of temporary ramps at times of need, the Authority has no formal policy on this but would advise against it as the ramps may represent an illegal obstruction. Any pedestrian who suffered an accident due to such a ramp may in the first instance be able to claim damages against the premises owners.

Should you wish to apply for a modification to the highway to gain access to your premises please write to Head of Highways, City and County of Swansea, Players Industrial Estate, Clydach, Swansea, SA6 5BJ enclosing reasons for request and any supporting information.

STREETWORKS LICENCES (S50),
FOUL SEWER CONNECTIONS, ETC.,

Persons or developers wishing to install foul sewer drains or any other form of private apparatus within the highway must apply for a Street Works Licence under the provisions of S50 of the New Roads and Street Works Act 1991.

Application Forms and Guidance Notes are available from the City and County of Swansea, Streetworks Section, Players Industrial Estate, Clydach, Swansea, SA6 5BJ. Tel: 843330 or may be downloaded from the City and County of Swansea council's website www.swansea.gov.uk/highways.

Applicants should note that an Accredited Supervisor with the relevant units of competence must be nominated and the Council must be indemnified for any one accident or claims up to a value of £5m. The application fee (see Schedule of Fees) should accompany the application, which will normally be processed within three to four weeks.

On receipt of the approved Street Works Licence the applicant is required to contact the Council's Streetworks Section (01792 841677) to discuss and agree the timing and execution of the works including any traffic management which is needed.

Should you have any queries concerning your application please contact the above Telephone Number.

STREET NAMING AND HOUSE NUMBERING

It is the Council's duty to issue addresses to properties and advise the various Authorities including the Post Office. Until the property is given an address a Post Code cannot be given which can cause new residents difficulty. It is in your best interest to advise the Council at the earliest opportunity of your requirements. The process for infill properties is normally straight forward and in the vast majority of cases a number only is required on an existing street.

Whilst some applicants may wish to name the property this is not normally acceptable unless the location permits it. Larger developments require the creation of new streets that require naming and numbering. There is a set procedure for this whereby the developer puts forward a name for consideration, the Council then carries out an assessment as to the suitability of the proposed name. This assessment includes consultation with Ward Councillors, identifying conflict or duplication with other names and ensuring that the Council's policy to satisfy the requirements of the Welsh Language Act are met.



Contact point for a new address is:

City and County of Swansea, Network Management Section,
 Players Industrial Estate, Clydach,
 Swansea, SA6 5BJ. Tel: 01792 843330

VEHICLE CROSSOVERS SECTION 184 HIGHWAYS ACT

Many homes and properties within the City and County of Swansea have been built without the provision of a vehicular crossover, or may have narrow crossovers which may need widening to allow safer access to and from the highway.



In order that such crossovers are built without compromising the safety and convenience of all road users it is essential that they are approved by the Highway Authority, as set out under the Provisions of the Highways Act. Vehicular Crossovers which are proposed on classified roads i.e. 'A', 'B' or 'C' class roads will also require planning permission, guidance on which is available from the Council's Planning Department at the Guildhall, Swansea – Telephone No 01792 635711/2

Applications for highway consent should be made using the Council's standard application form VC/1 available from City and County of Swansea, Streetworks Section, Players Industrial Estate, Clydach, Swansea, SA6 5BJ. Tel: 01792 843330 or from the Council's website www.swansea.gov.uk/highways.

Completed applications, together with the application fee should be forwarded to the above address and replies will normally be dispatched within two to three weeks. Formal consent will be accompanied by a Quotation for the cost of the works which will be undertaken by the Council's approved Contractor. Applicants should note that the Council does not allow the construction of the crossovers by private individuals.

The actual construction of the crossover will normally be completed within eight weeks of receipt of payment (made in advance) for the full cost of the works.

DEVELOPMENT APPROVALS / AGREEMENTS

Where developments require the construction of new highway or works that affect existing highway the relevant Agreement is required.

Advanced Payment Code Section 219/220 (Highways Act)

Where there are minor highway implications for example construction of small section of footway for a new property, the Council will require a deposit from the Developer to cover the whole cost of these works. This sum will have to be paid prior to any building work being undertaken or the Council will prosecute as this is a criminal offence. The Council may decide to undertake these works if they are not satisfied that the developer has the competencies required to carry out such work.

Section 278

Where major works are required on the public highway the Council will require the Developer or consultant to enter into a Section 278 Agreement.

The Council would advise Developers to contact the Highways Department at the earliest possible stage to ensure that the technical approvals and agreements can be completed and prevent delays. The Council charge a 7% fee on all works cost for administration and inspection of this work.

Section 38

It is a requirement that all new streets serving more than five properties must be adopted upon its completion. The Council would advise Developers to contact the Highways Department at the earliest possible stage to prevent undue delays. Should the

Developer not enter into a Section 38 Agreement prior to building works commencing then the Council will issue an Advanced Payment Code Notice that will require a deposit for the full cost of any Highway works.

A Section 38 Agreement also requires a fee of 8% on all works cost for administration and inspection.

Commuted Maintenance

All works that result in new highway being created or an additional maintenance liability on existing highway will be subject to commuted maintenance payable on adoption.

All Developers should contact Clydach Depot in the first instance. Tel: 01792 843330.

Traffic Management

Traffic Management can be a major consideration when a Developer needs to carry out works on an existing highway. This could be to connect to existing services in the Highway in which case a Street Works Licence will be required before any works can be commenced. Prior to granting a Street Works Licence The City and County of Swansea will need to be satisfied that the Developer will be implementing an appropriate traffic management scheme for the works.

If the Developer has entered into a Section 278 Agreement with the Council to enable works to be carried out on an existing highway an appropriate traffic management scheme will also need to be submitted and approved. To obtain approval of a traffic management scheme the developer should contact the Street Works Section at Clydach Depot.

STOPPING UP OF HIGHWAY AND TEMPORARY ROAD CLOSURES

Stopping Up of Highway

Some developments require that an existing Highway or part of a road is permanently stopped up. This will normally be a condition of the granting of planning consent. The Developer will need to satisfy this condition if the development is to proceed, the Roads may be closed by powers vested in the Highway Authority by the Highways Act. The Highways Act requires the advertising of a proposed stopping up giving people/businesses the opportunity to object to it. These objections must be considered and the process can be lengthy. You should be aware that it may not be possible to obtain the permanent stopping up.

You will need to make early contact with our Network Management Team if you need a road stopped up. To commence development construction without a proposed closure in place could be very risky.

Temporary Road Closures

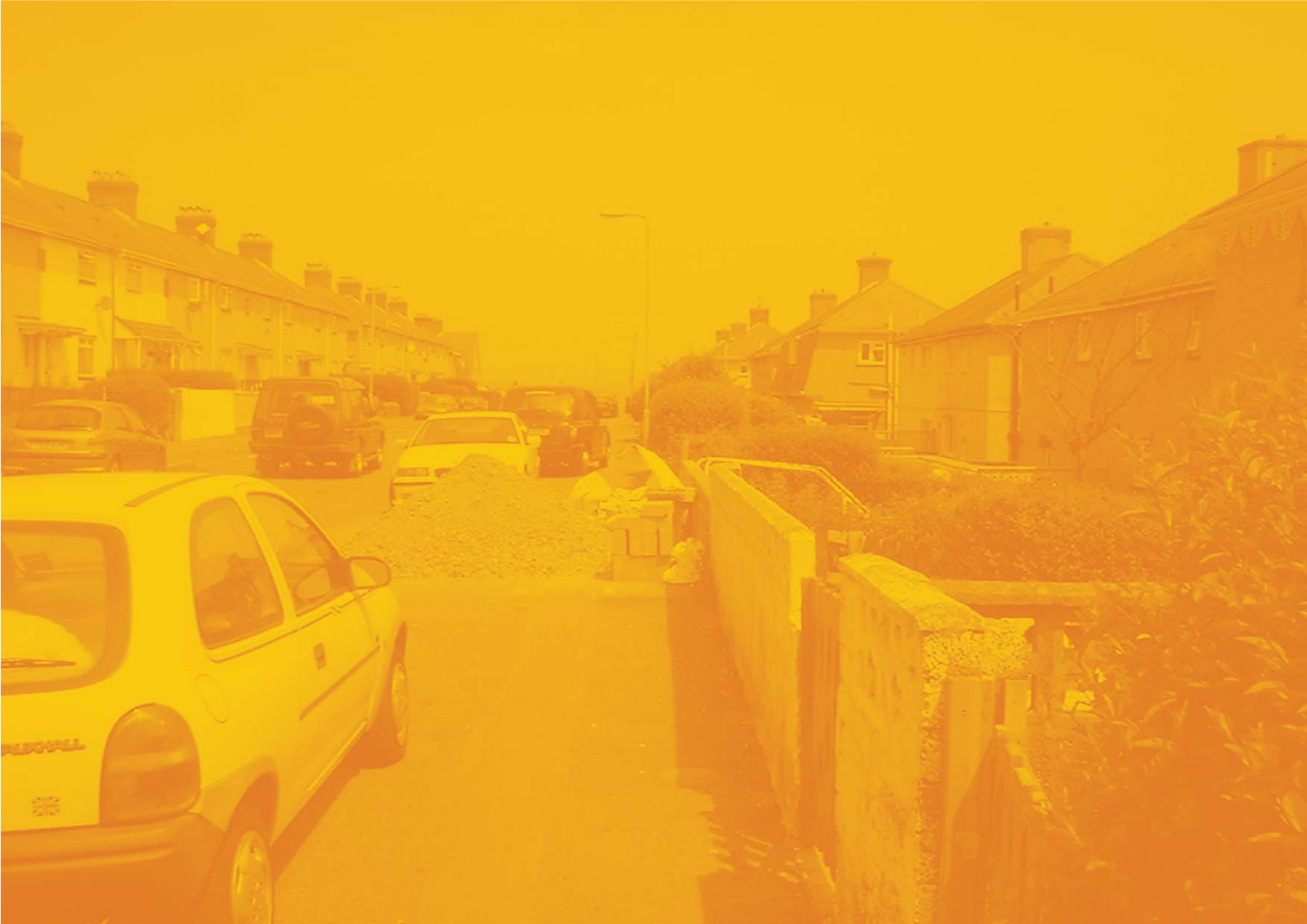
Applications for Temporary Road Closures and Temporary Orders should be made using the council's standard application form available from the City and County of Swansea, Players Industrial Estate, Clydach, Swansea, SA6 5BJ. Tel: 01792 843330 or from the council's website www.swansea.gov.uk/highways

SCHEDULE OF FEES

| | |
|--------------------------------------|---|
| Street Works Licence | £295 |
| Scaffolding | £30 per month |
| Hoarding | £2 per metre, per month. Minimum charge £30 per month. |
| Skips | £12 |
| Deposit of building materials | £55 per month |
| Vehicle crossing Applications | £60 |
| Pavement Cafe Licence | £15 per seat per annum |

These fees are current at April 2006 but may be subject to change.





FEEES CONTACTS LICENCES DEVELOPMENTS GUIDANCE NOTES

HIGHWAYS INFORMATION PACK



CONTACT INFORMATION

For further advice on any issue included in this information pack please contact:

City and County of Swansea,
Players Industrial Estate,
Clydach,
Swansea,
SA6 5BJ.

Tel 01792 843330

Fax 01792 841600

E-mail highways@swansea.gov.uk