



**Engineering Services**

Hardshaw Brook Depot  
Parr Street  
St Helens  
Merseyside  
WA9 1JR

Contact: Kelly Nolan  
Tel: 07952 383 984  
kellynolan@sthelens.gov.uk  
Our ref:  
Your ref:

16 April 2024

Dear Sir / Madam

**Application for a Road Opening Permit**

I attach a Road Opening Permit application form as requested.

Please return the completed application form to the above-named officer with the following information:

1. Details of your contractor's public liability insurance (minimum cover £10,000,000).
2. Details of your contractor's street works accreditation of both supervisor and operatives.
3. Detailed location plan, photographs of the site, detailed method statement including traffic management drawings and reference to locating Utility apparatus and other relevant documentation.

The licence fee is based on the works duration and payment will be required once the application has been approved, before works commence.

Works duration of 1-3 days	£485
Works duration of 4-10 days	£895
Works duration of 11 days or longer	£1,735

Prior to your application form being approved, a site meeting with the Street Works Inspector will be required to discuss your proposals in more detail. Please contact the Street Works Section above to arrange a suitable meeting time.

Yours faithfully

Steven Walker  
Head of Highways & Infrastructure

# APPLICATION TO OPEN THE PUBLIC HIGHWAY

This licence is used for minor excavations e.g. trial holes, construction of a vehicle crossing and minor alterations to the highway.

Name of applicant .....

Company Name .....

Address of applicant .....

Telephone number .....

E-mail address .....

Street Name .....

Exact location of work .....

Works description .....

Start date .....

Completion date .....

TM type (if applicable) .....

TM Company .....

Emergency contact number .....

I the undersigned do hereby apply for the consent of St Helens Council to carry out an operation on the Highway at the above location. I agree, in the event of such work being granted, to complete the work to the satisfaction of St Helens Council Engineering Services, and to hold myself liable for all damages or accidents that may arise from such work being done from the time when the work is commenced until the operation is removed.

1. Roadworks and traffic management are undertaken in strict compliance with the New Roads & Street Works Act 1991, and in accordance with the code of practice for 'Safety at Street Works and Road Works'. All reinstatements should comply with 'Specification for the reinstatement of openings in the Highway'
2. The Applicant contacts the statutory Undertakers to determine the existence of any services and accepts liability for any costs arising from their damage, protection or diversion.
3. The Applicant agrees to re-imburse all costs by the Highway Authority arising from the application including administration, inspection and emergency call out fees.
4. The Council has the right to dictate the timing of the works.

Signed ..... Print Name ..... Date .....

## Data Protection Information

Personal data may be processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations. To view our Privacy Notice in respect of personal data under the General Data Protection Regulations (GDPR) please visit [www.sthelens.gov.uk/council/data-protection-freedom-of-information/](http://www.sthelens.gov.uk/council/data-protection-freedom-of-information/)