



Guidance Notes on completing the NRSWA Notice of Works Form.

The NRSWA 'Notice of Works' form is to be used for all notifications of works, including:

- Proposed Works (3 month notice, 10 day or 3 day),
- Works started (start notice),
- Works completed (stop notice) including excavation details,
- Any change in end dates (revised duration),
- Works cancelled (cancellation).

All of the above works must have a 'start' notice sent on the day of works starting on site, and a 'stop' notice sent within a day of the works being completed. The same form can be used for all the above purposes, with different boxes ticked.

How to Complete the Form.

From Place your company or contractor name in this box, plus phone, email and contact details.

Reference Place your own company reference here if you have one.

Purpose This indicates the purpose of the notice to be sent, i.e. what type of notice is being sent. These boxes are designed to be used as a tick box to indicate the status of the works. For example, if this is the first notice you have sent in, at proposed works stage, tick 'initial notice' box, or if the works have been completed, tick the 'works stop' box.

Timing This should show both proposed and actual dates of works on site. Complete the boxes showing either 'expected' or 'actual' dates of the works. For example, if the **expected** start date on site is the 1st December, place 1/12/yyyy in the 'expected start date' box. As works progress, the **actual** dates can be placed in the boxes. On the day that works commence the 'actual start date' box can be completed.

Works category

This shows the category or classification of the works.

Major Works Works having a duration time of 11 days or more, or requiring a TTRO. Requires a 3 month notification period.

Standard Works	Works of between 4 and 10 days duration, requires a 10 day notification period.
Minor Works	Works of between 1 and 3 day duration, requires a notification period of 3 days.
Immediate Works	Works of an emergency nature, usually notified retrospectively within 2 working hours.
Remedial Reinstatement	Used when remedial works are required to the reinstatement on site.

Special Engineering Difficulty

Used when the road or street to be excavated has a classification of Special Engineering Difficulty. Usually if a bridge or special structure is involved. Please discuss with the Streetworks team if you think this may apply.

Location Details

Place the exact details of where excavation is to take place in this box, e.g. 'outside no. 6' or '40 metres from junction with High Street'.

Street Name

The street where the excavation will be taking place.

Locality/Town

The area that the street is in, e.g. 'Bedford' or 'Sharnbrook'.

Grid Reference

Place the grid reference here if known.

Description of Works

Place a reasonable description of the works that are being carried out.

Traffic Management Type

Indicate what type of traffic management will be used, e.g. 'signing only', 'temporary traffic lights' etc.

Dimensions of Excavation

Indicate the surface that is being excavated, e.g. verge, footway or carriageway, and the approximate length and width of the excavation. When the works have been completed, please send exact dimensions on the 'works stop' notice.