NORTH HORSHAM PARISH COUNCIL
PLANNING, ENVIRONMENT AND TRANSPORT COMMITTEE
THURSDAY 23rd JANUARY 2020 AT 7.30pm
AT ROFFEY MILLENNIUM HALL

CLERK'S REPORT TO BE READ IN CONJUNCTION WITH THE AGENDA
Numbers relate to those on the agenda.

Prior to the meeting from 7pm to 7.30pm CBRE, on behalf of Schroders, will attend to present a pre-application proposal of the New Office Building and Associated Facilities at Holmwood, Broadlands Business Campus. All Councillors are welcome.

1. Public Forum

The Public Forum will last for a period of up to 15 minutes during which members of the public may put questions to the Council or draw attention to relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum or at 7.45pm whichever is the earlier.

3. Declaration of Interests

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be included in the Minutes.

Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

5. Chairman's Announcements

1. Notification has been sent of the postal address details of the following new individual properties:

Development	Postal Address
New dwelling adjacent to 20 Sycamore Avenue, Horsham	20A Sycamore Avenue, Horsham RH12 4TS *(w.e.f. June 2020)*

7. Parking on grass verges

1. Roffey Corner

West Sussex County Council's (WSCC) Traffic Officer has responded to the email sent that highlights the concerns raised, both by residents and Parish Councillors, about the rapidly deteriorating condition of the grass verge due to parked cars. It has been asked

if there is any further action that can be taken to minimise the risk of further damage until the verge can be reinstated.

WSCC's The Highways Steward for the area attended the site in December to assess the condition of the verge and found that although there was clearly some damage from parking, this had not reached WSCC's intervention level of 100mm depth or greater. WSCC Highway Stewart will continue to monitor this in the future.

WSCC does not as a matter of policy install bollards on the public highway for the purposes of parking prevention. The decision was taken several years ago as a result of the amount of such requests, and the financial impracticability of fulfilling these requests at a time of severe budgetary pressure.

It was suggested in seeking to stop vehicles parking on the verge to pursue a more permanent and legally enforceable solution, by applying for yellow line restrictions via a Traffic Regulation Order. All parking restrictions on the public highway apply to adjacent verges, allowing the District Council Parking Team to ticket vehicles that are parked on the verge.

Link to WSCC TRO application page:
https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/

2. Multiple Sites in Roffey

A comment was received on North Horsham Parish Council's website page expressing concerns regarding poor grass verge conditions referencing; Roffey Corner, Beech Road, Sycamore Avenue and The Pines.

A resident has highlighted concerns regarding 8 sections of grass verges being damaged by parked vehicles on Leith View Road, outside Northolmes Junior School. The resident has contacted WSCC however, they suggested to contact the Parish Council to try and prevent the issue.

8. Gatwick Northern Runway Project

Gatwick Airport's recent Master Plan for the airport's future growth was shaped in response to Government policy calling on UK airports to 'make best use of their existing runways'. Following 12 weeks of public consultation 66% of respondents supported Gatwick's plans to make best use of its existing runways.
Gatwick is carrying out further surveys to assist with the preparation of the required Environmental Impact Assessment and have begun to actively engage with public bodies and statutory consultees. The next stage of formal public consultation is likely to take place in Spring 2020.
They are arranging a series of events where Parish Councils, Town Councils, and neighbourhood group representatives can learn more about Gatwick's Northern Runway project and how Parish Councils can engage with the forthcoming planning

process.

The Parish Council has been invited to a meeting with neighbouring parishes on **13th February 2020** starting at **6.00 p.m**. at Crowne Plaza London Gatwick Airport, Crawley.
Attendance is limited to no more than 2 representatives. Materials and information will be provided at the meeting, which will then be circulated to the committee.

The agenda will include a short overview of the scheme, followed by a more detailed introduction to the planning process and specifically how communities can engage in the public consultation. The agenda will allow time for questions and discussion. Please note that the agenda will not include detailed information on the scheme impacts, benefits or potential mitigation measures as this information is currently being prepared in anticipation of a full and detailed public consultation later this year.

9. Horsham District Council Local Plan Workshop

Horsham District Council will be consulting on a draft (also known as 'Regulation 18) version of our Local Plan from 17th February 2020 until 30th March 2020. It will include draft planning policies on a range of issues and draft allocations of land for employment and housing.

A Local Plan workshop will be held at Parkside, Horsham on **6th February 2020,** from **3pm to 5pm.** Further information can be found here https://www.horsham.gov.uk/planning/local-plan

In addition, the Regulation 18 Local Plan will be brought to Cabinet for approval to consult on 30th January 2020. The Regulation 18 Local Plan and accompanying papers will become available approximately one week before Cabinet is held.

10. Consultations

1. **Homes England - West of Ifield development -** Homes England, the Government's housing accelerator, is seeking to create three new neighbourhoods on land to the west of Ifield over the next 30 years. More information can be found at https://www.gov.uk/government/consultations/west-of-ifield . The consultation ends on 1st December 2020.
2. **West Sussex County Council Permit Scheme (Road and Street Works) -** WSCC is proposing a change to the WSCC Permit Scheme document and fee structure. The consultation will close on 21st February 2020 at 5pm. See Annex 2 attached.

11. Planning Appeals

There are no Planning Appeals to date.

Annex 1

SITE AREA

Site Area - circa 26.4 hectares (65.29 acres)
Unit No's - circa 473 units

VISION

By virtue of its nature, the 'Vision' for a Site is usually written in the present tense - as a statement of what 'will be', and the ambitions for this site off the Old Crawley Road, Faygate are no different.

The vision is to promote a high quality, legible design solution that will create a well composed development that provides much needed new housing (including affordable units), that will integrate well into the local area by building on existing circulation, open space and landscape features to create a vibrant environment.

KEY URBAN DESIGN CRITERIA / AIMS

PLACES FOR PEOPLE. Create safe, comfortable, varied and attractive spaces that will become well-used and well-loved. This will be achieved by using current best practice and ensuring that the scale of the scheme is appropriate to the area. The modest density suggested ensures that key landscape features are retained and ecological margins enhanced.

CONNECTIONS. The proposals will be easily accessible and will show in detail how movement to and around the scheme can be achieved by foot, bicycle, public transport and car - preferably in that order.

WORK WITH THE LANDSCAPE. The proposals will strike a balance between natural and man-made environments and will utilise key features including the landscape, landform, ecology and trees.

MIXTURE OF FORMS. With a variety of built forms, tenures and densities across the site the proposals will help develop a stimulating, enjoyable and safe environment.

MANAGE INVESTMENT. A scheme can be developed and successful, but it must also be well cared for, economically managed and carefully maintained. This will ensure its continued popularity.

DESIGN FOR CHANGE. New developments must be flexible enough to respond to future changes in use, lifestyle and demographics. The design of the proposals and individual properties should allow for on-going changes to facilitate changes in energy efficiency requirements and changes in means of transport - ie electrical charging points etc.

ENGAGING WITH THE COMMUNITY. At all key stages in the formulation of the proposals the local community will be consulted - both formally and informally.

The Opportunities and Constraints Plan supplied with this document clearly identifies the areas of land deemed most appropriate for development and illustrates how this site will sit comfortably alongside existing developed areas and the landscaping that adjoins the land under consideration. It clearly identifies three areas of development, each separated by either existing or proposed landscaping features which will create pockets of built form.

Metres

0 20 40 60 80 100

1:2500

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Reference: OI1232931
Centre coordinates: 520280 132622

N

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project:

Land at:

NEWHOUSE FARM,
OLD CRAWLEY ROAD,
FAYGATE RH12 4RU

title:

BOUNDARY PLAN

date: May '19 **scale:** 1:2500 @ A1

drawing number:	Rev.
1909/SK01	

Paul Hewett R.I.B.A.
CHARTERED ARCHITECT

Paul Hewett BA(Hons) DipArch(Hons) R.I.B.A.
CHARTERED ARCHITECT
51 Foxdale Drive : Angmering : West Sussex
BN16 4HF
Tel: 01903 778701
email: hewett439@btinternet.com

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Metres
0 20 40 60 80 100
1:2500

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Reference: OI1232931
Centre coordinates: 520280 132622

Boundary Line

Access

Main Estate Road

Informal Access to Woodland

Retained Public Footpath

Retained informal Footpaths

15m Ancient Woodland Buffer

Proposed Tree Avenue and Supplemented Perimeter Trees (20m wide)

Existing Woodland

Fairfax

FAIRFAX AQUISITIONS LTD

project:

Land at:

NEWHOUSE FARM,
OLD CRAWLEY ROAD,
FAYGATE RH12 4RU

title:

OPPORTUNITIES & CONSTRAINTS

date: May '18 **scale:** 1:2500 @ A1

drawing number:	Rev.
1909/SK02	

Paul Hewett R.I.B.A.
CHARTERED ARCHITECT

Paul Hewett BA(Hons) DipArch(Hons) R.I.B.A.
CHARTERED ARCHITECT
51 Foxdale Drive : Angmering : West Sussex
BN16 4HF
Tel: 01903 778701
email: hewett439@btinternet.com

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Scale:	1 : 1000	Drn By: PjH	Date: Jan '20
Drg No:	1909/ PL.04 Rev B		

Project: Land at:
NEWHOUSE FARM,
OLD CRAWLEY ROAD,
FAYGATE RH12 4RU

Drawing Title:
INDICATIVE SITE LAYOUT

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Paul Hewett R.I.B.A.
CHARTERED ARCHITECT

Paul Hewett BA(Hons)DipArch(Hons)R.I.B.A.
CHARTERED ARCHITECT
51 Foxdale Drive : The Dell : Angmering : West Sussex : BN16 4HF

Annex 2

County Hall
West Street
Chichester
West Sussex
PO19 1RG

west sussex county council

Date 10th January 2020

Dear Consultee,

Consultation of the Updated West Sussex County Council Permit Scheme

In accordance with Regulation 3(1) and Regulation 5 of The Traffic Management Permit Scheme (England) Regulations 2007 ("the Regulations"), I am inviting your views on the updated West Sussex County Council Permit Scheme (WSCCPS).

The document has been brought up to date being designed for ease of use whilst taking account of the legislative changes coming to the Streetworks industry in the coming year.

The proposals also include a review of the fees charged with a new fee structure to meet the needs of network management in West Sussex.

An updated permit fees matrix and cost benefit analysis have been prepared as part of the fee review and are attached to this consultation.

Reponses to the consultation should be sent to jeff.elliott@westsussex.gov.uk and the deadline for receipt of responses is no later than 5pm on Friday the 21st February 2020.

All responses received by this date will be taken into consideration and, if West Sussex County Council considers it to be appropriate, amendments will be made to the draft Modified Permit Scheme.

Information provided in response to this consultation (including personal information) may be subject to publication or disclosure under the access to information regimes (e.g. the Freedom of Information Act 2000 or Environmental Information Regulations 2004). If you would like your response to be treated confidentially, please indicate the reasons for this in your response.

Thank you for your time in considering this document and the proposals it sets out.

Yours faithfully,

Highway Network & Traffic Manager

West Sussex County Council

January 2020

West Sussex County Council

West Sussex County Council Permit Scheme

For Road and Street Works

Traffic Management Act 2004

Document Information	
Date:	December 2020
Project Name:	New West Sussex County Council Permit Scheme(WSCCPS)
Authors:	Jeff Elliott Jason Setford-Smith
Version:	Final

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Contents

1 INTRODUCTION 3
1.2 Objectives 4
2 STREETS 4
3 ACTIVITIES 4
3.2 Activity Phases 6
3.3 Linked Activities 6
3.4 Interrupted Activities 6
3.5 Cross Boundary Activities 6
3.6 Collaborative Activities 6
3.7 Remedial Activities 7
3.8 Activity Start and End Dates 7
3.9 Activities Early Starts 7
3.10 Over Running Activities 8
4 PERMITS 8
4.2 A Provisional Advanced Authorization (PAA) 8
4.3 A Permit 9
4.4 Classes of Permit 9
4.5 Major Permits 9
4.6 Standard Permits 10
4.7 Minor Permits 10
4.8 Immediate Permits 10
4.9 Working Without a Permit 11
5 PERMIT CONDITIONS 11
5.2 Conditions Applied to all Permits 11
5.3 Conditions for Immediate Activities 11
5.4 Breach of Conditions 11
5.5 Avoidance of Conflict with other Legislation 12
6 PERMIT APPLICATIONS 12
6.2 Information Required in a Permit Applicartion 12
6.3 Reinstatement Type 13
6.4 Inspection Units 14
6.5 Traffic Management and Parking Bays 14
6.6 Notification to Interested Parties 14
6.7 Applications Deemed to be Approved 14
6.8 Table 1 – Application Timings 14
6.9 Issuing of Permits 15
6.10 Error Correction 15
7 PERMIT REFUSALS 15
7.2 Grounds for Refusal 16
7.3 Right of Appeal 16
7.4 Restrictions on Further Activities 16
8 REVIEWS, VARIATIONS AND REVOKING PERMITS 16
8.2 Suspending or Postponing and Activity 17
8.3 Timing of Variations 17
8.4 Variation for Immediate Activities 17
8.5 Information Required for Variation Applications 18
9 PERMIT FEES 19
10 SANCTIONS 19
10.1 Undertaking Activities without a Permit 19
11 DISPUTE RESOLUTION 20
11.2 Independent Adjudication 20
12 PERMIT REGISTERS 21
13 PERFORMANCE INDICATORS AND MONITORING 21
14 GLOSSARY 22

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1 INTRODUCTION

1.1.1 This Permit Scheme, to be known as the **West Sussex County Council Permit Scheme (WSCCPS)** and hereinafter referred to as the 'Permit Scheme', is made under Part 3 of the TMA and the Traffic Management Permit Scheme (England) Regulations 2007 as amended, (the Regulations), and has been prepared with regard to the Statutory Guidance issued by the Secretary of State to assist Highway Authorities wishing to become Permit Authorities and in accordance with the requirements set out in the Regulations.

1.1.2 The West Sussex County Council Permit Scheme is a Single Permit Scheme for the purposes of Part 3 of the Traffic Management Act 2004 (TMA) and the Traffic Management Permit Scheme (England) Regulations 2007 (the Permit Regulations).

1.1.3 The WSCCPS will apply to all of the roads under the control of West Sussex County Council and applies within the administrative boundaries of West Sussex County Council.

1.1.4 The Permit Scheme will apply to adopted and publicly maintainable streets identified on the National Street Gazetteer (NSG).

1.1.5 In accordance with Regulation 4 (g) it is intended that the Permit Scheme is going to start operation in April 2020.

1.1.6 The generic term 'activities' has been used rather than works to reflect the fact that the Scheme may eventually cover more than street and road works in subsequent Regulations. These are the specified works as set out in the Regulations.

1.1.7 The term "Promoters" will be used for both Statutory Undertakers (including Utility Companies) and West Sussex County Council as the Highway Authority.

1.1.8 A glossary of the main terms contained within this document is provided below.

1.1.9 Permit Schemes provide an alternative to the existing notification system contained in the New Roads and Street Works Act 1991 (NRSWA).

1.1.10 Under the Permit Scheme, the activities undertaken by the Highway Authority, its partners or agents are treated in exactly the same way as a Statutory Undertaker.

1.1.11 The Permit Scheme will operate alongside the NRSWA noticing system. The same or equivalent definitions and requirements are used, as in the NRSWA notice system, namely:

- Categories of activities/works, (major, standard, minor and immediate activities/works)
- Street gazetteers, including street referencing by means of a Unique Street Reference Number (USRN) and Associated Street Data (ASD)
- Street reinstatement categories as defined in the NRSWA Reinstatement Specification
- Streets designated as Protected Streets, streets having Special Engineering Difficulties, (SED), or a Traffic Sensitive Street

1.1.12 Where it is implemented on the specified streets, and in accordance with the Regulations, the Permit Scheme will result in the disapplication and modification of the following Sections of the NRSWA:

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- Sections of NRSWA disapplied: s53; s54; s55; s56; s57; s66
- Sections of NRSWA modified: s58; s58A; s64; s69; s73A; s74; s88; s89; s90; s93; s105; Schedule 3A
- Regulations modified: The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007 SI 2007/1951

1.1.13 Changes to Section 58 and 58a (restrictions on works following substantial road works) and Section 74 (charges of occupation of the highway where works are unreasonably prolonged) apply only to Statutory Undertakers activities.

1.1.14 The Permit Scheme makes arrangements so that similar procedures are followed for Highway Authority Promoter activities in relation to timing and duration, in order to facilitate the operation of the Permit Scheme.

1.1.15 Before varying or revoking the Permit Scheme, the Permit Authority shall consult the persons referred to in regulation 3(1).

1.2 OBJECTIVES

1.2.1 The objectives of the Permit Scheme are;

- Reduced disruption on the road network
- Improvements to overall network management
- A reduction in delays to the travelling public
- A reduction in costs to businesses caused by delays
- Promotion of a safer environment
- Reduced carbon emissions

2 STREETS

2.1.1 “Street” refers to that length of road associated with a single Unique Street Reference Number (USRN).

2.1.2 Where a single street on the ground has more than one USRN, separate Permits will be required for each USRN to which an activity relates.

2.1.3 Streets that are not highways maintainable at public expense or private streets, are not included in the Permit Scheme.

2.1.4 Where a street is expected to become a maintainable highway, controls on specified activities under the Permit Scheme will only apply after the street has become a maintainable highway.

3 ACTIVITIES

3.1.1 The Permit Scheme controls the following activities undertaken on the public highway and defined as Registerable:

- Street works as in Part 3 of NRSWA, as defined by s48, except for works by licensees under Section 50 of NRSWA
- Works for road purposes as defined by Section 86 of NRSWA – maintenance and improvement works to the road itself, carried out by, or on behalf of, the Highways

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Authority

- Major Highway Works (including Developer activities under Section 278 of the Highways Act 1980)
- Other activities that may be introduced under future regulations

3.1.2 The following activities also requiring a Permit are defined in the Street Works (Registers Notices Directions and Designations) (England Regulations 2007 as specified works are Registerable for all Promoters and information related to them has to be recorded on the register:

- Involve the breaking up or resurfacing any street
- Involve opening the carriageway or cycleway of traffic-sensitive streets at traffic-sensitive times.
- Require any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works.
- Reduce the lanes available on a carriageway of three or more lanes.
- Require a temporary traffic regulation order or notice, or the suspension of pedestrian crossing facilities.
- Require a reduction in the width of the existing carriageway of a traffic-sensitive street at a traffic-sensitive time

3.1.3 Works for road purposes may include some works carried out by Undertakers, such as street lighting. It is for Promoters to ensure that Permit applications for such activities are made and that the activity is registered, as appropriate.

3.1.4 Certain types of activities are exempt from requiring a Permit and are non-Registerable:

- Traffic Census Surveys
- Traffic census surveys have deliberately not been included as disclosure of this information prior to a census taking place can encourage a change to the normal pattern of traffic flows.
- Pole testing
- Fire service vehicles
- Fire service vehicles occasionally need to be parked adjacent to fire hydrants when these are being tested. These operations are exempt from the requirement to obtain a Permit, provided the work is done outside traffic-sensitive periods.

3.1.5 Other activities that do not require a Permit:

- Replacing manhole or chamber covers - that do not involve breaking up the street
- Replacing poles, lamps, columns or signs in the same location where that does not involve breaking up the street
- Bar holes

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3.1.6 Activities licenced under Section 50 of the NRSWA are not included in the Permit Scheme but will have to follow the normal NRSWA procedures.

3.2 ACTIVITY PHASES

3.2.1 One Permit can only relate to one phase of an activity. A phase of an activity is a period of continuous occupation of the street (whether or not work is taking place for the whole time) between the start and completion of the works where all the works described in the works description are completed, for example a separate Permit would be required for interim, permanent and remedial reinstatements.

3.2.2 A phase can end only when all the plant, equipment and materials, including any signing, lighting and guarding have been removed from the site and the highway is returned to full use.

3.2.3 A Promoter must clarify when an activity is to be carried out in phases on the application. Each phase will require a separate Permit and, if a major activity involving asset activity also a PAA, which will be cross referenced to the other Permits.

3.2.4 Phased activities must relate to the same works, with applications submitted using the same works reference.

3.3 LINKED ACTIVITIES

3.3.1 Linked activities carried out at separate locations in the same street must be treated as belonging to the same set of works using the same works reference.

3.3.2 If an activity involving more than one street forms part of one project in management and contractual terms, separate Permits and Provisional Advance Authorisations must be obtained for each street.

3.3.3 Customer connections associated with the installation of a new main or cable run or the replacement or renewal of existing assets will be considered to be linked activities when the work is completed as a single occupancy of a single street. If an activity relating to the installation of customer connections is undertaken at a later date, then the Promoter shall apply for a separate Permit.

3.4 INTERRUPTED ACTIVITIES

3.4.1 If an activity is interrupted and delayed, it is the responsibility of the Promoter to contact the Permit Authority to agree what action should be taken.

3.4.2 If Permit Authority is satisfied that the excavation can remain open during the interruption, then a variation will be required and an extension to the Permit will be granted.

3.4.3 If the Permit Authority considers that the opening should be reinstated, and the road returned to full traffic use then the Promoter will need to apply for a further Permit to complete the work at a later date. A Permit fee may be charged for the new Permit.

3.5 CROSS BOUNDARY ACTIVITIES

3.5.1 Where a project with activities in more than one street straddles the boundary between the Permit Authority and an adjacent Authority, separate Permit applications, including any PAAs, should be submitted to both Authorities.

3.5.2 A single project reference should be included on the applications so that both Authorities can consider the impact and co-ordinate the activities together.

3.6 COLLABORATIVE ACTIVITIES

3.6.1 The Permit Authority encourages collaborative working between Promoters.

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3.6.2 Where two or more Promoters decide to enter into such arrangements, one must take on the role of the Primary Promoter with the overall responsibility for the activities and will be the point of contact with the Permit Authority. While the Secondary Promoter(s) will be required to make a Permit application for the activity for which they are responsible, only the Permit application made by the Primary Promoter will need to show the number of estimated inspection units.

3.6.3 The Primary Promoter's Permit application must give details of the Promoter(s) involved and the extent of the collaborative working

3.6.4 The Primary Promoter must also ensure that the estimates of works duration are agreed and confirmed with the Secondary Promoter(s) when submitting the PAA and/or Permit applications. This is necessary in order to comply with the overrun charging requirements in the Permit and NRSWA Regulations.

3.7 REMEDIAL ACTIVITIES

3.7.1 In the event of remedial works being required after the expiry of a Permit, an application must be made for a new Permit. This Permit must be cross referenced to the original Permit using the original reference number on each subsequent phase.

3.8 ACTIVITY START AND END DATES

3.8.1 In relation to category 0, 1, 2, and traffic-sensitive streets the planned commencement date and finishing date for the activity are the start date and end dates respectively on the Permit. The Permit will not be valid before the start date on the Permit and will cease to be valid once the end date has passed unless a variation is granted.

3.8.2 In category 3 and 4 streets that are not traffic-sensitive, the Permit will be Granted with a start and end date and duration for the activity which is set as a condition. The start date of the Permit will be the proposed start date of the activity. However, because both competition for space and the expected level of disruption is likely to be lower on less busy streets, there will be flexibility on the start of the activity – "starting window" - equivalent to the validity period on a NRSWA notice. The starting windows are:

- 5 DAYS FOR MAJOR AND STANDARD ACTIVITIES
- 2 DAYS FOR MINOR ACTIVITIES.

3.8.3 The Permit will therefore allow for the set duration to be completed if the activity starts on the last day of the starting window.

3.9 ACTIVITIES EARLY STARTS

3.9.1 The Permit Authority will consider a Promoter's request for an early start before or after applying for a Provisional Advance Authorisation or a Permit application.

3.9.2 Where this is agreed, and a previous application has already been submitted, the Promoter shall submit a variation to a Permit, or in the case of a Provisional Advance Authorisation, include the revised dates on the application for the Permit. If the Permit has already been granted or deemed, a variation charge will apply.

3.9.3 A reference number will be issued by the Permit Authority and must be quoted on the Permit application or Permit variation application.

3.9.4 Requests for early starts may or may not be agreed by the Permit Authority at their discretion but will not be unreasonably refused, and it is the responsibility of the Promoter to satisfy the Permit Authority as to the necessity for any proposed early start.

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3.10 OVER RUNNING ACTIVITIES

3.10.1 Charges for over running street works, under Section 74 of the NRSWA, will be made alongside the Permit Scheme although these regulations are modified to incorporate the process of setting and modifying the duration of the activity through the Permit application, approval and variation processes.

4 PERMITS

4.1.1 There are two types of Permit and the requirements relating to the timing of applications for each will be different:

- Provisional Advance Authorisation (PAA)
- Permit

4.1.2 Any Promoter of specified activities who wishes to carry out such an activity on a specified street **must** obtain a Permit from the Permit Authority. The Permit will allow the Promoter to:

- Carry out the specified activity
- At the specified location
- Between the dates shown and for the duration shown
- Subject to any conditions that may be attached or required

4.1.3 A Permit application can only be for one street.

4.1.4 Where the specified activity involves a number of specified streets, a separate PAA and/or Permit will be required for each street.

4.1.5 Permit applications for specified activities covering more than one specified street shall be cross-referenced to all related applications.

4.1.6 Where the Permit Authority is content with the proposal, it will Grant a Permit within the response times detailed in Table 1.

4.2 A PROVISIONAL ADVANCED AUTHORISATION (PAA)

4.2.1 A PAA replaces the Advance Notice under Section 54 of NRSWA.

4.2.2 PAAs are a means of enabling Major works to be identified co-ordinated and programmed in advance by allowing activities to be provisionally reserved by the Permit Authority pending the Authority's subsequent decision on whether, and with what conditions, to grant a Permit for the activities.

4.2.3 A Promoter who wishes to undertake Major activities, on a specified street **must** apply for a PAA at least 3 months in advance of those activities starting on the highway, or as agreed with the Permit Authority.

4.2.4 Subsequent applications for Permits for Major activities that have not been preceded by a PAA, will not, except in exceptional circumstances, be accepted by the Permit Authority.

4.2.5 Each application for a PAA will be limited to one street.

4.2.6 An application for a PAA must include a full description of the activity and specify start and end dates, although the start date may be considered as provisional and can be amended in the application for a final Permit.

4.2.7 A fee will be charged for the granting of a PAA in addition to the fee which is charged

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for the granting of the Permit.

4.2.8 The granting of a PAA does not prevent the Permit Authority from subsequently refusing to grant a Permit to which the PAA relates, if circumstances change drastically an explanation will be provided.

4.2.9 A copy of each application for a PAA is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

4.3 A PERMIT

4.3.1 These are full Permits with complete details of the Registerable activities on a specified street.

4.3.2 The information required to support an application for a PAA should be equivalent to, but should not exceed, that required in support of an application for a Permit.

4.3.3 The timing of Permit applications to the Permit Authority will depend on the proposed activity.

4.3.4 A copy of each application for a Permit is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

4.3.5 All Permits will be subject to conditions.

4.3.6 All Permit applications shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 and must include a description of the proposed activity together with the proposed start and end dates of the activity.

4.3.7 Where the Permit application differs from an associated PAA application, the applicant must explain the reasons for any variation.

4.4 CLASSES OF PERMIT

4.4.1 There are four classes of Permit:

- Major
- Standard
- Minor
- Immediate

4.5 MAJOR PERMITS

4.5.1 Major Permits are for activities which:

- Have been identified in an organisation's annual operating programme, or if not identified in that programme, are part of a scheme which is planned or known about at least 6 months in advance of the proposed start date, but only includes activities on the affected streets and locations within that scheme that have been identified at least 6 months in advance as likely to require Permits; or
- Other than immediate activities, require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulation Act 1984 for any other activities

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4.5.2 Major Permits are split into 3 sub-categories:

- Over 10 days and all major activities requiring a traffic regulation order
- Activities 4 to 10 days and meeting the requirement detailed in 4.5.1 above
- Activities up to 3 days and meeting the requirement detailed in 4.5.1 above

4.5.3 Promoters are required to obtain a Provisional Advance Authorisation as part of the application process for a Major Permit.

4.6 STANDARD PERMITS

4.6.1 Standard Permits are for activities that have a planned duration of between 4 and 10 days inclusive.

4.6.2 Activities lasting less than 10 days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 4.5 above.

4.7 MINOR PERMITS

4.7.1 Minor Activities are those activities, where the planned working is 3 days or less. Activities lasting less than 3 days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 4.5 above.

4.8 IMMEDIATE PERMITS

4.8.1 Immediate Activities are either

- Emergency works as defined in Section 52 of NRSWA; or
- Urgent Activities

I. (not being emergency works), whose execution at the time they are executed is required, (or which the person responsible for the works believes on reasonable grounds to be required):

II. To prevent or put an end to an unplanned interruption of any supply or service provided by the Promoter.

III. To avoid substantial loss to the Promoter in relation to an existing service

IV. To reconnect supplies or services where the Promoter would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period.

V. Including works that cannot reasonably be separated or severed from such works.

4.8.2 Immediate activities do require a Permit but as such activities are concerned with emergency or urgent situations, a Promoter can start work before applying for a Permit provided, they apply for a Permit within 2 hours of the activities commencing.

4.8.3 However, where it is necessary to carry out excavation in the Highway, Promoters must contact the Permit Authority by telephone immediately, if identified on the NSG.

4.8.4 Where the activity is identified within the normal working day (i.e. after 08.00 hours and before 16.30 hours), a Permit application must be made as soon as reasonably practicable and in any event, within two hours of the activity starting.

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4.8.5 If work starts outside of working hours, an application for a Permit must be submitted by 10am the next working day.

4.8.6 If the Permit Authority disputes whether an activity, or part of an activity, is immediate, the Promoter must demonstrate conclusively that it is.

4.9 WORKING WITHOUT A PERMIT

4.9.1 It is an offence for a Statutory Undertaker, or a person contracted to act on its behalf to undertake activities without a Permit, except to the extent that the Permit Scheme provides that this requirement does not apply.

4.9.2 Where it is believed that such an offence is being committed, the Permit Authority may issue a fixed penalty notice and require the party concerned to remove the works and return the street to full use.

5 PERMIT CONDITIONS

5.1.1 The Permit Scheme allows for the attaching of conditions to Permits. These will be specified in detail on the Permit and will reflect any constraints on the original application.

5.1.2 In general, conditions will be varied for each Permit, as each set of circumstances will be different. The detailed 'Standard' wording of all conditions is available in the document "Statutory Guidance for Highway Authority Permit Schemes – Permit Scheme Conditions", which is currently held on the Department for Transport website.

5.1.3 The Promoter should endeavour to have a copy, either electronic or hard copy, of the current Permit on site for inspection.

5.2 CONDITIONS APPLIED TO ALL PERMITS

5.2.1 West Sussex County Council will adopt solely the nationally agreed conditions text as set out in the amended 2015 statutory guidance. West Sussex County Council will adopt any changes made to the conditions following regulation change applied from the date of any said revised statutory guidance being applied.

5.3 CONDITIONS FOR IMMEDIATE ACTIVITIES

5.3.1 Promoters of immediate activities must contact the Permit Authority by telephone immediately if identified in the NSG.

5.3.2 A full description of the immediate activities being carried out must justify why the activity has been categorised as immediate activities.

5.3.3 The Permit Authority may impose further conditions prior to granting a Permit or after granting by way of an imposed Variation. Imposing such conditions will be in discussion with the Promoter of the activity and will be included in the subsequent Permit.

5.3.4 Once granted, the Works reference number must be prominently displayed on the site information board for each set of works by 10am the next working day.

5.4 BREACH OF CONDITIONS

5.4.1 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit, then it may revoke the Permit. Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.

5.4.2 Where it appears to the Permit Authority that a condition has been breached and that the Promoter or a person contracted to act on its behalf has therefore committed an

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offence it will take action as described in Section 10.

5.5 AVOIDANCE OF CONFLICT WITH OTHER LEGISLATION

5.5.1 The Promoter should bring such conflicts to the attention of the Permit Authority who will then be responsible for resolving the issue with the other legislative bodies or groups that may be involved and amending the Permit conditions accordingly.

5.5.2 If the Promoter has safety concerns about conditions set by the Permit Authority, it should raise these concerns with the Permit Authority and if necessary, challenge the condition.

6 PERMIT APPLICATIONS

6.1.1 PAA and Permit applications must be made electronically.

6.1.2 The timing of applications for Permits and PAAs and the Permit Authority's response will vary according to the proposed activity. The minimum times are given in Table 1 and Promoters should give as much notice as possible to ensure that the co-ordination process can be facilitated effectively.

6.1.3 Where the activity is dependent on a Temporary Traffic Regulation Order (TTRO), temporary traffic signal approval, or the suspension of parking regulations, the relevant timescales should be taken into account by the Promoter, and applicants are advised to submit their requests for TTROs and/or temporary traffic signal approval when applying for a PAA.

6.1.4 The application process will begin at the time of receipt of the application by the Permit Authority. The electronic system will provide an auditable record of when an application was received.

6.1.5 The Permit Scheme sets down the application and response times for dealing with Permit applications and variation applications in Table 1. In all cases the time period is measured from the time of receipt of the application by the Permit Authority.

6.1.6 A "response" means a decision to grant, refuse or request a modification. Where there are reasons why the Permit cannot be granted in the terms applied for, the response indicating that a Permit will not be granted in those terms will explain the reasons to the applicant.

6.1.7 In the event of a system failure, Promoters shall adopt the following procedure:

- After three attempts to give an application by electronic means, notification should be given by telephone and email for immediate activities and variations.
- Other applications may be given by email.
- Following recovery of the service a copy of the application should be sent by normal electronic means to ensure information on the works is correctly recorded in the register

6.1.8 The Permit Authority will issue an individual reference number. This number must be displayed in the text on an electronic application following recovery of service to ensure correct cross-referencing.

6.2 INFORMATION REQUIRED IN A PERMIT APPLICARTION

6.2.1 In the case of Provisional Advance Authorisation applications, the Promoter should provide the most accurate information available at the time of making the application.

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6.2.2 All Permit applications must include the contact details, if different from the normal contact number, of any person appointed by the Promoter to deal with any problems that may occur during the activity, including any provision made for out-of-hours contact of the Promoter.

6.2.3 This must include details for Secondary Promoters if collaborative working is in place.

6.2.4 Where a street has more than one USRN, separate Permit applications will be required for each USRN to which an activity relates.

6.2.5 A sufficiently detailed description of the activity, in plain English, must be provided to allow the Permit Authority to assess the impact of the activity.

6.2.6 Regarding collaborative working, all Promoters must be identified and details of the scheme must be provided.

6.2.7 The Promoter must give an accurate location based on National Grid References, (NGR).

6.2.8 In the case of Major works, start and end NGRs must be supplied as a minimum. If the proposed works deviates from a straight line, for example, follow the curvature of a street, a poly line (line centre of site) will be preferred.

6.2.9 For Standard, Minor and Immediate works, a centre point NGR must be supplied as a minimum. As with Major works, a poly line will be preferred when:

- The activity or trenches are expected to be over 10 metres in length
- Activity locations on the application in the same street are separated
- Activity areas or trenches deviate from a straight line.

6.2.10 In addition, if required, dimensions should be given of the space that will be taken up by the activity in the street including space for the storage of materials, working space, safety zone, provision for pedestrians and traffic management.

6.2.11 Each Permit application must include the proposed start and end dates of the activity and the times of the day when the activity is to be carried out. The applicant must also indicate if it is intended for work to continue over weekends and bank holidays and if night working is required.

6.2.12 PAA and Major Activity Permit applications on Traffic Sensitive Streets must be accompanied by an illustration(s) of the works and include details of the activity and the extent of Highway occupancy. The illustration will comprise plans, Sections, digital photographs and similar material as appropriate.

6.2.13 Illustrations must also be submitted with the application for Major, Standard and Minor activities on non-Traffic Sensitive Streets where the activity is significant in terms of potential disruption due to the position and size of the activity, or where the Permit Authority considers an illustration is necessary.

6.2.14 Details of the planned techniques, including open cut, trench share, minimum dig technique or no dig must be provided.

6.2.15 Promoters must provide their best estimate of the excavation depth of the activity. This may be expressed as a range where appropriate.

6.3 REINSTATEMENT TYPE

6.3.1 Permit applications must indicate wherever possible, whether the activity is intended to be completed with interim or permanent reinstatement or a mixture of both.

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6.3.2 Where the activity is completed with an interim reinstatement, a separate Permit application will be required for the permanent reinstatement where this is to be undertaken outside the duration of the Permit, using the original works reference number.

6.4 INSPECTION UNITS

6.4.1 The Promoter is required to indicate the provisional number of inspection units appropriate to the activity in accordance with the rules laid down in the Inspections Code of Practice and in The Street Works (Inspection Fees) (England)(Amendment) Regulations 2009 and any further amendments thereof.

6.4.2 Where there is trench sharing, only the Primary Promoter is required to give the inspection units.

6.5 TRAFFIC MANAGEMENT AND PARKING BAYS

6.5.1 The Promoter must supply full details of their traffic management proposals including any requirement for action by the Highway Authority such as the need for Temporary Traffic Regulation Orders (TTROs) and approval for portable light signals. Evidence of application/agreement for a TTRO must be provided with the PAA/Permit application.

6.5.2 In the case of the suspension of a parking bay being required, an application by the Promoter must be made to the Highway or Permit Authority as Parking Authority. This must be separate from any Permit application and evidence of the agreement by the relevant Parking Authority must be included in the Permit application.

6.5.3 Applicants should be aware that such action by the Highway Authority may involve additional costs and Promoters should familiarise themselves with the timescales relating to TTRO and parking applications.

6.6 NOTIFICATION TO INTERESTED PARTIES

6.6.1 Where the NSG indicates other interested parties, Permit applications will be copied to those parties by the Works Promoter.

6.6.2 Promoters are required to check whether any parties have registered such an interest prior to submitting an application for a PAA or Permit.

6.6.3 Promoters must carry out the necessary consultations as set down in Sections 88, 89 and 93 (as amended) and Sections 90 and 91 of the NRSWA.

6.7 APPLICATIONS DEEMED TO BE APPROVED

6.7.1 If the Permit Authority fails to reply to an application for a Permit or PAA or Variation within the designated response times, the PAA, Permit or Variation is deemed to be granted under the terms of the application.

6.7.2 The proposed start and end dates, description, location, duration, traffic management, etc. will be included in the Permit and associated conditions for the activity. This detail will then be binding on the Promoter as it would have had the Permit been issued within the timescale. Breaching the conditions will constitute an offence.

6.7.3 No fee will be applied to deemed Permits.

6.8 TABLE 1 – APPLICATION TIMINGS

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Activity Type	Minimum application period ahead of proposed start date		Minimum period before Permit expires for application for variation (including extension)	Response times for issuing a Permit of seeking further information or discussion		Response times for responding to applications for Permit variations
	Provisional Advance Authorisation	Application		Provisional Advance Authorisation	Application	
Major	3 Months	10 days	2 days or 20% of original duration whichever is the longer	1 calendar month	5 days	2 days
Standard	N/A	10 days		N/A	5 days	
Minor	N/A	3 days		N/A	2 days	
Immediate	N/A	2 hours after		N/A	2 days	

6.9 ISSUING OF PERMITS

6.9.1 A Granted Permit will be issued electronically with the details placed on the Permit register and copies supplied to any Promoter, Authority or other relevant body that has asked to be informed about activities on a particular street.

6.9.2 The Permit will specify in detail the activity it allows and its duration. The start and end dates will be in calendar days to prevent any ambiguity over the duration of the Permit.

6.10 ERROR CORRECTION

6.10.1 Where the Permit Authority identifies an error in data recorded in, or submitted for recording in, the Permit register, it will contact the Promoter.

6.10.2 Where the Promoter identifies an error, they will contact the Permit Authority to discuss and agree the corrections to be made. If an error has been identified on an application, the Promoter shall submit a Modified Application by the end of the next working day following the agreement of the correction.

6.10.3 This Modified Application should include the corrected data and the name of the person in the Permit Authority who agreed that the correction should be made.

6.10.4 This procedure cannot be used without the prior agreement of both parties.

6.10.5 A variation fee will be payable where the identified error has been caused by the Promoter.

7 PERMIT REFUSALS

7.1.1 Whilst the Permit Authority cannot refuse legitimate activities the Permit Authority

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reserves the right to refuse or issue a Permit Application Modification Request for a Permit application where it considers that elements of the application (e.g. timing, location or conditions) are not acceptable.

7.1.2 If the Permit Authority decides to refuse the application or issue a Permit Application Modification Request, it will contact the Promoter within the response time given in Table 1 to explain why the application is not satisfactory and what amendments are needed in order to achieve a successful application.

7.2 GROUNDS FOR REFUSAL

7.2.1 The following are examples that are likely to lead to applications being refused or subject to requests for further information or modification to address them.

7.2.2 Where further conditions are required.

7.2.3 Where the data supplied is not sufficient or contradictory.

7.2.4 Overlapping Activities; where other activities are scheduled to take place in the same street, or other streets affected by the proposed activity, at the same time.

7.2.5 Timing and Duration; An activity Promoter must ensure that the proposed duration of the activity is the legitimate time needed to complete the activity in an efficient and economic manner and the legitimate interests of other users of the highway.

7.2.6 Location of Activity; A Permit must specify the location where the activity is to take place. The Permit Authority may refuse to issue a Permit due to the proposed location of the activity. Refusals on this basis would only apply;

- in relation to the installation of new apparatus - it cannot be used to require existing apparatus to be moved, or
- where disruption would be reduced by installing the apparatus in an alternative street where it is reasonable to use the alternative street or a different location within the same street.

7.3 RIGHT OF APPEAL

7.3.1 The Promoter has a right of appeal, in accordance with the Dispute Resolution process set down in Section 11 if it is unable to reach agreement with the Permit Authority over the terms it requested, or the conditions attached.

7.3.2 In the case of immediate activities, it may be that the Permit Authority may direct the work to stop, subject to safety and legal considerations, such as Health and Safety legislation, until the issues are resolved.

7.4 RESTRICTIONS ON FURTHER ACTIVITIES

7.4.1 Where a Promoter wishes to apply for a Permit to carry out specified activities on a specified street where a Section 58 or 58A Notice under NRSWA is in force, and the activities are not covered by the specific exemptions of that notice, the Promoter must explain the reasons for which the consent is sought.

8 REVIEWS, VARIATIONS AND REVOKING PERMITS

8.1.1 Circumstances beyond the Permit Authority's control may occur which may cause the Authority to review the Permit and as a result, may lead to the conclusion that the Permit or its conditions need to be changed or revoked.

8.1.2 As soon as the Permit Authority is aware that it may be necessary to vary or revoke

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a Permit, it will contact the Promoter to discuss the best way of dealing with the situation. This discussion may lead to an agreement on the variation required. In that case, the Permit Authority will then grant a revised Permit on those terms when the Promoter applies for a Variation.

8.1.3 Variations should be sought as soon as changes are identified to avoid a criminal offence being committed by work being undertaken in breach of the conditions associated with that Permit.

8.1.4 Within the Permit Scheme, the Permit Authority has the power, under Regulation 15 of the Traffic Management Permit Scheme (England) Regulations 2007, to review, vary or revoke Permits and Permit conditions on its own or a Promoter's initiative. However, the Permit Authority is under no obligation to let activities run beyond the Permitted period.

8.1.5 Any activities that exceed the Permitted duration will be committing an offence and could be subject to Section 74 overrun charges.

8.1.6 If a Promoter wishes to cancel a Permit or withdraw a Permit application for which they have no further use, they should use the appropriate electronic means.

8.1.7 A PAA cannot be varied once granted.

8.1.8 Where a PAA has been given but a Permit has not been granted and the proposals change, the Promoter must inform the Permit Authority immediately of the proposed changes and a revised application for a PAA or Permit should be made.

8.2 SUSPENDING OR POSTPONING AND ACTIVITY

8.2.1 If a Promoter would like to start an activity at a later date after a Permit has been issued, a Permit Variation will need to be applied for. There is no option to suspend or postpone an activity.

8.2.2 No fee will apply for Permit Variations initiated by the Permit Authority unless, at the same time, the Promoter applies for variations which are not the result of the circumstances causing the Permit Authority's action.

8.3 TIMING OF VARIATIONS

8.3.1 Permit Variations may be made at any time after a Permit has been issued up until the end date of the Permit. Once this date has passed, applications for variations cannot be made.

8.3.2 If a variation is required, the Promoter is encouraged to telephone the Permit Authority to discuss, prior to submitting a Duration Variation Application electronically, to improve co-ordination.

8.4 VARIATION FOR IMMEDIATE ACTIVITIES

8.4.1 In the event of immediate activities requiring a series of fault-finding excavations or openings the following procedure shall apply where it is necessary to undertake works beyond the initial excavation or opening covered by the first application.

8.4.2 As they are immediate works, the Promoter will submit the first Permit application within two hours of starting work. That first application will contain the location of the initial excavation or opening:

- For any further excavations or openings on the same street within 50 metres of the original hole, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed and no variation charge will

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apply

- The Promoter must apply for a Permit variation for the first excavation in each new 50 metre band away from the original hole in the same street, i.e. 50-100 metres, 100-150 metres, etc. Standard variation charges will apply; however the Permit Authority may use their discretion to waive these charges.
- For additional excavations within each band, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed, and no variation charge will apply
- If the search carries into a different street or a new USRN, (including if the street changes to a different Permit Authority), then a separate Permit application will be needed

8.4.3 Conditions for these activities may be varied to take into account the fact that a new location, even within the permissive bands, can be more disruptive.

8.5 INFORMATION REQUIRED FOR VARIATION APPLICATIONS

8.5.1 Applications for Permit variations must contain the following information as applicable:

- The Permit reference number
- The revised timescale
- Any change to the description of the activity
- A revised illustration
- Any change to the method of excavation
- Any variation to the depth of the excavation
- Any changes to the reinstatement method
- Any changes to the conditions
- Any changes to Traffic Management including TTROs

8.5.2 If agreement cannot be reached regarding a variation, the Permit Authority may issue an Authority imposed variation on the terms it considers reasonable. If the Promoter disagrees with the decision, it will have the option to invoke the dispute resolution procedure (See Section 11).

8.5.3 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit, then it may revoke the Permit or issue a Fixed Penalty Notice (FPN).

8.5.4 Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.

8.5.5 A Promoter will be committing an offence if it continues to work after a Permit has been revoked.

8.5.6 If a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not

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yet been granted, it should use the appropriate electronic cancellation notice containing the relevant Works Reference number. There is no fee payable for this process; however, Permits already granted will still be charged.

8.5.7 A Promoter will be committing an offence if it works or continues to work after the cancellation of a Permit.

9 PERMIT FEES

9.1.1 To meet the additional costs of operating the Scheme, Regulation 30 gives the Permit Authority the power to charge a fee in respect of the following:

- The application for a PAA in respect of Major activities
- The issuing of a Permit
- Each occasion where there is a variation of a Permit or the conditions attached
- Where a Permit variation would move an activity into a higher category, the Promoter will be required to pay the difference between the Permit fee for the two categories as well as the Permit variation fee

9.1.2 Fees will not be charged for Permits issued for the Highway Authority's own works for road purposes.

9.1.3 Monthly invoices will be issued to each Promoter with all Permits referenced.

9.1.4 A summary may be issued to each Promoter every two weeks so amounts can be confirmed prior to the invoice being raised.

9.1.5 The Permit Authority retains the option to waive or reduce fees at its discretion.

9.1.6 The Permit Authority will review its scale of fees annually to ensure that the overall fee income does not exceed the allowable costs across a number of years.

9.1.7 The outcome of the annual fee reviews will be published and open to public scrutiny.

9.1.8 Fees for specified activities which involve several Permits will be discounted where the applications are submitted together on the same day.

9.1.9 Details of the Permit Fees and associated Fees Policy are available from the West Sussex County Council web site.

10 SANCTIONS

10.1 UNDERTAKING ACTIVITIES WITHOUT A PERMIT

10.1.1 It is a criminal offence for a Statutory Undertaker, or a person contracted to act on its behalf, to undertake specified activities in a specified street in the absence of a Permit, except as set down in Section 4.

10.1.2 Any person guilty of an offence under this Regulation is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

10.1.3 It is a criminal offence for a Statutory Undertaker, or a person contracted to act on its behalf to breach a Permit Condition.

10.1.4 Where a Statutory Undertaker or a person contracted to act on its behalf undertakes without a Permit, works for which a Permit is required, or breaches a Permit condition, the Permit Authority may take one or more of the following courses of action depending on the seriousness and persistence of the offences:

- Serve a notice requiring that Statutory Undertaker to take such reasonable steps

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as detailed in the notice to remedy the situation within a specified timescale

- Where a Statutory Undertaker fails to comply with the requirements of such a notice within the timescale the Permit Authority may undertake the specified steps and recover the costs that are reasonably incurred from the Statutory Undertaker
- Issue a Fixed Penalty Notice (FPN), against the Statutory Undertaker
- Prosecute the Statutory Undertaker

10.1.5 Remedial action could include the removal of the activity; rectifying the breach of conditions or discontinuing any obstruction.

10.1.6 In the event that the Permit Authority subsequently considers that an FPN which has been given ought not to have been given, it shall give to the person to whom that notice was given a notice withdrawing the FPN.

10.1.7 Any offences which run alongside the Permit Scheme under NRSWA will still apply and appropriate action will be taken.

11 DISPUTE RESOLUTION

11.1.1 West Sussex County Council welcomes the opportunity to informally resolve disputes before resorting to formal resolution procedures.

11.1.2 If disputes are not informally resolved within 14 calendar days, they will be referred to SEHAUC or HAUC England as appropriate on the following basis:

Straightforward issues.

11.1.3 Where West Sussex County Council and the Promoter(s) consider that the issues involved in the dispute are relatively straightforward, the matter will be referred to impartial members of the regional SEHAUC (that is those not representing parties directly involved in the dispute) for review. That review should take place within ten days from the date of referral by either party. Both parties will accept the result as binding.

Complex issues.

11.1.4 If West Sussex County Council or the Promoters(s) involved the dispute think the issues are particularly complex, HAUC England will be asked to set up a review panel of four members – two Utility and two Street Authorities. One of the four persons will be appointed as Chair of the panel by the HAUC England joint chairs.

11.1.5 Each party must make all relevant financial, technical and other information available to the review panel.

11.1.6 The review would normally take place within ten working days from the date on which the issue is referred to HAUC England by either party. Both parties will accept the conclusions of the review panel as binding.

11.2 INDEPENDENT ADJUDICATION

11.2.1 If agreement cannot be reached by the procedure above, the dispute can be referred to independent adjudication.

11.2.2 Adjudication within the Permit Scheme will only be used by West Sussex County Council and the Promoter(s) if they agree in relation to the matter under dispute, that: -

- The decision of the adjudicator will be deemed to be final; and

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- The costs of adjudication will be borne equally unless the adjudicator considers that one party has presented a frivolous case, in which case costs may be awarded against them.

11.2.3 Where the adjudication route is followed, West Sussex County Council and the Promoter(s) will apply to the joint chairs of HAUC England, who will select and appoint the independent adjudicator from a suitable recognised professional body.

12 PERMIT REGISTERS

12.1.1 The Permit Authority will maintain a register of Permits in connection with the Permit Scheme and in accordance with regulation 33 and 34, Part 7 of the Regulations.

12.1.2 The register will contain information about current and planned activities and will be available electronically to Promoters to assist them in planning and co-ordinating their own works at the earliest possible stage

12.1.3 All information held in the register of Permits will be referenced to the USRN and the Permit register will be Geographic Information System (GIS) based.

13 PERFORMANCE INDICATORS AND MONITORING

13.1.1 To demonstrate parity of treatment for all Promoters, particularly between the Highway Authority and Statutory Undertakers, Key Performance Indicators, where these are set out in the Guidance, will be used.

13.1.2 Parity will be measured through Key Performance Indicators (KPIs).

13.1.3 The KPIs will be discussed at the local co-ordination meetings and at other meetings with Promoters. In addition, the KPIs will be made available to any other person on request or via the Authority's website.

13.1.4 The Permit Scheme will be evaluated after each anniversary of the first 3 years, when the scheme comes into effect, then yearly or 3-yearly after that.

13.1.5 The evaluation shall include consideration of:

- whether the fee structure needs to be changed in light of any surplus or deficit
- the costs and benefits (whether or not financial) of operating the scheme: and
- whether the Permit scheme is meeting key performance indicators where these are set out in the Guidance
- The outcome of each evaluation shall be made available to the persons referred to in regulation 3(1).

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14 GLOSSARY

Activity	Any works undertaken by Statutory Undertakers and the Highway Authority (or their agents/contractors) and any other works that may be covered in future regulations.
Additional Street Data	Additional Street Data (ASD) refers to other information about streets held on the NSG concessionaire's website alongside the NSG.
Apparatus	As defined in Section 105(1) of NRSWA "apparatus includes any structure for the lodging therein of apparatus or for gaining access to apparatus".
Appeal	If there is an unresolved disagreement between the Promoter and the Permit Authority about the terms and conditions of the Permit or PAA, the Promoter may appeal against the Permit Authority's decision to either SEHAUC or HAUC England.
Bank Holiday	As defined in Section 98(3) of NRSWA, "Bank Holiday means a day which is a Bank Holiday under the Banking and Financial Dealings Act 1971 in the locality in which the street in question is situated".
Bar holes	Bar holes are used to detect and monitor gas leaks.
Breaking up (the street)	Any disturbance to the surface of the street (other than opening the street).
Bridge	As provided in Section 88(1)(a) of NRSWA, "references to a bridge include so much of any street as gives access to the bridge and any embankment, retaining wall or other work or substance supporting or protecting that part of the street
Bridge Authority	As defined in Section 88(1)(b) of NRSWA, "Bridge Authority means the Authority, body or person in whom a bridge is vested".
Carriageway	As defined in section329 of HA 1980, "carriageway means a way constituting or comprised in a Highway, being a way (other than a cycle track) over which the public have a right of way for the passage of vehicles.
Code of Practice for Permits	As Published by the department of Transport March 2008.
Collaborative working	Includes trench sharing, multi-utility working, utility works for road purposes situations and compliance testing.
Cycle Track	As defined in Section 329 of the HA 1980, "cycle track means a way of constituting or comprised in a Highway, being a way over which the public have the following, but not other, rights of way, that is to say, a right of way on pedal cycles".
Day	A working day, unless explicitly stated otherwise.
DfT	Department for Transport.
Emergency works	As defined in Section 52 of NRSWA, "emergency works means works whose execution at the time when they are executed is required in order to put an end to, or to prevent the occurrence of, circumstances then existing or imminent (or which the person responsible for the works believes on reasonable grounds to be existing or imminent) which are likely to cause danger to persons or property".
Excavation	"Breaking up" (as defined above).
Fixed Penalty Notice	As defined in Schedule 4B to NRSWA, "fixed penalty notice means a notice offering a person the opportunity of discharging any liability to conviction for a fixed penalty offence by payment of a penalty.
Footway	As defined in Section 329 of the HA 1980, "footway means a way comprised in a

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	highway which also comprises a carriageway, being a way over which the public have a right of way on foot only".
Geographical Information system (GIS)	A computer system for capturing, storing, checking, integrating, manipulating, analysing and displaying data related to positions on the Earth's surface.
HA 1980	The Highways Act 1980
Highway	As defined in Section 328 of the HA 1980, "Highway means the whole or part of a highway other than a ferry or waterway
Highway Authority	As defined in Section 328 of the HA 1980, "Highway means the whole or part of a highway other than a ferry or waterway".
Highway works	"Works for road purposes" or "major highway works".
Immediate Works	As stated in Section 8.5, immediate activities are either emergency works as defined in Section 52 of NRSWA or urgent works as defined in Section 52 of NRSWA or urgent works as defined in The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007.
In	As defined in Section 105(1) of NRSWA, in a context referring to works, apparatus or other property in a street or other place includes a reference to works, apparatus or other property under, over, along or upon it".
Local Authority	As defined in Section 270(1) of the Local Government Act 1972(a) and includes the Common Council of the City of London.
Local Highway Authority	As defined in Section 329 of HA 1980, "Local Highway authority means a Highway Authority other than Minister.
Main roads	All streets in reinstatement categories 0, 1 and 2 and these streets in categories 3 and 4 which are traffic sensitive for all or part of the time.
Maintainable Highway	As defined in Section 329 of HA 1980, a "Highway maintainable at the public expense means a highway which virtue of Section 36 above or of any other enactment (whether contained in this Act or not) is a highway which for the purposes of this Act is a highway maintainable at the public expense.
Maintenance	As defined in Section 329 of HA 1980 "maintenance" includes repair, and "maintain" and "maintainable" are to be considered accordingly.
Major Activities	As stated in Section 9.2, Major activities are those which: • Have been identified in an organisation's annual operating programme. Or if not identified in that programme, are normally planned or known about at least six months in advance of the proposed date of activity. • Other than immediate activities require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulations Act 1984 for any activities.
Major Highway Works	As defined in Section 86(3) of NRSWA, "major highway works means works of any of the following descriptions executed by the Highway Authority in relation to a highway which consists of or includes a carriageway – a) a reconstruction or widening of the highway; b) works carried out in exercise of the powers conferred by Section 64 of the Highways Act 1980 (dual carriageways and roundabouts); c) substantial alteration of the level of the highway; d) works carried out in exercise of the powers conferred by Section 64 of the Highways Act 1980 (dual carriageways and roundabouts); e) the construction or removal of a road hump within the meaning of Section 90F of the Highways Act 1980; f) works carried out in exercise of the powers conferred by Section 184 of the Highways Act 1980 (vehicle crossings over footways and verges);

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	g) provision of a cattle-grid in the highway or works ancillary thereto; or h) Tunneling or boring under the highway”
Minor Activities	As stated in Section 9.4, minor activities are those activities other than immediate activities where the planned duration is 3 days or less.
Minor Road	Street in reinstatement categories 3 and 4 which are not traffic sensitive at any time.
National Grid Reference	Location reference using nationally defined eastings and northings.
Nationally consistent Street gazetteer (NSG)	A database defined as an “index of streets and their geographical locations created and maintained by the local Highways Authorities” based on BS 7666 standard.
NRSWA	New Road and Streetworks Act 1991.
NSG Concessionaire	The body appointed to manage the NSG on behalf of the local Highway Activities.
Opening (the street)	Removing a lid or cover to a manhole, inspection chamber, meter box or other structure embedded in the street without any “breaking up” of the street.
Permit	The approval of a Permit Authority for a Promoter to carry out activity in the highway subject to conditions.
Permit Application	See Section 10. The application that is made by a Promoter to the Authority to carry out an activity in the highway. It is equivalent to the notice of proposed start of works (Section 55 of NRSWA) given under the Co-ordination regime.
Permit Authority	See Section 1.4. A local Authority or other “Highway Authority” which has been given approval by Order to operate a Permit Scheme on all or some of its road network.
Permit Scheme	See Section 1. A Scheme approved by Order under which Permits for activities are sought and given.
Promoter	A person or organization responsible for commissioning activities in the streets covered by the Permit Scheme. The Promoter will usually be a Statutory Undertaker or the Highway or Traffic Authority.
Protected Street	See Section 1.6. A street that has been designated as a protected street. It serves a specific strategic major traffic need and therefore needs to be protected from unnecessary excavation and works and providing there is a reasonable alternative route in which Statutory Undertakers can place the equipment that would otherwise lawfully have been placed in the protected street.
Provisional Advance Authorisation	See Section 8.2. The early approval of activities in the highway, equivalent to the advance notice given under s 54 of NRSWA.
Registerable activities	See Section 3 Registerable activities are as listed.
Reinstatement	As defined in Section 105(1) of NRSWA, "reinstatement includes making good".
Relevant Authority	As defined in Section 49(6) of NRSWA, "references in this Part to the relevant Authorities in relation to any works in a street are to the Highway Authority and also a) where the works include the breaking up or opening of a public sewer in the street, the Sewer Authority: b) where the street is carried or crossed by a bridge vested in a Transport Authority, or crosses or is crossed by any other property held or used for the purposes of a Transport Authority, that Authority; and c) where in any other case the street is carried or crossed by a bridge, the Bridge Authority"

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Remedial work	Remedial works are those required to put right defects identified and in accordance with the provisions of the Code of Practice for Inspections and regulations.
Road	See “Street”.
Road Categories: Type 0 Type 1 Type 2 Type 3 Type 4	Roads carrying over 30 to 125 million of standard axles 10 to 30 million of standard axles 2.5 to 10 million of standard axles 0.5 to 2.5 million of standard axles Up to 0.5 million of standard axles
Road works	See “Works for road purposes” definition below.
Special Engineering Difficulties (SED)	See Section 1.6. By virtue of virtue of Section 63 of NRSWA, the term special engineering difficulties relates to streets or, more commonly, parts of streets associated with structures, or streets of extraordinary construction where street works must be carefully planned and executed in order to avoid damage to, or failure of, the street itself or the associated structure with attendant danger to person or property.
Specified Area	That geographical area to which the Permit Scheme applies.
Specified Street	Those streets to which the Permit Scheme applies.
SROH	Specification for Reinstatement of Openings in the Highway.
Standard Activities	Standard activities are those activities, other than immediate activities, that have a planned duration of between 4 and 10 days inclusive.
Statutory Undertaker	As defined in Section 48(4) of NRSWA, "undertaker in relation to street works means the person by whom the relevant statutory right is exercisable (in the capacity in which it is exercisable by him) or the licensee under the relevant street works licence, as the case may be".
Street	As defined in Section 48(1) of NRSWA, "street means the whole or any part of any of the following, irrespective of whether it is a thoroughfare a) any highway, road, lane, footway, alley or passage; b) any square or court; c) any land laid out as a way whether it is for the time being formed as a way or not”.
Street Authority	As defined in Section 49(1) of NRSWA, “the Street Authority in relation to a street means, subject to the following provisions: a) if the street is a maintainable highway, the Highway Authority, and b) if the street is not maintainable highway, the street managers”.
Streetworks	As defined in Section 48(3) of NRSWA, "street works means works of any of the following kinds (other than works for road purposes) executed in a street in pursuance of a statutory right or a street works licence: a) placing apparatus; or b) inspecting, maintaining, adjusting, repairing, altering or renewing apparatus, changing the position of apparatus or removing it, or works required for or incidental to any such works (including, in particular, breaking up or opening the

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	street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street".
Street Works licence	As stated in Section 50(1) of NRSWA, "the Highway Authority may grant a licence (a "street works licence") Permitting a person a) to place, or to retain, apparatus in the street, and b) thereafter to inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it, and to execute for those purposes any works required for or incidental to such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street).
TMA	The Traffic Management Act 2004.
Traffic	As defined in Section 105(1) of NRSWA, "traffic includes pedestrians and animals".
Traffic control	Any of the five methods of controlling traffic detailed in the Code of Practice "Safety at Street Works and Road Works".
Traffic regulation order	This means an order made under Section 1, 6 or 9 of the Road Traffic Regulation Act 1984.
Traffic sensitive street	See Section 1.6. This means a street designated by a Highway Authority as traffic sensitive pursuant to Section 64 of NRSWA and in a case where a limited designation is made pursuant to Section 64(3) any reference to works in a traffic sensitive street shall be construed as a reference to works to be executed at the times and dates specified in such designation.
Transport Authority	As defined in Section 91(1)(a) of NRSWA, "Transport Authority means the Authority, body or person having the control or management of a transport undertaking".
Temporary Traffic Regulation Order (TTRO)	This means an order made under Section 14 of the Road Traffic Regulation Act 1984 and amendments.
Trunk road	As defined in Section 329 of the HA 1980, "trunk road means a highway, or a proposed highway, which is a trunk road by virtue of Section 10(1) or Section 19 of the above or by virtue of an order or direction under Section 10 of the above or under any other enactment".
Unique Street Reference Number (USRN)	As defined in the British Standard BS7666.
Urgent activities	Urgent activities are: a) activities (not being emergency activities) whose execution at the time they are executed is required (or which the person responsible for the activity believes on reasonable grounds to be required) i. to prevent or put an end to an unplanned interruption of any supply or service provided by the undertaker; ii. to avoid substantial loss to the undertaker in relation to an existing service; or iii. to reconnect supplies or services where the undertaker would be under a civil or criminal liability if reconnection is delayed until after the expiration of the appropriate notice period; and b) Includes activity that cannot reasonably be separated or severed from such activities.
Working day	As defined in Section 98(2) of NRSWA, "for the purposes of this Part a working

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	day means a day other than a Saturday, Sunday, Christmas Day, Good Friday or a Bank Holiday; and a notice given after 4.30 p.m. on a working day shall be treated as given on the next working day".
Works	Street works or Works for road purposes.
Works for road purposes	As defined in Section 86(2) of NRSWA, "works for road, purposes mean works of any of the following descriptions executed in relation to a highway: a) works for the maintenance of the highway; b) any works under powers conferred by Part V of the Highways Act 1980 (improvement); c) the erection, maintenance, alteration or removal of traffic signs on or near the highway; or d) the construction of a crossing for vehicles across a footway or grass verge or the strengthening or adaptation of a footway for use as a crossing for vehicles”.

END

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West Sussex County Council Permit Scheme Fees Policy

FEES

Regulation 30 gives the Permit Authority the power to charge a fee in respect of the following:

i. The application for a PAA in respect of Major activities
ii. The issuing of a Permit
iii. Each occasion where there is a variation of a Permit or the conditions attached
iv. Where a Permit variation would move an activity into a higher category, the Promoter will be required to pay the difference between the Permit fee for the two categories as well as the Permit variation fee

FEE POLICY

Fees will not be payable in the following circumstances:

i. By the Highway Authority in respect of its own works for road purposes, however a record of the Permit and fee will be used for reporting purposes and fee reviews.
ii. Any work undertaken on a fire hydrant.
iii. Where a Permit is deemed to be granted because the Permit Authority failed to respond to an application within the time set down in Section 10.7 of the scheme document.
iv. If a Permit variation is initiated by the Permit Authority or the Authority has to revoke a Permit through no fault of the Promoter.
v. Where a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not yet been granted.

<u>Lower fees or discounted fees</u> will be given in the following circumstances:

i. Where several Permit applications for works that are of part of the same project but which are carried out on more than one street, but on a scale comparative to one street, are submitted at the same time.
ii. Where several Promoters are working within the same site submit applications at the same time. Where the Highway Authority Promoter is collaborating with Statutory Undertakers, those Undertakers will be eligible for the discount.
iii. Where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets.

RATE OF DISCOUNT

A discount of 30% will be applied in the above circumstances.

OPTION TO WAIVE OR REDUCE FEES

The Permit Authority retains the option to waive or reduce fees at its discretion.

REVIEW OF FEES

The Permit Authority will review its scale of fees annually to ensure that the overall fee income does not exceed the allowable costs.

The outcome of the annual fee reviews will be published and open to public scrutiny.

As far as possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.

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West Sussex County Council Permit Scheme Fees Table

	Main Roads			Minor Roads
Reinstatement category of street	**0, 1 and 2**	**3 and 4**		**3 and 4**
Street designated as traffic sensitive or not	**All streets**	**Traffic sensitive at some times/locations**		**Non traffic sensitive at any time or location**
Time and location of activity	**Any time and location**	**Any part within traffic sensitive times / locations**	**Wholly within non traffic sensitive times / locations**	**Any time and location**
Provisional Advance Authorisation	**£105***	**£105**	**£73.50**	**£75**
Major Works - over 10 days and all major works requiring a traffic regulation order	**£240***	**£240**	**£168**	**£150**
Major works - 4 to 10 days	**£130***	**£130**	**£91**	**£75**
Major works - up to 3 days	**£65***	**£65**	**£45.50**	**£45**
Standard Activity	**£130***	**£130**	**£91**	**£75**
Minor Activity	**£65***	**£65**	**£45.50**	**£45**
Immediate Activity	**£60***	**£60**	**£42**	**£40**

* A discount will be applied where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets. See Above. Note: That in line with the Permit Authorities policies and procedures, the above fees will be reviewed on an annual basis.

PERMIT VARIATION FEES

£45 for activities on category 0, 1 & 2 streets, and on 3 & 4 traffic sensitive streets.

£35 for activities on category 3 and 4 non traffic sensitive streets.
If a Permit variation moves an activity into a higher fee category, the Promoter will be required to pay the difference in Permit fee.

No fee is payable if a Permit variation is initiated by the Permit Authority.

The review will take into account the on-going Scheme costs and inflationary rates.

The fees will not exceed the maximum charges as set by the DFT.

All Promoters will be notified of any changes to the fees.

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Existing NRSWA Work Volumes and Estimated Number of Permits

Category 0-2 and Traffic Sensitive Streets

Current NRSWA Notification Regime Volumes

Actual Volumes by Works Category Type

Works Category	No. of Notified Street Works per Year
Major	0
Standard	0
Minor with Excavation	0
Minor without Excavation	
Urgent	0
Special Urgent	
Emergency	
Remedial Works	157
Cancelled/Abandoned Works	2732
Sub Total	0

Estimated Number of Permits per Year

Estimated Number of Permits by Activity Type

Activity Type	Permit Applications	Permits Required for Remedial Works	Cancelled/ Abandoned Works	Allowance for Phased Works	Total Permits
Provisional Advance Authorisation	0	N/A	N/A	0	176
Major	0	0	0	0	176
Standard	0	0	0	0	376
Minor	0	0	0	0	2817
Immediate	0	0	0	0	1103
Sub Total	0	0	0	0	4648

Category 3-4 Non-Traffic Sensitive Streets

Current NRSWA Notification Regime Volumes

Actual Volumes by Works Category Type

Works Category	No. of Notified Street Works per Year
Major	0
Standard	0
Minor with Excavation	0
Minor without Excavation	
Urgent	0
Special Urgent	
Emergency	
Remedial Works	202
Cancelled/Abandoned Works	3498
Sub Total	0
TOTAL	0

Estimated Number of Permits per Year

Estimated Number of Permits by Activity Type

Activity Type	Permit Applications	Permits Required for Remedial Works	Cancelled/ Abandoned Works	Allowance for Phased Works	Total Permits
Provisional Advance Authorisation	0	N/A	N/A	0	705
Major	0	0	0	0	705
Standard	0	0	0	0	1722
Minor	0	0	0	0	9988
Immediate	0	0	0	0	5386
Sub Total	0	0	0	0	18506
TOTAL	0	0	0	0	23154

Estimated Number of Permit Variations

Category 0-2 and Traffic Sensitive Streets

Estimated Number of Permit Variations per Year

Estimated Number of Permit Variations by Activity Type

Activity Type	Total Number of Permits	Permit Variation (%)	Total Number of Permit Variations
Provisional Advance Authorisation	176	N/A	N/A
Major	176	20%	35
Standard	376	10%	38
Minor	2817	5%	141
Immediate	1103	5%	55
Sub Total	4648	N/A	269

Category 3-4 Non-Traffic Sensitive Streets

Estimated Number of Permit Variations per Year

Estimated Number of Permit Variations by Activity Type

Activity Type	Total Number of Permits	Permit Variation (%)	Total Number of Permit Variations
Provisional Advance Authorisation	705	N/A	N/A
Major	705	20%	141
Standard	1722	10%	172
Minor	9988	5%	499
Immediate	5386	5%	269
Sub Total	18506	N/A	1082

Output Summary

Prices are based to 2018

Local Authority: **WSCC**

Key Inputs and Assumptions

Works input

Current number of street works per year

	Statutory Undertaker	Local Authority
Major	881	981
Standard	2,098	152
Minor	12,805	2,846
Immediate	6,489	38

Current number of work days per year

	Statutory Undertaker	Local Authority
Major	24,540	10,155
Standard	18,506	2,604
Minor	28,810	8,538
Immediate	14,329	156

Permit scheme fee structure

Preferred permit fee structure	Maximum

Permit Fee Structure		
	Road Category 0-2 or Traffic-sensitive	Road Category 3-4 and Non-traffic sensitive
Major works - over 10 days or traffic regulation order required	£240	£150
Major works - 4 to 10 days and no traffic regulation order required	£130	£75
Major works - up to 3 days and no traffic regulation order required	£65	£45
Standard works	£130	£75
Minor works	£65	£45
Immediate works	£60	£40

Behavioural change in the duration of works

Behavioural change in the duration of works:	Default

	Statutory Undertaker	Local Authority
Major	-13.9%	-6.5%
Standard	-1.6%	-7.7%
Minor	8.1%	-8.9%
Immediate	3.0%	0.0%

The duration of works will increase for one or more of the categories in this table. Please refer to the guidance note for more information

Local authority costs

Set-up costs	£0
Year of price base	2019

Key Outputs

Number of works

Total number of works	26,290

The number of works that take place in the local authority will not change.
The permit fee scheme will only impact the time taken to complete these works.
The total duration of all works is measured in work days and is shown below.

Impact on number of workdays (total duration of works)

Total current number of work days	107,638
Expected number of work days due to permit scheme	105,074
Expected change in work days	**-2,564**

The expected behavioural change will decrease the duration of current works.
This is equivalent to a decrease of 2,564 work days.

Breakdown of the impact on the number work days

	Statutory undertaker (Utility company)	Local Authority	Total
Major	-3,411	-660	**-4,071**
Standard	-296	-201	**-497**
Minor	2,334	-760	**1,574**
Immediate	430	0	**430**
Total	**-944**	**-1,620**	**-2,564**

A breakdown of the change in the duration of works, measured in work days, is shown in this table.
Please refer to the guidance note for further information.

Impact on the costs of congestion to road users

Benefits to road users from the decrease in congestion costs	£2,657,737

Breakdown of the benefits to road users from the decrease in congestion costs:

Business	
Journey Time Savings & Reliability	£1,334,926
Non-business	
Journey Time Savings & Reliability	£1,172,771
Accident	£23,263
Fuel carbon	£126,778

The reduction in the duration of works decreases the costs of congestion by £2,657,737 per year and is therefore a benefit to road users.

Please refer to the guidance note for further information on congestion cost impacts

Costs to the local authority to set up and operate the permit scheme

Set-up cost	£0

Operational costs (per year)		£1,698,071
LA costs:		
	Costs to review and issue permits to LA works promoters	£329,944
	Costs to review, issue permits and receive permit fees from statutory undertakers	£1,302,139
LA works promoter costs:		
	Costs to apply for a permit (administration costs)	£65,989

First year cost to the local authority	£1,698,071
Subsequent annual cost to the local authority (second year onwards)	£1,698,071

The local authority will recover annual operating costs related to statutory undertaker permitting through revenue from statutory undertaker's permit fees.
Costs to run the permit scheme for local authority works are non-recoverable.

Costs to local authority works promoters

Administration costs (per year)	£65,989

Local authority works promoters will apply for a permit but do not pay a permit fee.
Costs to local authority works promoters are the additional administration of using the permit scheme.

Costs to statutory undertakers

Permit fee costs (per year)	£1,302,139
Administration costs (per year)	£260,428

Statutory undertakers will apply for a work permit and pay a permit fee.

Annual revenue to the local authority

Annual revenue from the permit scheme	£1,302,139
Annual revenue from local authority works promoters permit fees	£0
Annual revenue from statutory undertakers permit fees	£1,302,139

Local authority revenue from the permit scheme comes from permit fees paid by statutory undertakers.
Local authority works promoters do not pay permit fees.

Appraisal Outputs

Net Present Value	**£6,018,819**
Net Present Costs	**£28,066,554**
Net Present Benefits	**£34,085,373**

The appraisal covers the period of 10 years from 2019 to 2028, with a 2019 discount base.
Please refer to the guidance note for more information on appraisal.