

Form N Guidance.

The purpose of the Form N form is to capture all the required information relating to your proposed works and to provide a notice of the works you are intending to carry out on the highway so that road space can be managed.

Street authorities have a duty to co-ordinate works to minimise disruption and successful co-ordination is dependant upon good communication along with timely and accurate information.

The basic principle of noticing is: the greater the disruption then the longer the notice period required.

All fields of the Form N notice need to be completed and further guidance relating to some of these fields can be found below:

FROM

Company. This is the works promoter, (not a contractor or sub contractor)

Contact Name. This is the person responsible for the supervision and management of the works. This must be a representative of the works promoter.

24 hr contact number. This is the number of the person who is responsible for resolving any issues with the works both inside and outside of working hours.

This number is very important and it needs to be a number that will be answered, (not an office number or call centre) If there are any issues regarding your works that need to be discussed outside of working hours o 24 hr operations team may need to contact you in order to resolve them.

PURPOSE

There are two options, *Initial Notice* or *Follow Up Notice*.

If this is the first notification of the works please tick '*Initial Notice*'

If this is an amendment to a previous notice please tick '*Follow Up Notice*'

REFERENCE NUMBER

This is a number of your choosing which will allow for easy two-way communication regarding the works if required.

Date of Issue

This is the date of sending the Form N Notice

Expected start date

This is the expected start date of your works.

Expected end date

This is the expected start date of your works

All of these dates are important. They allow for effective co-ordination of your works.

To plan your works and to start the co-ordination process look at the following link:

<http://www.devon.gov.uk/index/transportroads/traffic/roadworks.htm> This shows works that are already noticed so that you can plan your works so that there are no conflicts.

If you cannot meet the noticing requirements, or due to unforeseen circumstances an extension to the agreed dates may be required contact Highway Development Management as soon as possible. Please contact your area contact, detail of which can be found at the following link:

http://www.devon.gov.uk/index/environmentplanning/planning-system/planning_publications/planningform/highwaysdesignguide.htm

TYPES OF WORKS

Work types are determined by the potential for disruption and align with the noticing periods defined by the New Roads and Street Works Act..

Major Works – These are works with a duration of over 10 working days or works of any duration that requiring a road closure.

Major works require an initial notice and a follow up notice.

You should serve your '*initial notice*' at least three months in advance of your expected start date.

At least 10 days before you start work you will also need to send a '*Follow up notice*' This is a confirmation notice of your start date.

Standard Works – These are works with a duration of between 4 and 10 working days in duration.

Standard works require at least 10 days advance notification of start.

Minor Works – These are works which are 3 days or less in duration.

Minor works require at least 3 days advance notification of start.

Immediate / Emergency Works – These are works that that need to be done to resolve a situation which is considered a danger to either persons or property.

Where immediate or emergency works are needed then the most important thing is to get on with the work and remove the danger. These works do need noticing though and you must submit a Form N as soon as possible and submit form no later that 2 hours after commencing works.

TRAFFIC MANAGEMENT

The type of traffic management that you are going to use is important. Sites must comply with Chapter 8 and the Code of Practice Safety at Street Works and Road Works at all times.

Where road closures and traffic lights are required you will need to complete a separate application in addition to the Form N notice.

Road Closure – Please download and submit a road closure application. Application and guidance can be found via the following link:

http://www.devon.gov.uk/index/transportroads/roads/road_licences/roadclosures.htm

Temporary Traffic Lights – Please download and submit a Temporary Traffic Signal Application. Application and guidance can be found via the following link:

http://www.devon.gov.uk/index/transportroads/traffic/traffic_management/traffic_signals.htm

LOCATION

National Grid Ref – Please provide a six figure Easting and six figure Northing, as this will allow for an exact location to be determined. This grid ref will be used to display these works on our public roadworks system, which can be found via the following link:

<http://www.devon.gov.uk/index/transportroads/traffic/roadworks.htm>

DESCRIPTION OF WORKS

Tell us what you are doing. Use plain English and avoid technical jargon.

RESPONSE FROM DEVON COUNTY COUNCIL

You will only receive a response when further information is required, or if there is a co-ordination issue to resolve.

Some roads are designated traffic sensitive so you may also be contacted if we need to direct the timing of your works to manage traffic flows.