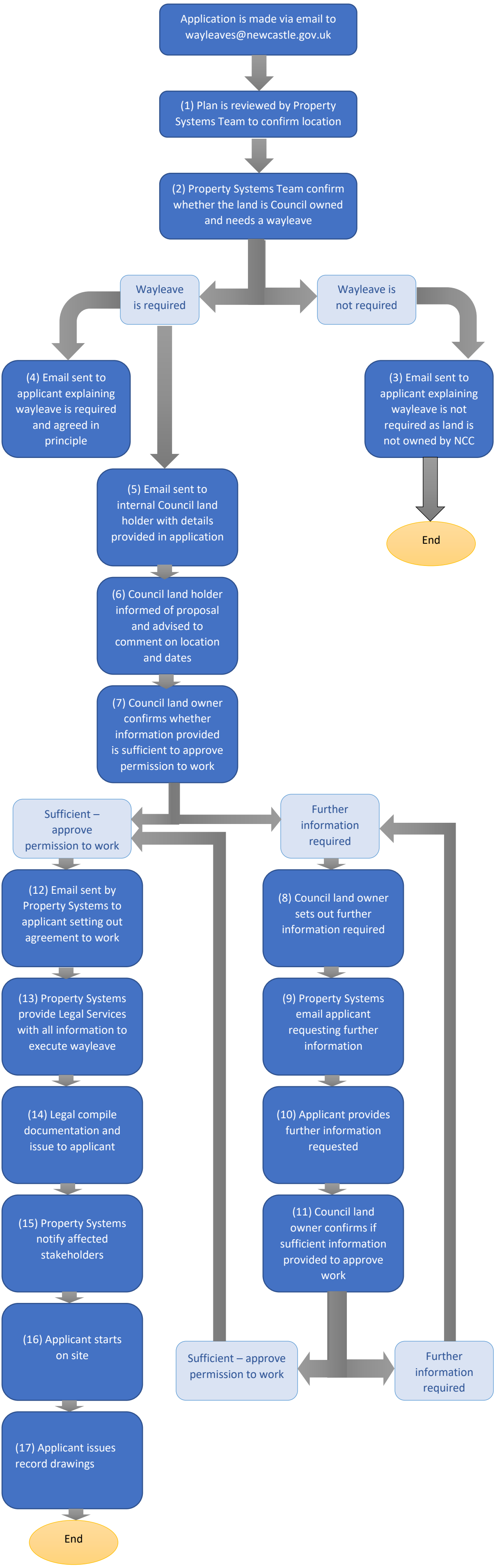
Application is made via email to wayleaves@newcastle.gov.uk
(1) Plan is reviewed by Property Systems Team to confirm location
(2) Property Systems Team confirm whether the land is Council owned and needs a wayleave
Wayleave is required
Wayleave is not required
(4) Email sent to applicant explaining wayleave is required and agreed in principle
(3) Email sent to applicant explaining wayleave is not required as land is not owned by NCC
End
(5) Email sent to internal Council land holder with details provided in application
(6) Council land holder informed of proposal and advised to comment on location and dates
(7) Council land owner confirms whether information provided is sufficient to approve permission to work
Sufficient – approve permission to work
Further information required
(12) Email sent by Property Systems to applicant setting out agreement to work
(8) Council land owner sets out further information required
(13) Property Systems provide Legal Services with all information to execute wayleave
(9) Property Systems email applicant requesting further information
(14) Legal compile documentation and issue to applicant
(10) Applicant provides further information requested
(15) Property Systems notify affected stakeholders
(11) Council land owner confirms if sufficient information provided to approve work
(16) Applicant starts on site
Sufficient – approve permission to work
Further information required
(17) Applicant issues record drawings
End