

**LONDON BOROUGH OF BARNET**

**DEVELOPMENT & REGULATORY SERVICES  
HIGHWAYS SERVICE**

**TRAFFIC & DEVELOPMENT SECTION  
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**GUIDANCE NOTES FOR VEHICLE CROSSOVERS &  
HIGHWAY ACCESSSES FOR NEW DEVELOPMENTS  
REQUIRING HIGHWAYS AUTHORITY APPROVAL**

**(April 2016)**

## GUIDANCE NOTES

These guidance notes are provided to help you to understand the procedures, specifications and requirements which must be followed to obtain technical approval from the Council in its role as the Local Highway Authority, for the construction of new roads, accesses, and / or re-alignment of vehicle crossovers and the reinstatement of redundant crossovers fronting the site boundary of new developments or the redevelopment of existing sites, where they affect the public highway.

The Traffic & Development section within the Development & Regulatory Services Directorate deals with all such applications, in accordance with Council approved standards and guidelines; of which this is the primary guidance document. A proposal to create or modify existing highway access points for any development will need to satisfy both planning and highway requirements before it can be approved.

Please note that the local Planning Authority and the local Highway Authority are separate legal entities and that permission granted by one does not confer or imply any permission by the other.

All works on the public highway may only be carried out by one of the Council's appointed term contractors for Highway Works. Unless otherwise approved by the Council no works to the public highway will be permitted by the Applicant's contractor.

Within the context of this document, the term "**Applicant**" means the owner, developer or main contractor. The term "**Engineer's representative**" means any Officer appointed to oversee the development including Clerks of Works, Highway Inspectors, Engineers, and Street Enforcement Officers, etc. It should be understood that this document is not fully comprehensive and the applicant **must seek written approval or consent from the Highway Authority for all works affecting the public highway prior to commencement of any on-site works or demolition.**

This is also applicable should the work be a drainage connection, small footway crossing, highway remedial works or a major junction improvement. The type of approval necessary is dependant on the type of work being undertaken.

**A. REQUIREMENTS**

The level of traffic generation or highway needs of a development may require off-site works to be carried out on the public highway. On most development sites, it will be necessary to alter the existing public highway layout. Extensive highway works may be the subject of a separate Agreement under the provisions of Section 278 of the Highways Act 1980. The time taken to enter into such agreements is likely to be lengthy and the applicant should take account of this when programming their works.

Applicants should note the following general requirements and ensure that contractors working for them are aware of and comply with them.

It is an offence to carry out works on a public highway without the consent of the Highway Authority. The start of any development could be delayed if approval has not been given. The Applicants may be prosecuted for unauthorized work on the public highway under Sections 131, 132 & 133 of The Highways Act (1980).

The Engineer’s representative will provide an estimate for the full depth reconstruction cost of the highway works fronting the development using our current term contractor rates and will include a contingency of 20% to cover unforeseen circumstances. This estimate, together with the fees, must be paid in full a minimum of twelve (12) weeks prior to onsite commencement. This estimate becomes a bond / deposit which will be retained until minimum 12 months after the satisfactory completion of the highway works. Once the completion certificate has been issued, the bond will be refunded in full.

This estimate does not include the cost of moving lamp columns; street furniture; street tree replacement; parking bays and traffic orders, etc. and you will be required to liaise directly with the relevant council team. These excluded items will incur separate estimate and relevant fees.

Costs associated with the lowering or diversion of public utility services are expressly excluded from our estimates. It is the developer’s responsibility to arrange for altering of any mains or services affected by the proposed highway works and the moving of cabinets, telegraph poles, etc prior to the main construction works. However, it is essential that the program for these works is provided and that all are completed in advance of the highway works.

**IMPORTANT NOTE**

Please be aware that the off-site, public highway works will not be permitted to commence until all on-site works are fully completed. Please allow a minimum of twelve weeks at the end of the build program for these works to be carried out in time for your handover date. Similarly, we do not permit interim works for phased developments. It is also the applicant’s responsibility to ensure that the public highway is kept in good order at all times during the construction period and to promptly inform the Council of any damage caused that may require rectification.

## **B. DETAILS REQUIRED ON THE APPLICATION FORM**

To enable us process your application without delay, please provide to the best of your ability, all details requested in the attached application form.

The following description of the items may assist you to complete the application form:

1. **Details of Applicant / Developer / Agent:** You should state the full name and address of the registered company applying, together with contact name and details of daytime telephone numbers so that we are able to contact them if necessary. Please specify who is to be the main point of contact.
2. **Location of Proposed Works:** You should state clearly the exact location of the development as well as details of proposed highway works. All Applications must be accompanied with highways engineering layout scheme drawings to a scale with sufficient details to process the application – usually 1:100. This should show how it is intended to connect the on-site external layout to the existing public highway. Please refer to item 16 below, which clarifies what information needs to be submitted with the application form. Please ensure that this drawing also shows how the development relates to the area around it, not just in isolation.
3. **Details of Planning Application:** Copies of the planning consent, conditions and relevant approved drawings shall be submitted with the application. It is the Applicant's responsibility to check if planning permission is required for the proposed highway works.
4. **Details of Contractor:** You should state the full name and address of the main contractor undertaking the development works. The contractor must hold a public liability insurance for a minimum sum of £10,000,000 and indemnify both the applicant and the Council on an appropriate certificate. Copies of which must be provided with your application.
5. **Additional Site Requirements:** You are advised that hoardings, temporary structures, excavations and/or storage of materials on the public highway will not be permitted unless a valid Licence has been granted by the Council's Highway Inspection Team. Please specify whether you would require any such Highways Licences for works affecting the public highway. You should allow sufficient time for consideration of your application before you intend to implement your proposal.

6. **Cranes:** If you require the use of an on-site crane you must ensure that the jib is contained within the curtilage of the site boundary and does not at any time extend over the public highway or adjacent properties. **It is illegal to use on-site cranes to lift materials across any part of the public highway from vehicles or storage facilities outside the site.** In all cases you must inform this authority of your intention to use a crane by contacting our Network Management Team.
  
7. **Check List:** This section should be completed as part of the Application Form. The purpose of the checklist is to provide an “at a glance” means of assisting the Applicant to comply with the terms of the guidelines, specifications, procedures and requirements and to supply the information requested to enable a full assessment of the proposal by the Traffic & Development Section. Where any of these requirements have not been addressed within the application form, please provide a statement of explanation.
  
8. **Fees:** For the financial year 2016-17, the Council currently levies a fixed charge of £2,881.00 per access / crossover created or redundant crossover reinstated and this charge is reviewed annually by the relevant committee. The fees are calculated based on the number of accesses, crossovers and redundant crossovers which need to be created, re-aligned or reinstated on the public highway for the whole development. The fees cover costs associated with Officer time and the administration, assessment, technical approval, an estimation of highway works deposit and inspection of the works. All payments should be made payable to the “London Borough of Barnet” at the time of application.

All relevant fees will be detailed, along with the initial estimate for the bond / deposit and the total cost must be paid in full before any approval or permission can be granted.

The applicant will be liable for additional costs incurred as a result of any abortive site visits made or additional inspections required to inspect the site.

***HIGHWAY DESIGN REQUIREMENTS***

9. **Street Furniture:** In locations where the proposed works affect the existing street furniture, the Highway Authority may require removal and / or replacement of street furniture, the cost of works will be borne by the Applicant.
10. **Parking Bays / Yellow Lines:** Where the location of the proposed crossover is affected by a parking bay or yellow line then a separate approval from the Council's Parking Design Team will be required before the parking bay can be removed or altered to allow the construction of the crossover. This approval will involve changes to the legal documents called Traffic Management Orders, which govern the parking bay. These changes involve a statutory consultation period and the removal/relocation of the bay.

For the financial year 2016-17 the Council currently charges a fee of £1,925.00 per TMO to carry out the statutory consultation process. This fee includes the drafting and advertising of the Traffic Management Order (then, assuming all statutory requirements are met), for amending the existing traffic order and the bay markings/signs. Where objections are received to traffic orders, an additional cost may apply to take into account the further time involved.

Where therefore, the proposed crossover or highway works are affected by a parking bay, we will:

- Process your crossover application form in the normal way, but approval will be conditional and subject to confirmation and separate fees from the Council's Parking Design Team that the parking bay can be removed or relocated.
- Upon the payment of the fee, the Parking Design Team will conduct the necessary consultation for the changes to the Traffic Orders(s). Please note that the fee is payable in advance, it covers the Council's cost of carrying out public consultation and advertising and is **non-refundable, irrespective of the outcome.**

At the end of this stage you will receive a letter confirming whether approval to remove or alter the parking bay has been given.

**Important note**

It is a statutory requirement that if a proposed Traffic Management Order is to be made permanent then it must be done so within two years of the proposal being advertised. Please bear this in mind when planning for your works as failure to do this will require the proposals to be re-advertised with costs levied at the prevailing rate.

11. **Street Lighting:** Where new estate roads or private access junctions are created, existing street lighting columns may need to be replaced or repositioned to accommodate the traffic and light level requirements of the new entrance to the development. These must meet all current UK and EU standards for their use, thus the position of other lamp columns in the vicinity may be affected by any changes to individual columns. The Council's street lighting engineer shall be consulted on this matter. The Council's Street Lighting partner will undertake any work required to the street lighting columns and all costs shall be borne by the applicant.
12. **Levels:** Where the footway is situated adjacent to the carriageway the profile of the new crossing shall give a uniform gradient between the back of the footway and the lowered kerb. Where, however, there is an area of verge between the footway and the carriageway the carriageway shall be ramped over the verge width leaving the footway with uniform cross-fall and longitudinal gradient. Where there is an area of verge between the footway and the highway boundary, or where there is only a verge between the carriageway and the highway boundary, the gradient of the crossing over the verge shall not exceed 1 in 10 unless otherwise agreed by the Engineer's representative. The gradient of the driveway on private land should not normally exceed 1 in 10, or in extreme cases 1 in 8 and a "rollover" should be incorporated at the start of the access to ensure that vehicles do not ground on the crossing during entry or exit.
13. **Drainage:** It is the responsibility of the Applicant to provide adequate drainage for the surface water run-off, so that it does not fall or flow on to the public highway. Likewise the levels of the public highway must be such that surface water does not flow in the opposite direction. It is therefore vital that the levels of the new or modified access match the correct highway levels. If in any doubt, the Applicant must seek the advice of the Engineer's representative to determine these. Any such issues that may arise must be addressed before highway works can commence. The application may be refused if adequate surface water drainage is not provided.
14. **Highway Amenities:** When considering the position of a proposed access / crossover, any existing highway amenity such as tree, grass verge, hedgerow or flowerbeds should also be taken into account. In the case of trees, normally a minimum distance of 1.2 metres will be required between the proposed crossover and the tree base pit. All crossovers near an existing tree will be referred to the Arboricultural Officer for comments and approval will be dependent on these comments. In any case, where works may be approved or proposed by the Council, which require removal and / or replacement of highway amenity, the cost of such works will be borne by the Applicant.
15. **Gates Across Vehicle Entrance:** Gates fitted across the vehicle entrance to your property may in no circumstances open outwards across the footpath or carriageway (Highways Act 1980 – Section 153). Where such gates are proposed, details of the mechanism used to prevent this occurring must be provided to the Council.

**16. Drawings:**

- a) The proposed highway works to the new development shall be drawn to a minimum scale of 1:100 on A1 paper. A site location plan shall also be shown, scale 1/1250.
- b) All setting out details shall be indicated on the plan, i.e. radius points, tangent points, proposed levels etc.
- c) All existing highway features shall be shown, e.g. trees, lamp columns, parking bays, road markings, street furniture, gullies, access chambers, boxes and any other statutory undertaker's apparatus, etc.
- d) **Horizontal Alignment:** Where applicable, the horizontal alignment of the crossover shall be in accordance with the relevant planning approval. If a crossover does not form part of a planning application then the Council's Highways Traffic & Development Section must approve the horizontal alignment.
- e) **Vertical Alignment:** The vertical alignment shall be designed to prevent surface water from the site being discharged on to the public highway. If this is not possible then the surface water shall be collected via road gullies. A minimum cross-fall of 1 in 40 shall be provided from the limit of public highway (rear of adjacent footway/path) to the carriageway channel.
- f) **Levels adjacent to the public highway:** These should generally be obtained from existing highway levels, however these may not be immediately apparent and clarification must be sought from the Engineer's representative.

In addition to the drawings, please provide copies of any relevant construction method statements and a site access method statement showing how vehicles are to enter and exit the site during construction and the direction of travel.

- 17. Condition Survey & Damage caused by Construction Traffic:** Damage to the public highway as a result of development and construction activities is a major cause of concern to the Council. To minimise risks, it is now a requirement as part of any new development to undertake a survey of the surrounding public highway to record the state of the highway prior to commencement of any works. The condition of the public highway should be recorded in a photographic survey prior to commencement of any works within the development.. During the course of the development construction, the applicant will be held responsible for any consequential damage to the public highway due to site operations and these photographs will assist in establishing the basis of damage to the public highway. A bond will be sought to cover potential damage resulting from the development which will be equivalent to the cost of highway works fronting the development.

Construction traffic is deemed to be "extraordinary traffic" for the purposes of Section 59 of the Highways Act 1980. During the course of the development, a far greater volume of traffic will be traversing the public highway. This considerably shortens the lifespan of the affected highway and the extent of the highway works will take this into account.



18. **Utility Services (Trial Holes):** Where new access points are to be located, the Applicant shall contact the Highways Authority to arrange for trial hole surveys (hand dug trial pit to 1m depth) on the public highway to verify the depths of existing statutory services / apparatus. In order to expedite this, we may – subject to the relevant approval – allow your contractor to carry out such excavations. Please also refer to additional requirements on pages 12 & 13 of this document.

### **C. SPECIFICATION FOR HIGHWAY WORKS**

- i. All materials and workmanship specified for use in the construction of highway works shall be in accordance with appropriate British and EU Standard Specifications and the 2009 (or later) Department of Transport Specifications for Highway Works and shall be to the satisfaction of the Local Highway Authority.
- ii. During the progress of the works, particular care shall be taken to avoid causing hazards to pedestrians and vehicles on the highway.
- iii. Where possible existing, undamaged granite kerbs shall be carefully taken up and stored for reuse as directed by the Engineer's representative. Any new kerbs shall match existing.
- iv. The excavation shall be carried out to the satisfaction of the Engineer's representative and shall be of such form and dimensions as indicated on the approved drawings. The formation shall be trimmed and well compacted. Additional excavation and build-up will be required in soft ground.
- v. The construction details are specified below:

#### **Estate Road Construction / Heavy Duty Crossover Construction**

- 40mm thick AC10 close graded surface course 100/150 to BS EN 13108-1
- 60mm thick AC20 HDM binder course 40/60 to BS EN 13108-1
- 160mm thick AC32 HDM road base course 40/60 to BS EN 13108-1 (Laid in 2 x 80mm layers)
- 225mm thick Granular Sub base Type 1 to Clause 803 DOT Specification
- 600mm thick Capping layer Type 2 to Clause 613 DOT Specification

Please note that capping material thickness may be reduced to 350mm if you can substantiate that the CBR values are greater than 2.5% where the proposed estate road / access is to be constructed. The new carriageway shall be tied into the existing carriageway construction with 150mm step joints within the flexible bituminous layers. The applicant shall arrange for the Engineer's representative to be present when CBR readings are taken on site and copies of the results shall be provided.

### **Redundant Crossovers & Footway Construction**

These shall be reinstated to match existing footway materials on the public highway. The existing footway fronting the development shall be reconstructed / re-laid if damaged as a result of the development activities. The construction of the footways shall be made of the following elements:

#### **Flexible Construction**

- 25mm thick AC6 dense surface course to BS EN 13108
- 40mm thick AC14 close graded binder course 100/150 to BS EN 13108
- 125mm thick AC20 dense base course to BS EN 13108
- 175mm thick granular sub base Type 1 to Clause 803 DOT Spec

#### **Modular Paving**

- 400 x 400 x 65mm Modular Concrete slabs with concrete block paving to match existing
- 30mm maximum thick (when compacted) screed sharp sand bedding
- Remaining layers shall be similar to the flexible construction above

#### **ASP Paving Slabs**

- 750 x 600 x 63mm, 600 x 600 x 63mm & 450 x 600 x 63mm precast concrete paving slabs
- 25mm thick Lime Mortar bedding
- Remaining layers shall be similar to the flexible construction above
- Dropped kerbs shall be constructed with 100mm x 100mm x 65mm precast concrete block paving to avoid unnecessary cutting in larger paving slabs
- Where hand pointing is required, gaps shall be no greater than 5mm maximum

**NOTE:** Should the construction of the footway be different to the above, then the Engineer's representative will specify the necessary details required.

**Vehicle Crossover Construction**

For proposed single or double vehicle crossovers to properties, the construction shall be similar to the flexible footway construction as specified on the previous page except for the lower base course thickness, which is increased to 175mm.

**Please note that the maximum width allowable for any crossover is 4.8m**

- a) The new access shall tie in with the existing footway and carriageway surfacing materials and levels. Prior to excavation, all edges shall be cleanly saw-cut to prevent damage to surrounding surfaces. Vertical faces to be painted with bitumen when reinstated.
- b) For redundant crossovers, existing dropped kerbs shall be raised in line with the carriageway kerbs. New granite Kerbs shall be used where the existing Granular kerbs cannot be reused. Pre-cast concrete kerbs may only be used where the kerbs on the existing public highway are pre-cast concrete.
- c) Kerbs as specified shall be laid to conform to the existing alignment of the footway and the dropped kerbs shall be sunk to project 25mm above carriageway channel level for the full width of the crossing. The kerbs shall be bedded on ST4 concrete of 150mm thick and backed up with 150mm of concrete to a height of 100mm, or 175mm, from the base of the kerb whichever dimension applies and haunched on the front face. Tapered transition kerbs shall be used to form a ramp on each side of the crossing.
- d) Pre-cast concrete edging 50mm x 150mm shall be provided as directed to retain the footway and shall be bedded on ST4 concrete 75mm thick and backed up with 75mm of concrete and haunched on the front face.
- e) All inspection chamber covers, electricity, gas, telephone, cable, water boxes or any other covers in the footway shall be properly adjusted in level as required and bedded so as to conform to the new surface levels and gradients.
- f) Where a surface water drain or roadside ditch exists within the area to be covered by the access the person undertaking the works shall be required to carry out such additional strengthening and piping works as may be deemed necessary by the Engineer's representative.
- g) With reference to the new access road, if refuse vehicles and emergency vehicles are expected to enter the site then the access road must be constructed to the adoptable standards as specified previously. If the estate road is not required to facilitate such access or be so constructed then bin stores shall be provided within 10 metres from the nearest public highway.

- h) The extent of public highway shall be delineated with double rows of granite setts or a single row of 150mm x 150mm granite kerbs with the outside / leading face to be the private boundary line.
- i) All existing gullies fronting the development shall be cleaned, emptied and connections jet cleaned as part of the works at the end of the development to the satisfaction of the Engineer's representative.
- j) All affected road markings adjacent to the development shall be renewed at the end of the works where necessary to the satisfaction of the Engineer's representative.
- k) Appropriate road markings shall be provided for the new road as agreed with the Engineer's representative.
- l) Please note that Tactile Paving shall be provided across new accesses & bell-mouths of junctions in accordance with TfL guidance for Tactile Paving unless otherwise advised.

## **Protection of the Public**

The Applicant should be aware that it is their responsibility to erect and maintain adequate hoardings, barriers, signs and warning lamps to safeguard the public in particular where:-

- a) works have been designed and are being constructed with the intention of becoming public highway and are being used as such;
- b) they are working on an existing public highway

Access to the public shall be maintained at all times. The needs of the mobility impaired shall be considered. The applicant needs to be aware of the requirements of the "Health & Safety at Work Act 1974", the "Construction Design and Management Regulations 2007" and other current legislation regulating site safety. If the Applicant fails to comply with this and highway users are placed in danger or are unnecessarily inconvenienced, the Local Highway Authority may take appropriate action to resolve the problem. Any expense incurred by the Local Highway Authority will be recovered from the Applicant.

## **Utility Services**

It is the Applicant's responsibility to be satisfied as to the accuracy of any information which may be made available to them. Drawings purporting to show the position of existing water, gas, electricity and telecommunications mains, ICT cabling, fibre-optics & service connections must be checked. However the person(s) undertaking the works must satisfy themselves as to the position and depth of any underground services likely to be affected by the works and if necessary, shall excavate trial holes to confirm any information.

No mains or services shall be altered or interfered with unless approval is sought from the relevant statutory authority, copies of which must be provided. The applicant shall take all precautions necessary to prevent damage or distortion to such services. No scaffolding, props, staging, ropes, supports other than those required for temporary support of mains shall be fixed or attached to them. The Applicant shall assume all risks and responsibilities for any claims arising from a failure to comply with these requirements. Any damage to services equipment caused by the applicant or sub-contractors, in the course of or in consequence of site operations will be made good at the applicant's expense.

Wherever considered necessary by the Engineer's representative, the Applicant will, at their expense, excavate by hand any trial holes etc. required to locate the position of mains or services prior to commencement of work in the vicinity of such mains or services. Failure or omission of the engineer to require exploratory work to be carried out will not absolve the Applicant from their liabilities.

The Applicant will be responsible for arranging any alterations of the existing mains and services of the statutory authorities and make allowance for the effect on the phasing of works of alterations to existing mains and services. The Applicant will need to ensure that existing mains and services are not interrupted without the written consent of the authority or utility concerned.

All services across proposed vehicular accesses shall be lowered in accordance with NJUG Publication Volume 2 Issue 3, January 2010 (Recommended Positioning of Utilities, Mains and Plant for New Works).

For guidance, the following minimum depths of cover should be achieved beneath any proposed vehicular access:

- Cable Television 450mm
- British Telecommunications 600mm
- British Gas 750mm
- Electricity: LV - 600mm HV – 750mm
- Water 750mm – 900mm

Please note should any of the above utility services be shallower than the depths identified above, then the Applicant will be required to make any necessary arrangements to lower or divert the services prior to the construction of the new access to the development.

### **Protection of Water Courses**

The Applicant will be responsible for keeping existing water-courses clear and unrestricted where operations interfere with them in any way and shall be held responsible for flooding and any damage caused by failure to carry out these requirements. The Applicant shall take all necessary precautions to prevent tar, oil, cement or other polluting substances entering any watercourse or surface water sewer. No surface water, site water or subsoil shall be pumped or allowed to drain into any existing foul sewer and any gullies that may be affected must be covered to prevent such contamination.

### **Protection of Trees**

The Applicant will take measures to ensure that trees which are to be preserved shall not be damaged by the works. In particular the following will be observed:

- a) Great care must be taken when excavating in the vicinity of trees, so as not to cause damage with the jibs or tracks of excavating plant, and not to sever roots. Where the inspecting engineer so directs, excavations will be carried out by hand
- b) No oil, tar, bitumen, cement or other materials likely to be injurious to a tree shall be stacked within 6m of the trunk / base
- c) No fires or braziers will be lit beneath or in close proximity to the canopy of a tree.
- d) Where so directed by the Engineer's representative the Applicant will erect temporary fencing for the protection of trees or shrubs.

All excavations shall be carried out in accordance with the National Joint Utilities Group (NJUG) Guidelines Publication Vol. 2, Issue 3, January 2010 with reference to Section 4 and Table 1 in particular.

### **Temporary Works**

The Applicant will provide, maintain and remove on completion, all temporary works required in the execution of the development. Temporary works will be constructed to the satisfaction of the Engineer's Representative, but the Applicant will still be responsible for damage done to, or caused by, these works, including the reinstatement of any lands or property disturbed or damaged by them.

### **Temporary Crossovers**

Temporary crossovers may be constructed by the Applicant's chosen contractor, where they are NRSWA accredited and have applied for the relevant Section 50 notice. The usual construction for such crossovers (where no utility apparatus is present at this depth) is as follows:

- Excavation to a depth of 300mm
- Insertion of impermeable membrane
- Lean mix concrete with either a brushed or crimped surface

However onsite conditions may necessitate a different construction method and this must be discussed and agreed with the Engineer's representative at the relevant time. The Council's Highway Inspection Team will deal with the necessary licence and deposit for temporary crossovers. The requirements for statutory undertaker's services and plant also apply to temporary crossovers.

### **Redundant Crossovers**

All redundant crossovers affected by the proposed development must be reinstated as footway to match the existing public highway.

### **Existing Highways**

The Applicant will at all times take precautions and adopt measures considered necessary by the Engineer's representative to ensure the safety and convenience of the public and the owners and occupiers of affected properties. The Applicant will also reduce to a minimum, any interference with the use of the highway and private property. The passage of vehicles and pedestrians will be maintained at all times throughout the construction period unless the highway is closed by the order of the Highway Authority. The Applicant shall co-operate with the local residents at all times to cause the least disruption or inconvenience to neighbouring properties.

Where work has to be carried out on or adjacent to an existing public highway or a highway to which the public has access, the work shall be executed in accordance with Chapter 8 of the Traffic Signs Manual published by The Stationery Office.

Where one-way traffic is unavoidable, traffic shall be controlled by a proper system of vehicle – actuated light signals or other means approved by the Engineer's representative under the appropriate licence.

Where any works involve the obstruction of a footway an alternative safe footway must be provided and this must be properly signed, guarded and lit as appropriate. All such works will require a relevant highways licence.

Written approval must be obtained from the Engineer's representative before excavation is undertaken in any embankment or existing ground providing support to the highway.

The applicant shall agree arrangements for the design of any structure with the Engineer's representative.

The Engineer's representative must be informed before any works commence in an existing public highway. Excavation and reinstatement of existing highway surfaces shall be in accordance with the requirements of the relevant application for permission to open highways of the Local Authority.

Existing public highways shall not be used as sites for stock piling and storing plant, vehicles, materials or equipment without an appropriate licence. Any damage to the paved surfaces, verges, surface water drains or street furniture shall be made good as directed by the Engineer's representative. The Applicant shall be liable for the cost of reinstatement if damage has been caused to highways. On completion of the works, the highway shall be cleared of all surplus materials, washed and left in a clean and tidy condition.

**Mud, Debris and Dust**

It is an offence under Section 151 of the Highways Act 1980 to allow mud, debris or other materials to be deposited on the highway so as to damage it, obstruct it or create a nuisance or danger. The applicant will ensure that highways in the vicinity of the works are kept free from mud, debris and dust falling from vehicles or the wheels of vehicles associated with the works or spreading from the works. Where the deposit of mud, debris or dust is unavoidable, warning signs must be exhibited whilst works are in progress. Carriageways and footways affected must be swept at least every two hours or otherwise to the satisfaction of the Engineer's representative.

Where special loads can only be off-loaded on the highway, then written permission from the Highway Authority should be obtained.

The applicant shall be responsible for keeping the highway clean in the vicinity of the site. Any mud or spoil deposited on the public highway shall be removed without delay.

**Damage to Gullies and Sewers**

If a concrete pump lorry is operated from the public highway, the surface of the highway and any gullies or drains nearby must be protected with plastic sheeting. When mixing concrete or mortar, cover plates laid on plastic sheeting must be used.

Residue must never be washed into nearby gullies or drains. During the development works, any gullies or drains adjacent to the building site must be maintained to the satisfaction of the Local Highways Authority. If any gully is damaged or blocked, the applicant will be liable for all costs incurred. Adjacent Roads and Watercourses to be kept clean. Adjacent roads, accesses, rights of way, railway crossings etc., which are being used by construction traffic shall at all times be kept clean and clear of dirt, mud and material arising from such use. The Applicant shall provide, maintain and use suitable equipment for this purpose. The Applicant shall ensure that all watercourses, drains, ditches, etc are kept clear of any spoil, mud, slurry or other material likely to impede the free flow of water therein.

**Traffic Safety and Control**

The Applicant shall undertake to provide, erect, maintain and subsequently remove warning signs and traffic control in accordance with Chapter 8 of the current edition of the Traffic Signs Manual published by the DTLR. He will also ensure that all operatives wear correct high visibility clothing when working on the public highway.

**Control of Noise**

The best practicable means to prevent or reduce noise during the execution of work shall be used including the use of effective silencers on power-operated plant and equipment and the use of a purpose-made muffler on any pneumatic breaker or drill. In all cases work should not commence on or off site before 8am.



### **Openings in Public Roads**

The Applicant shall apply for the relevant permits under Section 50 of the New Roads & Street Works Act 1991 and the London Permit Scheme where necessary, to the Highway Authority, in respect of any openings or excavations in public roads. The Applicant shall comply with all conditions the Engineer's representative may make regarding the reinstatement of the highway surface. When completed, all surfaces will properly join up to the existing road surfaces, conform with the camber of the road, and be left in a suitable condition to the approval of the Engineer's representative. The Applicant remains responsible for any subsidence of the excavations that may occur during the maintenance period after final reinstatement and will pay for any further final reinstatement that the Engineer's representative may require. Road Opening Notice / London Permit Scheme requests should be initially addressed to Traffic & Development Section who can be contacted via 020 8359 3555. Generally, 28 days notice is required for traffic sensitive roads and 14 days for other roads.

### **Notice of Commencement**

The Applicant shall make arrangements with the Council's Traffic & Development Section, for the works to be inspected and samples of materials to be taken from time to time by the Engineer's representative.

A minimum of 15 working days notice is required of the date of commencement of any works affecting the existing or proposed public highway and provide details of the proposed sequence of works. A minimum of 3 days notice shall be given before any of the following operations may commence:

- a) Laying pipes for highway drains or gulley connections
- b) Construction of access chambers / manholes & gullies
- c) Placing concrete surround to pipe work, access chambers / manholes or gullies
- d) Backfilling trenches or other excavations whether or not the pipe work or mains are to be adopted by the Highway Authority
- e) Laying kerbing (or other edge restraint)
- f) Laying sub-base
- g) Laying or placing road base
- h) Laying base course or wearing course surfacing in a carriageway, footway, footpath or cycle-path
- i) Works involving existing public highways and highway drains

The Applicant must allow access to the site at all reasonable times in order for the Engineer's representative to inspect the works and be satisfied that the Highway Authorities requirements in respect of materials and workmanship are complied with.

**Inspection of Works in Progress**

Any inspections made of the works on behalf of the Local Highway Authority are made solely for the purposes of that Authority who will not accept any liability for defects in the construction works due to the standard of workmanship or materials used, howsoever arising.

The Highway Authority does not offer supervision of contractor's work, only inspection. No works shall be covered up until approval has been given by the Engineer's representative.

If any work is covered without approval or appropriate inspection, it may be required to be excavated at the applicant's expense so that an inspection can be made. It should, however, be clearly understood that the presence or absence of the Engineer's representative in no way absolves the Applicant of responsibility for ensuring that the work is carried out in accordance with the specifications and approved plans.

The Applicant should be aware that if requisite notices are not given, the Highway Authority may take site tests, including coring, to confirm that the works that have been covered up without inspection are in conformity of the specification for the works. Liability for the costs of all such tests and subsequent reinstatements including additional inspection of the works shall be borne by the Applicant.

If the Applicant fails to comply with the information given, the Highway Authority is entitled to require a maintenance period for the works and charge additional fees.

**STREET WORKS LICENCES**

No work shall be carried out in the public highway without the prior approval of the Highway Authority. For any work that is carried out within the public highway, a licence must be obtained from:

Street Works Coordinator  
Tel: 020-8359-3555  
E-mail: [nrswa@barnet.gov.uk](mailto:nrswa@barnet.gov.uk)

The Developer is required to notify the Street Works Coordinator of all works within the highway. In order to ensure there is no delay to your works commencing on site, please submit the relevant forms at least six weeks before you propose to commence on site, to the Street Works Coordinator at the above address.

All licences and permissions must be issued before any work commences, and it is the responsibility of the Developer to apply for any licences that may be required well in advance. Working within the highway without the appropriate licences is illegal and the Highway Authority will, if required, take appropriate legal action against any developer, who is found to be in breach of the Highways Act 1980.

**THIRD PARTY INSURANCE**

The Highway Authority shall not be held responsible for damage to property or apparatus where such damage arises as a consequence of the work associated with the estate road or any work within the existing highway.

It is the responsibility of the Developer to ensure that they and their Contractor(s) hold adequate third party liability insurance whilst working in the highway, any party undertaking such works must be able to demonstrate possession of valid insurance to the value of £10,000,000 for any one incident, number of incidents unlimited upon demand.

**INSPECTION REGIME**

It will be the responsibility of the Developer to notify the Engineer at least three working days before any works to the proposed adopted public highway are to be undertaken, to enable a suitable level of inspection to be arranged. Works undertaken without suitable notification will be carried out wholly at the Developers risk and may be condemned by the Engineer.

**D. CONSIDERATE BUILDERS SCHEME**

The Council operates and actively promotes a free Considerate Builders Scheme which aims to promote high standards on and around building sites. All sites, both large and small, are encouraged to join the Scheme and take advantage of the benefits that membership can bring. Additional information can be obtained from the Building Control Section on Tel: 020 8359 4500

**Highway Staff – Contacts**

Section	Contact	Telephone No.
Crane Operations		020 8359 3555
Highway Maintenance & Inspection Team. Licensing i.e. Skip; Hoarding; Temporary crossovers, etc.	Mike Hitchings	020 8359 3555
Street Lighting Section	Paul Sears	020 8359 3035
Street Works including	Colin Reeder	020 8359 3039
Installation of Street Name Plates	Deepti Rattan	020 8359 7164
Arboricultural Officer	Andy Tipping	020 8359 7838

Please note any requests for the creation of accesses on the TLRN Road Network will need to be submitted to Transport for London and the Highways Agency for M1

The completed application form together with the necessary enclosures including fees should be returned to:

**London Borough of Barnet**  
**Development Regulatory Services**  
**Highways Service**  
**Traffic & Development Section**

**11th Floor**  
**Barnet House**  
**1255 High Road Whetstone**  
**London N20 0EJ**

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**WHAT HAPPENS NEXT?**

On receipt of the application form, highways engineering layout drawings and full fees, we will determine the suitability and viability of the applicant's proposals for works on the public highway.

We will contact you either with an approval or with comments / revisions that need to be incorporated into the design. You should allow 6 to 12 weeks for your initial application to be assessed and checked by the Highway Authority. We will provide a receipt for all monies.

Once your proposals have been approved we will provide contact details of our contractors. You will deal directly with them in obtaining a market rate estimate for the works. You must inform us which contractor has been appointed.

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**If you have any queries or require further information to assist you regarding these guidance notes please contact the Traffic & Development Section on 020 8359 7590/7343/3044**