

**A Guide for Members of the
Public Wishing to Undertake Works
Which Involve Excavation in the
Public Highway within the
Metropolitan Borough of Barnsley**



BARNLSLEY
Metropolitan Borough Council

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As an Undertaker you will wish to perform, or have performed on your behalf, the works.

2

Much of what follows could reasonably be delegated to your Accredited Supervisor. It should be noted however that the legal responsibility remains with you the Undertaker.

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What must you do?

Method of Work Statement

A Method of Work Statement is a requirement imposed by the Barnsley Metropolitan Borough Council's Highways Management Manager upon Private Undertakers, and provides evidence that the work is planned to be performed in a satisfactory manner. It is expected that it will be prepared by the Accredited Supervisor associated with the works. It must be presented to the Barnsley Metropolitan Borough Council office along with the formal Notification (Form 'N'). The Method of Work Statement is to include, as a minimum requirement, the following:

- a. A brief explanation of the methods to be used to locate the position of buried pipes and cables, and action to be taken on locating apparatus which was not marked on any of the records provided by the other Undertakers.
- b. A list of telephone numbers where the Undertaker or his representative can be contacted 24 hours per day during the active phase of the works, and during Office hours after reinstatement of the works.
- c. Reinstatement Specification. The proposals must at least identify the appropriate Appendix from "Specification for the Reinstatement of Openings in Highways".
- d. A list of working times, if the works are to be executed at any time other than during normal working hours. Normal working hours are regarded as 08.00 to 17.00 Monday to Friday excluding Bank Holidays.
- e. A plan showing the layout of the site and indicating the position of all necessary signs and guards which will be in place to protect the public from the works, including mandatory information boards. The Act places particular emphasis on the protection of pedestrians and the disabled. Where the works are to be performed in stages additional plans are to be provided for each stage. It is suggested that the Key shown below, be used to indicate the signs and guards used.

Notification

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The works are to be formally notified a minimum of 7 days prior to the commencement of works or such other period as may be specified by the Barnsley Metropolitan Borough Council's Engineer. Notification is to consist of:

- a. A completed Form N. (blank copy attached). If you intend to carry out an interim reinstatement you should photocopy this for later use.
- b. A copy of any "Written Permission" such as from Yorkshire Water for the installation of a sewer.
- c. Method of Work Statement.

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On receipt of the notification the Barnsley Metropolitan Borough Council's Engineer will examine the Method of Work Statement and if it is not acceptable the undertaker or his representative will be advised by telephone within 3 working days. The works may not proceed until such time as an acceptable method of work is provided.

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If no objection is raised by the Barnsley Metropolitan Borough Council's Engineer the works may proceed in accordance with the dates and times specified in the Form N and in the way outlined in the Method of Work Statement. A confirmation of approval will be forwarded by post.

The Works

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The works are to commence on the date specified in the Form N. During the progress of the work there will be at least one visit by a Highways Inspector. He will be aware of the content of the Method of Work Statement and will be looking to see that the works are being performed in accordance with it and whether, now that the works are in progress, any additional measures need to be adopted. He will advise the staff on site of any changes that need to be made and ensure that they are implemented. He will also be looking at the materials on site and the safe use of tools and plant.

Reinstatement and Registration

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At the end of the works the Highway is to be reinstated. This reinstatement may be either Interim or Permanent, but a Permanent reinstatement is preferred.

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If the permanent option is adopted the Undertaker or his representative is to Register the works using a Form R (blank copy attached) accompanied by a plan showing the exact location of the apparatus/sewer as laid. For a Permanent Reinstatement the guarantee period is 2 years (3 years in the case of excavations in excess of 1.5 metres in depth)

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If the interim option is adopted, the Undertaker or his representative is to Register the works using a Form R (blank copy attached) accompanied by a plan showing the exact location of the apparatus/sewer as laid. The Interim Reinstatement must be replaced by a Permanent Reinstatement and is to be notified in the same manner as described above. No Inspection Fee is liable but a second Form R is to be issued to Register the Permanent Reinstatement.

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Registration in all cases is to be dispatched to the Barnsley Metropolitan Borough Council office within 1 day of Interim or Permanent Reinstatement and triggers the beginning of the guarantee period. In the case of Interim Reinstatement that guarantee period is 6months, for Permanent Reinstatement it is 2 years (3 years if the original excavation was in excess of 1.5 metres deep).

Inspections

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A Highways Inspector will visit the works within 1 month of Registration, again 6-9 months after Registration and 1 month before the end of the guarantee period. These are routine inspections to ensure that the reinstatement as laid is performing to the standards set out in “Specification for the Reinstatement of Openings in Highways”. If at any of these routine inspections the reinstatement is found to be unsatisfactory a Defect Procedure will be triggered. You are advised to ensure that any agreement you have with your contractor includes a clause which protects you in the case of failure of the works.

Defect Regime

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If, during the routine inspections, reinstatements are found to be unsatisfactory, the Defect Regime is triggered. The Defect Regime consists of a series of meetings and inspections which have the purpose of identifying the fault, agreeing the appropriate remedy and the subsequent correction of the fault.

The following leaflets offer additional information and guidance and can be obtained from:

Barnsley Metropolitan Borough Council
Environmental Services
PO Box 601
Barnsley
S70 9FA

General Information

Guide to Obtaining a Licence

Guide to Installing a sewer

Obtaining Special Permission to Excavate

Working on Existing Apparatus and Sewers 6 Guide to Notification, Performance and Registration of the Works

Guide to Charges and Fees

Undertakers Address List

These leaflets are amended from time to time. Please check that the document you are using is current.