**APPLICATION FOR CONSENT TO MAKE A TEMPORARY**

**EXCAVATION IN THE STREET AND/OR STORAGE OF MATERIALS/EQUIPMENT ON THE HIGHWAY**

*The Highways Act 1980 – Section 171*

Details to be completed in capital letters and black ink.

The following must be submitted with the application:

* 1 copy of location plan to a scale no less than 1/500
* 1 copies of location plan to a scale 1/1250 or 1/12500
* Relevant fee (details overleaf)

|  |  |
| --- | --- |
| Excavation of Highway |  |
| Storage/Placement of Materials, Equipment on highway  |  |

**Applicant details**

|  |  |
| --- | --- |
| (Mr/Mrs/Miss/other) |  |
| Full name |  |
| On behalf of (company) |  |
| Address |  |
|  |
| Postcode |  | E-mails |  |
| Telephone no. |  | Mobile Tel no. |  |

**Contractor details**

|  |  |
| --- | --- |
| (Mr/Mrs/Miss/other) |  |
| Full name |  |
| On behalf of (company) |  |
| NRSWA Supervisor No. |  |
| Address |  |
|  |
| Postcode |  | E-mail |  |
| Telephone no. |  | Mobile Tel no. |  |

**Agent details (where relevant)**

|  |  |
| --- | --- |
| (Mr/Mrs/Miss/other) |  |
| Full name |  |
| On behalf of (company) |  |
| Address |  |
|  |
| Postcode |  | E-mail |  |
| Telephone no. |  | Mobile Tel no. |  |

**Proposed location of works**

|  |  |
| --- | --- |
| House name/no. |  |
| Street name |  |
| Village/Town |  |
| Grid Reference |  |
| Date from |  | Date to |  |
| Brief description of works |  |

**Supervisor**

Applicants must arrange for the work to be carried out by a person having a prescribed New Roads and Street Works Act qualification as Supervisor and in addition, must ensure that a person having a prescribed qualification as a trained operative is present on site at all times when work is in progress.

|  |  |
| --- | --- |
| Name of Supervisor |  |
| Certificate Number |  |
| Name of Operative |  |
| Certificate Number |  |

**Insurance Indemnity Certificate**

The Licensee shall indemnify the Trunk Road Agent against any claim in respect of injury, damage or loss in accordance with Schedule 3, Section 8 of the New Roads and Street Works Act 1991.

The Indemnity provided by the Policy should not be less than £10 million for any one accident or any one claim. The Trunk Road Agent has the right to ask to inspect the candidate’s Insurance Policy to ensure that it is valid. Copy of the public liability insurance must be sent with the completed application form.

|  |  |
| --- | --- |
| Name of insurance company |  |
| Policy number |  |

**Fees**

The relevant fee must be paid before consideration is given to your application.

Please enclose a cheque (payable to Gwynedd Council) or you can pay by card by phoning 01286 685170 / 01286 685169.

\*Please note this is non-refundable.

* For excavation of the highway: £148.00
* For storage of materials/equipment on the highway: £50.00

**Declaration**

I confirm that the foregoing details are correct and acknowledge that the works referred to above will be conducted in accordance with the requirements of the Highways Act 1980, the New Roads and Street Works Act 1991, and enabling legislation and Codes of Practice, together with any conditions imposed by the authority in the relevant consent.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

NOTE: It is an offence to carry out any works in the street until the works have been formally approved by the Trunk Road Agent. The Trunk Road Agent does not accept liability for any inconvenience, loss or costs incurred as a result of the applications being processed late due to lack of information submitted by the applicant.

**Return to North and Mid Wales Trunk Road Agent**

**Unit 5 Llys Britannia, Parc Menai, Bangor, LL57 4BN**

🕿 01286 685169 / 01286 685170: **E-mail:** **streetworks@nmwtra.org.uk****:**

**GDPR Privacy Notice**

**Your personal information**

The North & Mid Wales Trunk Road Agent (NMWTRA) operate as Agent on behalf of the Welsh Government (WG) for the trunk road network in North & Mid Wales.

As agent, NMWTRA will assume the role of “*Data Processor*” on behalf of WG who are the “*Data Controller*”. WG as Data Controller will be responsible for your personal information.

**Why we need your information**

The WG will use your information as followed:-

|  |  |
| --- | --- |
| **Data Collected** | **Why we need your information?** |
| Streetworks Application | To process your streetworks applications we shall record personal data. |

**Justification for using your Information**

The WG collects and uses your personal information because it has a legal duty or right to do so; or to perform a public interest task; or because you have given your consent. The legal term for this is called the *legal basis of processing*.

*In this instance, the WG is using your personal information because it is undertaking a task in the public interest.*

The WG will not use your information for automated decision making or profiling.

**How your data will be Shared & How long will the data be retained**

Your data may be shared with the following organisations and the data will be retained as detailed below.

The WG will not transfer your personal information to another country.

|  |  |  |
| --- | --- | --- |
| **Data Collected** | **Who we will share your data with?** | **Retention Period** |
| Streetworks Application | - Trunk Road Agents | 15 years |

**Your rights**

You have legal rights, and it is important that you know what they are.

**You have the right to obtain a copy of your personal data.** You will be provided with copies of your personal data within the statutory period of one month (or if providing your personal data is a complex matter, this will be done as soon as is reasonable within 3 months). Your personal data will be provided to you free of charge, however, if your request is deemed *manifestly unfounded* or *excessive*, a reasonable fee will be charged. You ask to obtain your personal data by contacting the

WG Data Protection Officer.

**You have the right to have information about you corrected.**

You have the right to ask that your personal data is rectified if it is incorrect or incomplete. This will be done within 1 month, or if your request is complex, within 3 months.

**The right to have personal data erased** inspecific circumstances:

* Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed;
* If you withdraw your consent;
* When you object to the WG processing and there is no overriding legitimate interest for continuing the processing;
* If the personal data was unlawfully processed;
* When the personal data has to be erased in order to comply with a legal obligation; or
* When the personal data is processed in relation to the offer of information society services to a child, e.g. an app developed specifically for children.

**The right to restrict processing.** Where it is claimed that data is *inaccurate* or the *right to erasure* has been exercised you can require the WG to restrict processing until verification checks have been completed.

**The right to data portability**. Under certain circumstances, you have the right to obtain and reuse your personal data across different circumstances.

**The right to object**. In addition to the right to object to your information being used for direct marketing, you have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), and processing for purposes of scientific/historical research and statistics.

**The right to withdraw your consent** at any time if consent has been relied upon originally.

**Rights in relation to automated decision making.** You have the right not to be subject to decisions based solely on automated processing, including profiling, which produces legal effects on you or affects you in a significant way.

**Data Protection Officer:** The email address for the WG Data Protection Officer is DataProtectionOfficer@gov.wales

If you wish to complain about the way that the WG has used your personal data contact the Data Protection Officer.

If you are not satisfied with their response you also have the right to contact the Information Commissioner:

<https://ico.org.uk/concerns>.

**Information Commissioner’s Office**

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113