

## Agreement and Evidence Documents

We request all who decide to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send the physical copies back to us. We then Seal both and send one copy back to you for your records.

**The Agreement must be signed and sent back to us before the contractor commences work on the highway.**

## Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the [Highways Act, 1980](#) and the [New Roads and Streetworks Act \(NRSWA\), 1991](#).

They must also be trained and competent as required by the [Safety at Streetworks and Roadworks Code of Practice, 2013](#). This includes training in traffic management as well as the use of machinery.

Further information on [Street Works qualifications](#).

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to [contracts.managementgroup@eastsussex.gov.uk](mailto:contracts.managementgroup@eastsussex.gov.uk) **before** the contractor commences work on the highway.