

<b>FORM</b>	<b>VERSION</b>
<b>WARF</b>	<b>02</b>



## Appendix D – Work Authorisation Request Form (WARF)

### Section 1: Authorisation Request

NP/OSC to complete Section 1. Submit completed form to: [Notifications@gravenhill.co.uk](mailto:Notifications@gravenhill.co.uk)

<b>1</b>	<b>Plot Number and Postal Address:</b>		
<b>2</b>	<b>Contact Person:</b>		
	<b>Phone Number:</b>		
	<b>Email Address:</b>		
<b>3</b>	<b>Date(s) of Proposed Work Activity:</b>	<i>Start:</i>	<i>Finish:</i>
<b>4</b>	<b>Approximate Daily Arrival and Departure Times:</b>	<i>Arrive:</i>	<i>Depart:</i>
<b>5</b>	<b>Person/Organisation undertaking requested Activity:</b>		
	<b>Their Contact Details:</b>		
<b>6</b>	<b>Reason for Request:</b>	<i>Provide Full Details – note, if insufficient information provided here, form may be rejected</i>	
<b>7</b>	<b>Any Work Activity of any Duration to be undertaken from Communal Area including Highway</b>	<i>Provide full details. A copy of RAMS for planned Work must be attached. Note, form may be rejected if RAMS insufficiently developed.</i>	



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## Section 2: GHVDC Authorisation

GHVDC to complete, NP/OSC to comply with conditions:

<b>1</b>	<b>GHVDC Reference:</b>		
<b>2</b>	<b>Plot Number and Postal Address:</b>		
<b>3</b>	<b>Date WARF Received:</b>		
<b>4</b>	<b>GHVDC Representative:</b>		
<b>5</b>	<b>GHVDC Decision:</b>	Approved	
		Approved with conditions	
		Rejected	
		Reason for rejection	
<b>6</b>	<b>GHVDC Decision Comments/Conditions:</b>	<p>NP/OSC to comply with these additional conditions:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>	
<b>7</b>	<b>Date and Time Decision Returned:</b>		



## Section 3: WARF Completion Notes

<b>1.</b>	<b>What do I need to use this form for?</b>
	<ul style="list-style-type: none"> <li>➤ <b>Works outside of your plot</b> – should you consider it necessary to undertake any works outside of your plot boundary e.g. Service connections in the road.</li> <li>➤ <b>Occupation of any area outside of your plot boundary</b> – e.g. if you wish to move your Herras fencing beyond the boundary of your plot or would like to site materials, waste facilities or equipment anywhere other than your plot. If agreed, you may be granted a licence for which there is a fee.</li> <li>➤ <b>Works taking place on your plot</b> - but which could affect your neighbours or the communal area e.g. a crane, mobile elevated work platform (cherry picker)</li> <li>➤ <b>Operating plant</b> - outside the boundary of your plot.</li> <li>➤ <b>Any other activity</b> - which is planned to take place in the communal area or could affect your neighbours or the communal area.</li> </ul>
<b>2.</b>	<b>What is the purpose of this form?</b>
	<ul style="list-style-type: none"> <li>➤ To allow us to properly consider in good time any activity by you that will have health, safety or logistical implications to us or others and avoid unnecessary delays.</li> <li>➤ To allow communication of activities which may otherwise interfere with or prevent you from undertaking work on your plot.</li> <li>➤ To allow GHVDC, in good time, seek such permits or licences from others that may be necessary, or to advise you where to obtain a required consent.</li> </ul>
<b>3.</b>	<b>When do I need to submit this form?</b>
	<p>You or your Nominated Person need to submit this form at least 5 full working days in advance of your planned works.</p> <p>If you submit your form later than this timescale, it may be possible to accommodate your request, however these cannot be guaranteed.</p>



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	<p>It is your obligation and, in your interests, to discuss your proposals in advance with both your neighbours and GHVDC and then make a notification <u>as early as possible</u>.</p> <p>Note that if consultation or consent from an external body is required, you must submit your application in sufficient time for such consultation or consent to be given. In this instance the timescales of the external body apply, over which GHVDC have no jurisdiction. GHVDC cannot be held responsible for delays incurred as a result of the need to consult with external bodies.</p>
<b>4.</b>	<b>Where do I submit this form?</b>
	<p>Submit your form by email to: <a href="mailto:Notifications@gravenhill.co.uk">Notifications@gravenhill.co.uk</a></p> <p style="text-align: center;"><b>The Subject heading of your email must state:</b></p> <p style="text-align: center;"><b>Work Authorisation Request for Plot XXX on XXX date</b></p>
<b>5.</b>	<b>What do I need to submit?</b>
	<ul style="list-style-type: none"> <li>➤ <b>Your completed form</b> – only one work request per form</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>➤ <b>Works</b> – written Risk Assessment and Method Statement (RAMS)</li> </ul>
<b>6.</b>	<b>How do I know if I have authorisation to proceed?</b>
	<p>You must ensure that you have received your form back from GHVDC with the authorisation section completed. We will endeavour provide this form back to you not later than 24 hours before your works are due to commence.</p> <p>It is your responsibility to secure authorisation from GHVDC in advance of your works. If you do not have a written authorisation from GHVDC, works or lifting may not commence and will be stopped at any time.</p> <p>You must comply with any and all conditions included in your authorisation, and you must ensure that:</p> <ol style="list-style-type: none"> <li>1) You pass these conditions on to delivery companies or contractors undertaking works on your behalf</li> </ol> <p style="text-align: center;">and</p> <ol style="list-style-type: none"> <li>2) they must also comply with the conditions set.</li> </ol>



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	Once authorisation has been provided, GHVDC may at any time amend the approval terms or withdraw authorisation, if in their judgement this is necessary for safety or logistical reasons.
<b>7.</b>	<b>What happens if my plans change?</b>
	Any change of circumstances should be notified to the above email address on a new form as soon as possible in line with the following: <div style="background-color: #4F7942; color: white; padding: 10px; text-align: center; margin: 10px 0;"> <p>The Subject heading of your email must state:</p> <p><b>URGENT: AMENDED - Work Authorisation Request for Plot XXX on XXX date</b></p> <p>and include the date of your original request</p> </div>

