

# Application for a Section 50 Licence

This form will take approximately 15 Minutes to complete and should be read with guidance notes. The form can be submitted by email directly by using the button at the end of the form.

**This form is designed to be completed in Adobe Reader and will not fully work in a browser.**

**Adobe Reader can be downloaded for free at <https://get.adobe.com/uk/reader/>**

Please send any enquiries regarding the application to: [Section50@essexhighways.org](mailto:Section50@essexhighways.org)

Please do not send us a cheque, once we have received your application we will advise you the amount you need to pay us. Payments will be taken BACS (Bank Transfer).

Details of Section 50 Licence	
<b>Address to which Section 50 licence will apply</b>	<b>This is the property/land benefiting from the Section 50 licence</b>
<b>House Name/Number/nearest property</b>	
<b>Address line 1</b>	
<b>Address line 2</b>	
<b>Town/City</b>	<b>Postcode</b>
<b>Road number if applicable</b>	
<b>Name and address of the owner of the above property/land (give full names including any joint owners and all addresses if different)</b>	
<b>Name</b>	
<b>House Name/Number</b>	
<b>Address line 1</b>	
<b>Address line 2</b>	
<b>Town/City</b>	<b>Postcode</b>
<b>Name and address of the applicant (person who is to hold the licence and be responsible for the apparatus for the term of the licence)</b>	
<b>Name</b>	
<b>Company name/ registration number/address if applicable</b>	
<b>House Name/Number</b>	
<b>Address line 1</b>	
<b>Address line 2</b>	
<b>Town/City</b>	<b>Postcode</b>
<b>Email and telephone number to direct queries to</b>	
<b>Email</b>	
<b>Telephone number</b>	



Apparatus information										
Name of road in which apparatus is to be placed										
Purpose of apparatus	Duct contents									
Location of apparatus (select all that apply)	<table> <tr> <td>Footway</td> <td>Verge</td> <td>Footpath</td> </tr> <tr> <td>Carriageway</td> <td></td> <td>Byway</td> </tr> <tr> <td>Cycleway</td> <td></td> <td>Bridleway</td> </tr> </table>	Footway	Verge	Footpath	Carriageway		Byway	Cycleway		Bridleway
Footway	Verge	Footpath								
Carriageway		Byway								
Cycleway		Bridleway								
Length of apparatus in metres										
Diameter of apparatus in mm										
Depth of apparatus in metres										
Material of apparatus (Do not use abbreviations) (Select all that apply)	<table> <tr> <td>Clay</td> <td>Polyethylene</td> <td>Concrete</td> <td>Other</td> </tr> </table> Other details	Clay	Polyethylene	Concrete	Other					
Clay	Polyethylene	Concrete	Other							
Works method to install apparatus	<table> <tr> <td>Open cut</td> <td>Thrust boring</td> <td>Tunnelling</td> <td>Other</td> </tr> </table> Other details	Open cut	Thrust boring	Tunnelling	Other					
Open cut	Thrust boring	Tunnelling	Other							
Has a new manhole got to be installed within the public highway as part of the works?	<table> <tr> <td>Yes</td> <td>No</td> </tr> </table> If yes, Confirm material the diameter (mm) and the depth (metres)	Yes	No							
Yes	No									
Additional information required										
Term of licence	<table> <tr> <td>5 year</td> <td>25 year</td> </tr> </table>	5 year	25 year							
5 year	25 year									
Is section 50 licence related to S278, S38 or S228 works?	<table> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No							
Yes	No									

Continued on Page 3

## Checklist

Items to be attached with completed application	
1.	Site plan - Highlighting boundary of property/land to benefit from the licence in red. <b>MUST include</b> surrounding area and road names and a north indicator <b>(do not breach copyright rules)</b>
2.	Location Plan – Highlighting the line of <b>apparatus</b> with a red line in the public highway only and road names and a north indicator. Additional apparatus needs to be highlighted in a different colour and a key should be provided <b>(do not breach copyright rules)</b>
3.	If a <b>5 year</b> licence – written confirmation of adoption by the relevant utility company
4.	If a <b>5 year</b> licence – and the owner is also the applicant – <b>Copy</b> of Register of Title including Title Plan £10 <b>million</b> public liability insurance in owner/applicants name
5.	If a 5 year licence – and the owner and applicant <b>are</b> different – letter of <b>instruction</b> £10 million public liability insurance in <b>applicants</b> name
6.	If a 25 year licence – owner and applicant are the same – <b>Copy</b> of Register of Title including Title Plan £10 million public liability insurance in <b>applicants</b> name if a developer/contractor

**Please attach any documents from checklist -**

**Once you have completed the form and uploaded ALL your attachments please submit (this will use your default email application)**

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