



Northumberland

County Council

Technical Services, Local Services Group, Coopies Field Depot, Coopies Field Ind
Est, Morpeth, NE61 6JT Telephone: 0845 6006400 Web: www.northumberland.gov.uk

Grant Brotherton
West View
Ellington
NE61 5JG

Our Ref: IR/DVC
Your Ref: DVC-WESTVIEWELL
Contact: Danielle Armstrong
Direct Line:
Fax:
E-mail: [REDACTED]

Highways Act 1980 - Vehicular Access Footway Crossing.

I refer to your recent request for information on the alterations of a vehicular access footway crossing at West View, Ellington.

We propose to break out existing tarmac path and grass verge, installing new drop kerbs and transition (Edge) kerbs. We will reinstall tarmac surface, the full width and length of the path in line with your new proposed driveway.

Please note, a suitable hardstand must be in place before we would commence works.

The total cost for the alterations at this location is [REDACTED] inc VAT. Quote valid until Sept 2022.

The Council are currently able to offer an interest free instalment scheme payable by Direct Debit, form attached, to help spread the cost over 12 months.

Should you decide to accept the Council's offer, please complete the attached application form (DVC1) and return it, including the Direct Debit Form to the Highways and Structures Technical Assistant, Castle Morpeth Area.

If you decide NOT to accept the Council's offer you may employ a private contractor to carry out the works on your behalf. However, there are several conditions which have to be applied where private contractors are proposing to carry out works within a public highway and these are detailed on the appropriate application form, (DVC2) which should be completed & returned to the Area Maintenance Engineer, Castle Morpeth Area. The basic requirements are:

1. Approval from Northumberland County Council to 'Open the Highway'; Application fee of [REDACTED] payable to Northumberland County Council with application. (see attached guidelines)
2. Contractor must be Accredited to carry out works under 'New Roads & Street Works Act 1991'
3. Compliance with the Council's specification of works.
4. Public Liability Insurance cover is required for the period of the works and a copy of the Insurance Certificate must accompany the application form.
(Public Liability, minimum £ 5 million indemnity cover)
5. The contractor will be required to guarantee the completed works for a 2-year period
6. Minimum 7 days advance notice of commencement of works is required, subject to Public Utility apparatus notifications to Technical support officer, Castle Morpeth Area.

Should you require any further information at this stage, please contact me on telephone no.

[REDACTED]

Yours faithfully

Danielle Armstrong

Highways and Construction Technical Assistant, Castle Morpeth Area

(DVC1)

**APPLICATION FORM TO CONSTRUCT VEHICULAR FOOTPATH CROSSING
HIGHWAYS ACT 1980**

Section 1: To be completed by the applicant

*Name in full

*Address

.....

.....

*Postcode

*Telephone.....

I wish to make an application for a dropped vehicular crossing, across the public footpath/highway verge, adjacent to front and side

*..... (Address)

Section 2:

Subject to all appropriate approvals, I wish to arrange for the Council to carry out the necessary works. As per your quotation, I agree to pay the inclusive sum of:

..... inc VAT

**Please tick applicable.*

Instalment Payment Option Required (12 month maximum) Yes/No (If yes please also complete Section 3).

Signed..... (Applicant)

Date.....

If you do not require instalment option you will be invoiced on completion.

Section 3:

For the attention of ACCOUNTS RECEIVABLE

Agreement to pay charge by instalments

I agree to pay the sum of £..... the inclusive sum as per the quotation given to carry out the above construction works.

Please state the number of instalments required (**12 maximum**)

The first payment will be made on receipt of the Council's official Invoice.

I understand that if I fail to pay the instalments as agreed, then action will be taken in the COUNTY COURT for the recovery of any balance outstanding.

Signed.....

Date.....

(D.V.C. 2)

APPLICATION FORM TO CONSTRUCT
VEHICULAR FOOTPATH CROSSING - HIGHWAYS ACT 1980, NEW ROADS &
STREETWORKS ACT 1991

Section 1: To be completed by the Applicant.

Name.
Address
.....
.....
.....
Telephone

I do not accept the Councils quotation for the necessary works and I wish to make an application to construct a dropped vehicular crossing, across the public footpath / highway verge, adjacent to(address).
Should the application be accepted, I propose to employ a suitably experienced and qualified contractor to carry out the works to the Councils specification.

- Conditions. 1. Application fee of £ [REDACTED] payable to "Northumberland County Council"
2. No work will be permitted to commence without full approval of the Highways and Construction Technical Assistant or Environmental Quality Officer.
3. New accesses from/onto classified roads (A,B or C class) require formal Planning permission. You are advised to contact the Planning Officer at Northumberland County Council

Section 2: To be completed by the Contractor.

Name.
Address
.....
.....
Telephone

Insurance Details (Public Liability, minimum £ 5 million indemnity cover)

Insurance Company
Policy Number
(Copy of insurance certificate must accompany application form)

Conditions: The works shall be carried out in accordance with the specification issued by Northumberland County Council.

 The contractor shall indemnify the Council against any and all claims for damages which may arise as a result of the works.

 The contractor shall not commence the works without the prior written consent of the Highways and Construction Technical Assistant, Castle Morpeth, or her representative.

 The contractor shall guarantee the works for a period of 2 years following the date of the completion notification and registration.

Declaration: I hereby agree to comply with the conditions of the Northumberland County Council, as detailed above, with regard the construction of a dropped vehicular crossing across the public highway adjacent to:

Address.....

Signed: (Applicant)

Date :

Signed:(Contractor)

Date :

FOR OFFICE USE ONLY

Date received:

Initial Inspection date : Suitable dvc location? yes / no (Inspected by.....)

Application approved in principal :yes / no.....

Date C2 Notices issued :

C2 Responses received British Gas :

Northern Electric :

British Telecom :

Northumbrian Water :

Other :

Verification of Public Liability Insurances :

Applicant notified :

7 Day Advance Notification Received :

.....

N1 7 Day Notice to NCC (Date & Ref..) :

.....

Letter of Authorisation to Commence Works Issued :

Completion Inspection Date : (Inspected by.....)

Works carried out in accordance with the specification :yes /
no.....

Expiry date of 24-month guarantee period :

Northumberland County Council
New Roads and Street Works Act 1991

GUIDELINES & CONDITIONS TO APPLY WHEN A CONTRACTOR PROPOSES TO CARRY OUT WORK UNDER NORTHUMBERLAND COUNTY COUNCIL SUPERVISION

The following guidelines have been prepared to assist you with the completion of your application.

1. Complete the Application Form and provide the following: -

- a) A Location Plan & details / dimensions of proposed works.
- b) A Cheque made payable to 'Northumberland County Council' for the sum of £ [REDACTED]
- c) A copy of the NRSWA1991 Qualifications of Supervisors and Operatives (in accordance with Regulations 1992 No 1687)
- d) A copy of the Contractors Public Liability Insurance Certificate. (Min £ 5 million)

Failure to supply the above copies will delay the processing of your application.

- 2 Notice to the relevant Statutory Undertaker must be made by the applicant prior to the work commencing (see attached contact list). Any charges made by the Public Utilities for alterations to their apparatus necessitated by the proposed works must be paid in full by the contractor to the Utility concerned.
- 3 Contact will be made to the applicant by a representative from our Area Office within 7 working days from receipt of the application to arrange a pre-start meeting where temporary / permanent works, signing and guarding of works etc will be agreed.
- 4 Start date will be agreed at the site meeting and formal permission will be considered.
- 5 Work **MUST NOT** commence on the site until the Applicant has received formal permission or before agreed start date.
- 6 Site inspections will be made throughout the works.
- 7. The Applicant is responsible for the reinstatement for two years.
- 8. When the temporary or permanent reinstatement has been completed the Area/District Inspector must be notified.'
- 9. In the event of your non-compliance with any of the above, the Council will carry out necessary works and recover these costs from you (under Section 184 of the Highways Act 1980)

If you require any further assistance please ring:

Danielle Armstrong – Highways and Construction Technical Assistant on [REDACTED]

Return Application Forms To:

Danielle Armstrong
Highways and Construction Technical Assistant
Northumberland County Council
Technical Services
Local Services Group
Coopies Field Depot
Coopies Field Ind Est
Morpeth
NE61 6JT