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
- 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.