



HIGHWAYS ACT 1980

SECTION 178 LICENCE APPLICATION PACK

**CONSENT TO RUN PRIVATE EV CHARGING CABLE OVER THE PUBLIC
HIGHWAY**

All Correspondence to:

Reading Borough Council Highways Department
19 Bennet Road
Reading
Berkshire
RG2 0QX

Tel: 0118 9373787



Ref:

READING BOROUGH COUNCIL
HIGHWAYS ACT 1980
SECTION 178 LICENCE APPLICATION

REQUIREMENTS:

1. DETAILS OF LICENSEE

Contact Name: _____

Address & Postcode: _____

Daytime Telephone Number: _____

Out of Hours telephone Number: _____

E mail _____

2. DETAILS OF THE SITE

Site Location: _____

Company Name (if applicable) and Address of Landowner : _____

3. DETAILS OF THE PROPOSED OPTION

There are two options to choose from - 1) Footway channel and 2) Protective cover

Description of the proposed option: _____

Proposed Start Date: _____

FOR EVERY APPLICATION YOU MUST ALSO PROVIDE THE FOLLOWING:

4. SITE SKETCH

Provide a copy of the A4/A3 sized location plan sketch clearly showing the proposed route of the EV charging cable along with a photograph of the proposed cable location.

5. INDEMNITY AND INSURANCE COVER

All persons wanting to carry out work on or in the public highway within the Borough of Reading **must** carry a valid public/ third party liability insurance cover of no less than **£2 Million**. Proof of valid/ third party liability must accompany each application.

This insurance cover must indemnify the Council against any claim in respect of injury, damage or loss arising from the works. This insurance cover must be maintained from the commencement of the licence and must be renewed for the licence to remain valid.

6. LICENCE FEE

The one-off fee for this licence application is currently free for the trial period and no further charges will be applicable.

7. DECLARATION

Carefully read and fully complete the declaration on the next page. This should be completed by the licensee.

DECLARATION

To be completed by the licensee

I hereby apply for permission to run EV charging cable at the following location :

Address:

I have read and understood the Notes for Guidance and Schedule of Conditions sections of this application and that the information I have provided is correct to the best of my knowledge.

I understand that it is a criminal offence to commence any works on the Highway until this fully completed application has been approved and permission has been granted, in writing, by the Street Authority.

I understand that I must follow the New Roads & Street Works Act 1991 and related codes of practice and that failure to do so could result in charges being made or legal action being taken against me or my company.

Signature: _____

BLOCK CAPITALS: _____

Date: _____

SCHEDULE OF CONDITIONS SUBJECT TO WHICH THE LICENCE IS GRANTED

Standard Conditions

1. If opted for option (1) footway channel, the Highways team will carry out the construction of channel. All other necessary equipment including cables, connections, and necessary arrangements to enable charging of the EV will need to be carried out by the applicant themselves.
2. The Licence does not give the Licensee the right to reserve the public parking space on the public Highway.
3. The Licensee or person working on their behalf must ensure at all times that no damage occurs to the public structures including any apparatus belonging to any statutory undertaker and access to their plant must be allowed at all times.
4. The Licensee shall indemnify the council against any claim in respect of injury, damage loss or third-party claim with respect to the deposit or excavation.
5. The minimum amount of insurance cover will be £2,000,000 (two million pounds) in respect of any one claim and an unlimited number of claims.
6. While charging the EV, the Licensee shall ensure to minimise obstruction to vehicular and pedestrian traffic.
7. The Council has the right to withdraw the licence issued if any of these conditions are not adhered to.

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Application for consent to run private EV charging cable over the public highway

Notes for Guidance

1. The EV Cable shall comply with the requirements of the Council's Assistant Director of Environmental & Commercial Services or duly authorised officer (as the case may be) shall be of such a design as may be approved by the Council, and must be kept in good repair and condition at the Licensee's expense.
2. The area so permitted to be used must be solely for the purposes of charging an electric vehicle.
3. The licensee must complete the installation of the EV Charging Cable within 2 years from the date of the licence.
4. The Licensee shall keep the private equipment on the public highway to which this licence relates in a safe and tidy condition.
5. Where a cable protection cover is to be used to protect the EV charging cable, 'Ramp' and 'Ramp ahead' signs shall be used. The cable protection covers shall have following specification
 - 5.1 Colour: fully and/or mixed high visibility colour / markings
 - 5.2 Material: Plastic/Hard rubber material suitable for outdoor use (UV resistant standard)
 - 5.3 Surface: Anti-slip surface
 - 5.4 Length: Full footway width (but no wider than the footway)
6. The Licensee shall produce a risk assessment taking in account the consideration for safety during laying, maintenance, and removal of the cable. The Council may ask for this to be produced prior to granting the Licence.
7. The site shall be signed and guarded at all times during the operational use.
8. The Licence does not give permission to close any part of the highway unless upon written consent from the Council.
9. Access to the apparatus owned, used or maintained by Statutory Undertakers shall be provided when required.
10. The Licensee shall not excavate or remove any soil / surface material from the part of the highway to which this licence relates or otherwise do anything which would interfere with the support given to the rest of the highway.
11. The Licensee shall remove the EV Charging cable from the public highway for the use of the highway if required to do so to permit works or the use of the highway by:
 - 12.1 the Council or
 - 12.2 any statutory undertaker as defined by s329(1) Highways Act 1980 or
 - 12.3 12.3 telecommunications provider as defined by s405 Communications Act 2003
12. The Licensee shall make no claim of charge against the Council in the event of damage to the EV Charging Cable in any way from whatever cause.
13. The Licensee shall indemnify the Council against all actions, proceedings, claims, demands and liability that may at any time be taken, made or incurred in consequence of the EV Charging Cable and maintain adequate public liability insurance (minimum £5 million cover) and produce evidence thereof on the granting of this licence and from time to time thereafter as requested by the Council.

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14. The Licensee shall accept the liability for any damage caused to the highway and street furniture resulting from the operational use of the EV charging. The damage repair shall be carried out to the Council's design standard at the expense of the Licensee.
15. The Licence hereby granted shall be annexed to the premises mentioned in the preamble above and shall remain in force until withdrawn by the Council under Section 178 Highways Act 1980 or surrendered to the Council by the Licensee.
16. The Licensee shall pay to the Council on the granting of this License the appropriate fee to be agreed as part of the application process.
17. The Licence Agreement does not supersede the Planning Permission requirements or absolve the Licensee from obtaining one where it is required.

The Licensee's attention is draw to the Highways Act 1980 section 178 (failure to comply with the terms of permission).

The conditions above may be periodically reviewed and subject to change following consultation and Committee approval. Any breach of the conditions may result in formal action being taken and the Licence revoked.

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