



Peterborough City Council

**Peterborough Permit Scheme for
Road Works and Street Works**

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1. Background

- 1.0.1 Permit Schemes provide a way to manage activities on the public highway and were introduced by Part 3 of the Traffic Management Act 2004 (TMA) to improve authorities' ability to minimise disruption from street and road works.
- 1.0.2 This Permit Scheme is known as the 'Peterborough Permit Scheme for Road Works and Street Works' or within this document as 'the Permit Scheme'. The Permit Scheme will be operated solely by Peterborough City Council as a Single Permit Scheme and in accordance with the below Permit Regulations it is intended that the Permit Scheme is going to commence operation in April 2019
- 1.0.3 Promoters should make themselves aware of the content of Part 3 of the Traffic Management Act 2004 ("TMA") (Sections 32 to 39) and the Traffic Management Permit Scheme (England) Regulations 2007 ("the 2007 Regulations"), Statutory Instrument 2007 No. 3372 made on 28 November 2007, as amended by the Traffic Management Permit Scheme (England) (Amendment) Regulations 2015, Statutory Instrument 2015 No. 958 made on 26 March 2015 ("the Amendment Regulations"). The Permit Scheme conforms to all the details in the subsequent DfT publications referencing the TMA including the Permit Schemes Regulations detailed in 1.3 (above), any Code of Practice that may emanate from them in the future and all current NRSWA and TMA legislation, codes of practice, etc. and any future amendments to that legislation, that may apply to this Permit Scheme.

1.1 Chosen design for Peterborough's Permit Scheme.

- 1.1.2 The Permit Scheme has been based upon the existing Cambridgeshire permit scheme. Cambridgeshire adjoins Peterborough and it is considered that adoption of their scheme will provide consistency for works promoters working within the eastern region of England.
- 1.1.3 The scheme design will also allow the sharing of good practice between Peterborough and Cambridgeshire through the Anglian Joint Authority Group (AJAG)
- 1.1.4 Peterborough's scheme design incorporates all aspects of the additional advice note. Peterborough City Council fully supports the aims and objectives of the 'Superfast Broadband' roll-out. This scheme has been designed to give flexibility in the delivery of major projects such as this.
- 1.1.5 The objectives and benefits of the scheme are contained in Section 2 of this document.

1.2 General Principles

- 1.2.1 The Permit Scheme (as a scheme defined within the TMA), is designed to control the carrying out of relevant activities on the public highway. It replaces the "notice system" under the New Roads and Street Works Act 1991 "NRSWA" whereby statutory undertaker companies inform highway authorities of their intentions to carry out works in their areas. It uses similar concepts to the notice system in a number of key areas, such as road categories and works categories. This is to ensure consistency and to facilitate better co-ordination.

- 1.2.2 As part of introducing a permit scheme under the Permit Regulations, a full consultation complying with that Regulation was carried out which includes those stakeholders specified.
- 1.2.3 Peterborough City Council whilst preparing the Permit Scheme has taken into consideration the requirements of the Equality Act 2010.
- 1.2.4 The Permit Scheme is operated by Peterborough City Council as the street authority for Peterborough, hereinafter referred to as 'the Permit Authority'. The scheme will apply to the whole of the area encompassed by the authority's boundaries with the exception of the Highway England's Motorway and Trunk Roads.
- 1.2.5 The Permit Scheme applies to the road categories as set out in paragraph S1.3.1 of the Specification for the Reinstatement of Openings in Highways (Third Edition). The Permit Scheme shall not apply to roads not maintained at public expense. Within the Permit Authority's area permits will be required on all road categories.
- 1.2.6 The Permit Scheme will apply to any person or organisation responsible for commissioning activities [works] in streets covered by the Permit Scheme. In the Permit Scheme, these persons or organisations will be referred to as a "promoter", who will be either a statutory undertaker or Peterborough City Council as a highway or traffic authority.
- 1.2.7 Peterborough City Council works promoters must apply for permits in the same manner as a statutory undertaker. All fees and charges for highway authorities will not apply in the application of the Permit Scheme, but shadow fees and charges should be collated and monitored in demonstration of parity.
- 1.2.8 Section 59 NRSWA places a duty on highway authorities to co-ordinate works of all kinds on the highway. Equally important is the parallel duty on statutory undertakers to co-operate in this process under Section 60 of NRSWA. The Traffic Management Act and the associated regulations widened the Section 59 co-ordination duty to include other prescribed activities that involve temporary occupation or use of road space and incorporate any activities included in a permit scheme.
- 1.2.9 All works comprising and categorised as "specified works" in the Permit Regulations will require a permit. NRSWA prescribes the "registerable activities" which qualify as "specified works" and which activities will require a permit. Registerable activities for the Permit Scheme are set out in section 6 of this document.
- 1.2.10 Permits will be required for all registerable activities and works for road purposes except activities licensed under section 50 of the New Roads and Street Works Act 1991. All applications must be made by licensed undertakers or highway authorities. Each application will be treated in a non-discriminatory way as required in Regulation 40 of the Permit Scheme Regulations.
- 1.2.11 Major highway works (including developer activities under Section 278 of the Highways Act 1980) will require a permit however permit fees will not be applied.
- 1.2.12 In operating the Peterborough Permit Scheme, the permit Authority will follow, where possible, the HAUC(England) Guidance Operation of Permit Schemes and its successors (including. Permit Condition Text), Feb 2017 and its successors)

- 1.2.13 Where this scheme refers to “eton” or technical specification, Peterborough City Council acknowledges that plans are currently in place to replace this with the currently named “Street Manager” project. Therefore whilst the scheme will comply with the current edition of the Technical Specification for the electronic transfer of notices, any specification and its successors that replaces this through the Street manager project and any future name and/or successor will be applied to this scheme.

2. Objectives and Benefits of the Permit Scheme

- 2.0.1 Any activity undertaken in a street has the potential to cause disruption. Activities can reduce the width of the street available to traffic, pedestrians and other users, and can also inconvenience businesses and local residents.
- 2.0.2 The scale of disruption caused is relative to the type of activities being undertaken, the capacity of the street, the duration and timing of the works and the methods employed to carry them out. Works on those streets where the traffic flow is close to, or exceeds, the physical capacity of the street will have greatest potential to cause congestion, disruption and delays.
- 2.0.3 The objective of the TMA is to enable the management of the traffic network to ensure expeditious movement of traffic (including pedestrians, cyclists and other vulnerable road users) as required under the TMA network management duty.
- 2.0.4 The Permit Scheme is intended to enable more effective co-ordination and to empower the local highway authority (Permit Authority) to minimise disruption from both street and highway works.

2.1 The Permit Scheme Objectives

- 2.1.1 The strategic objective for the Permit Scheme is to provide a capability to manage and maintain the local highway network for the safe and efficient use of road space, whilst allowing promoters access to maintain their services and assets.
- 2.1.2 The principle of the Permit Scheme is to improve the planning, scheduling and management of activities so that they do not cause unnecessary traffic disruption to any road user. It will help Peterborough City Council meet their network management duty under the TMA. Co-ordination of activities through the Permit Scheme will enable differences between those competing for space or time in the street, including traffic, to be resolved in a positive and constructive way.
- 2.1.3 The sub-objectives of the Permit Scheme are;-
- To manage proactively the local highway network to maximise the safe and efficient use of road space.
 - To improve the quality and timeliness of information and compliance with highway legislation from all activity promoters.
 - To improve the information available to the public to help provide and inform reliable journey times.

- To manage road works and street works to support public transport (including buses) reliability and punctuality.
- To ensure the safety of those using the street and those working on activities that fall under the scheme, with particular emphasis on people with disabilities.
- To protect the structure of the street and the integrity of the apparatus in it.
- To ensure parity of treatment for all activity promoters particularly between statutory undertakers and highway authority promoters works and activities.

2.2 Aligned objectives

2.2.1 In strategic terms, the permit scheme seeks to fulfil the Local Transport Plan objectives, the principal of which is to develop and improve the city's transport system to support the increase in local jobs and homes with the additional focus on making Peterborough cleaner and greener. The main objectives being-

- Promote sustainability
- Accommodate Peterborough's growth aspirations
- Confront the challenges facing Peterborough
- Meet the national, regional and local transport goals

2.3 Benefits

2.3.1 The benefits to be derived from the operation of the Permit Scheme have been identified as:

- Improvements to overall network management
- Reduced congestion on the road network
- Improved journey time reliability
- A reduction in delays to the travelling public
- A reduction in costs to businesses caused by delays
- Promotion of sustainable communities and businesses
- Promotion of a safer environment

2.3.2 Other impacts include more general quality of life factors related to the effect that activities have on the lives of local people.

- 2.3.4 This could include the consideration of the environmental impact of activities, for example where works involve excavating activities under the canopy of a tree, emphasis will be applied to the promoter to adhere to the appropriate Code of Practice requirements when excavating.
- 2.3.5 Another example could be the minimising of any impact where permission for the storage of materials or plant is required, outside of the main activity. The locations of these storage areas can create difficulties for traffic flows, businesses and deliveries. The Permit Scheme has been prepared to accommodate the undertaking of street and road works while delivering the statutory duties of all stakeholders.
- 2.3.6 Works will always need to be carried out by promoters, but road users will be more understanding if they perceive that the activities are being authorised and monitored by the Permit Authority and promoters in ways that minimise impact. These quality of life factors are of particular relevance on the minor, more residential roads.

3. Permit Scheme Principles for Co-ordination

- 3.0.1 Effective co-ordination and management by the Permit Authority is essential to ensure that traffic disruption is minimised whilst allowing promoters the required time and space to complete their works.
- 3.0.2 The Permit Scheme is not intended to prevent or delay activities necessary for the installation of new services, maintenance or improvement of the road network, or the services running underneath it. The Permit Scheme aims to achieve parity and balance between the interests of the various parties.
- 3.0.3 Before any specified works are undertaken on a specified street the promoter must obtain a permit from the Permit Authority, in accordance with the Permit Scheme. All promoter activities are treated in the same way with regard to co-ordination and the setting of conditions which will be aligned to the latest condition text requirements as defined by the Statutory Guidance for Highway Authority Permit Schemes, which may change from time to time.
- 3.0.4 The Permit Scheme objectives will be facilitated by improving performance in line with the authority's network management duty in relation to the following key factors:
- Enhanced co-ordination and co-operation
 - Encouragement of partnership working between the Permit Authority, all activity promoters and key stakeholder groups
 - Provision of more accurate and timely information to be communicated between all stakeholders including members of the public
 - Promotion and encouragement of collaborative working
 - Improvement in timing and duration of activities, particularly in relation to the busiest streets within the network

- Promotion of dialogue with regard to the way activities are to be carried out
- Enhanced programming of activities and better forward planning by all activity promoters

3.1 Principles for Promoters

3.1.1 It is essential that everyone involved in activities on the highway take both the Permit Scheme objectives and the broader TMA objective of expediting the movement of traffic into account. To meet these objectives the Permit Authority and promoter must adhere to four key principles:

1. The need to balance potentially conflicting interests of road users, promoters and their customers.
2. The importance of close co-operation and liaison between the Permit Authority and the promoter.
3. Acknowledgement that planned activity programmes and practices may have to be adjusted to ensure the statutory objectives of co-ordination provisions are achieved.
4. The provision of timely, clear, accurate and complete information.

3.1.2 The Permit Scheme will give the Permit Authority greater influence over how and when activities are carried out although the initial responsibility for planning, supervising and carrying out activities remains with the promoter.

3.1.3 Promoters must consider the needs of all road users, including those with disabilities, whether they are pedestrians, cyclists or motorists, throughout the planning and execution of activities. All promoters should also have regard to existing road activities and consider how their proposals will integrate with such activities and the broader operation of the local and strategic highway network. This has implications for:

- a) The timing of activities, for example, to avoid peak periods, the duration of the work, out of hours working;
- b) The method with which works are carried out, including;
 - Complying with road safety, health and safety legislation and The Construction (Design and Management) Regulations 2007;
 - The effective management of noise, lighting and traffic management;
 - The programming of activities, and;
 - The co-ordination of activities with other promoters.

3.1.4 Promoters must be prepared to discuss their proposals with other interested parties such as other works promoters, neighbouring authorities, bus operators, rail operators, schools, businesses and residents. Where necessary, proposals may be required to be modified when appropriate and practical.

3.1.5 The greater the disruption an activity is likely to cause; the earlier the application for a permit must be made. Promoters should recognise statutory application periods are a minimum and whenever possible provide longer periods of notice. This benefits both the

Permit Authority and the promoter if modifications are required, the earlier the Permit Authority informs the promoter, the easier it will be for them to comply.

- 3.1.6 Promoters should take into account the space needed for both the works and the storage of plant or materials when assessing the likely disruption an activity might cause. Where storage outside of the working space, including where appropriate in another street, is required, the promoter should consider impact not only on traffic disruption, but also the impact on the local environment. Conditions may be applied when storage of plant or materials could cause disruption or network congestion.

3.2 Collaborative Working

- 3.2.1 Collaborative working within the Permit Scheme not only includes trench sharing between promoters, but also provides opportunity for co-operation and co-ordination between promoters with respect to concurrent activities on a single street. The primary objective of collaborative working is to coordinate activities so that they take place within the same set of or tailored traffic management to incorporate different works within the same street.
- 3.2.2 In addition to considering activities on a single street, when assessing an application for a permit the Permit Authority may also consider planned works nearby including those on a trunk road, if applicable, following discussion with the Highways England. The Permit Authority may seek opportunity for nearby works, on another street, but affecting the same traffic flow, to take place at alternative or similar timings in order to minimise the overall effect to traffic flow.
- 3.2.3 The Permit Scheme recommends and encourages promoters to consider collaborative working wherever possible. It is accepted that there are often difficulties in such arrangements with regards to contractual, CDM and site management requirements, but where possible every opportunity should be sought to minimise the disruption to users of the highway.
- 3.2.4 No permit fee will be charged for any permit where the works are carried out with collaborative working involving more than one other promoter and/or trench sharing. This is conditional on the correct collaboration type being notified in accordance with the latest version of the technical specification for the Electronic Transfer of Notices

3.3 Forward Planning

- 3.3.1 Forward planning information on large-scale and potentially disruptive activities should be included in the street works register at the earliest opportunity. This will enable promoters to:
- a) Take part in early co-ordination;
 - b) Consider joint working;
 - c) Consider trench sharing;
 - d) Highlight other activities which need to be coordinated with these activities;
 - e) Produce reports for the co-ordination process.

- 3.3.2 For the purposes of forward planning, information supplied to the street works register should give as much detail as possible. The more information provided enables a more consistent and accurate co-ordination programme to be delivered. This information should be reviewed and updated regularly to include details as they are finalised. Forward planning information does not remove the need to apply for a provisional advance authorisation or a permit at the appropriate time.

4. Key Performance Indicators (KPI) & Evaluation of Scheme Success

- 4.0.1 Every authority wishing to implement a permit scheme must indicate how they intend to demonstrate parity of treatment for promoters in its application.
- 4.0.2 The DfT's Statutory Guidance for Highway Authority Permit Schemes contains seven KPIs, which may be used for this purpose. These KPIs may be amended, removed or replaced by future amendments to Permit Regulations. The scheme will always follow the latest KPI requirements.
- 4.0.3 These KPIs apply to both road works and street works. KPI results will be produced on a monthly basis. Such KPIs may be redeveloped by the DfT and/or HAUC (England) and statutory guidance may be subject to change from time to time.
- 4.0.4 The Permit Authority will remain committed to submitting the performance scorecard data to the DfT or any organisation nominated on a quarterly basis.

4.2 Monitoring

- 4.2.1 The Permit Scheme will be evaluated after each of the first 3 years, then 3-yearly after that. Evaluations must be made available within 3 months of the yearly date on which the Permit Scheme came in to effect. The evaluation shall include consideration of:
- a. Whether the fee structure needs to be changed in light of any surplus or deficit;
 - b. The costs and benefits (whether or not financial) of operating the scheme; and
 - c. Whether the Permit Scheme is meeting key performance indicators where these are set out in the Guidance.
 - d. The outcome of each evaluation shall be made available to the persons referred to in regulation 3(1) within three months of the relevant anniversary.
- 4.2.2 Evaluation reports shall include measurement of success against the key objectives of this Permit Scheme and will follow the latest published in line with the Statutory Guidance for Highway Authority Permit Schemes. Such guidance and templates may change from time to time. Such a report may include the use of the following:
- a. KPIs as described in Section 4 of this document.
 - b. HAUC TPI (TMA Performance Indicators) measures as defined and agreed by the National Permit Forum which may be subject to change from time to time.
 - c. Authority measures which will include further data collated by the Permit Authority to support the objectives of this scheme. Such measures will be defined and agreed

by the National Permit Forum and as above, may be subject to change from time to time.

5. Common Elements with NRSWA

- 5.0.1 To facilitate working across highway authority boundaries, the Permit Scheme uses the same or similar definitions or requirements as used in the NRSWA notice system for:
- a. Register activities/works;
 - b. Categories of activities/works (Major, Standard, Minor and Immediate);
 - c. Street gazetteers, including street referencing by means of Unique Street Reference Number (USRN) and Additional Street Data (ASD);
 - d. Street reinstatement categories as defined in the Specification for the Reinstatement of Openings in Highways;
 - e. The distinction between main roads and minor roads, where such distinctions are relevant; and
 - f. Streets designated as protected, having special engineering difficulty or traffic sensitivity.
- 5.0.2 The Permit Authority will be set up to receive applications, issue and receive notices and otherwise communicate electronically. All such communications relating to works on the highway will be made using the current technical specification for the Electronic Transfer of Notifications system where ever possible.
- 5.0.3 All streets maintained by or on behalf of Peterborough City Council are included within the Permit Scheme; these are the “specified streets” as set out in the Regulations. Trunk roads and motorways for which the Highways England is the highway authority are not included.
- 5.0.4 Privately maintained streets are not included in the Permit Scheme, but will be added if they are subsequently adopted by the Permit Authority and shown as maintainable within the street gazetteer.

5.1 Street Gazetteer

- 5.1.1 The Permit Authority will operate and maintain a street gazetteer including a list of Unique Street Reference Numbers (USRN) and Additional Street Data (ASD).
- 5.1.2 Every highway authority has a Local Street Gazetteer (LSG) which forms part of the National Street Gazetteer (NSG). This is held centrally on behalf of all local highway authorities by a custodian.
- 5.1.3 In relation to permits, the term “street” refers to an individual USRN. Details about the street gazetteer, and the ASD associated with each street on the street gazetteer are maintained on the street works register.

5.2 Streets with Special Designations and Controls

- 5.2.1 Streets designated under NRSWA with special controls, protected streets, streets with special engineering difficulty and traffic-sensitive streets, will have the same designations under the Permit Scheme.

5.3 Reinstatement Categories

- 5.3.1 The reinstatement categories of streets used in the Permit Scheme are the same as the reinstatement categories under NRSWA.
- 5.3.2 The reinstatement category, as given in the ASD must be treated as definitive. If Peterborough City Council has not entered reinstatement categories for streets on the NSG, the streets will all be treated as category 4 for the purposes of the Permit Scheme and for overrun charges and other elements of NRSWA.

6. Permit Scope

- 6.0.1 The Permit Scheme applies to all registerable activities as defined in NRSWA undertaken on any publicly maintainable highways, which are the responsibility of Peterborough City Council. The Permit Scheme does not apply to activities licensed under Section 50 of the NRSWA.
- 6.0.2 The term “registerable activities” corresponds to what are “specified works” under the 2007 Permit Regulations. The following activities are registerable for all promoters and information related to them has to be recorded on the register:
 - a. All activities that involve the breaking up or resurfacing of any street;
 - b. All activities that involve the opening of the carriageway or cycleway of traffic sensitive streets at traffic-sensitive times;
 - c. All activities that require the use of any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works;
 - d. All activities that reduce the number of lanes available on a carriageway of three or more lanes;
 - e. All activities that require a temporary traffic regulation order or notice, or the suspension of pedestrian crossing facilities;
 - f. All activities that require a reduction in width of the existing carriageway of a traffic-sensitive street at a traffic-sensitive time;
 - g. Major highway works (including developer activities under Section 278 of the Highways Act 1980)
- 6.0.3 Bar holes which are used to detect and monitor gas leaks fall into the registerable category. When bar holes are carried out and it is known that no further activity in the street is required (such as when a gas leak is reported but none detected), a registration under Section 70(3) NRSWA should be sent within ten days, once final monitoring checks have been established. The bar holes will count as a single excavation and reinstatement for registration purposes.
- 6.0.4 An application for a permit is not required when no other registerable activity (i.e. excavation, or any other activity defined above) associated with the bar holes is required. However, where registerable activities take place, an immediate works permit will be required and these bar holes will not count as further excavations and reinstatements for the purposes of registrations but will be incorporated within the registerable activity.

- 6.0.5 Non-registerable activities are activities which do not fall under criteria set out in section 6.0.2 above and can take place without requiring a permit. If the circumstances change so that the work then becomes a “registerable activity”, the work must cease and the highway fully restored for use by all traffic, until the correct permit is obtained.
- 6.0.6 The following activities are classed as non-registerable:
- a. Traffic census surveys as disclosure of this information prior to a census taking place can encourage a change to the normal pattern of traffic flows;
 - b. Pole testing which does not involve excavation does not require a permit.
- 6.0.7 Permits are valid from the start date to the end date of the permit. The start and end dates are calendar days and will include weekends and bank holidays even if these are not working days, subject to the conditions on the permit. Validity periods are available for planned activities taking place in category 3 and 4 streets that are not traffic sensitive.
- 6.0.8 Even when a permit has been issued there may be reason for an earlier start to the planned activity that has been applied for. Such agreement for this early start will be confirmed by the issue of another permit or granting of a variation application. In certain circumstances the request for an earlier start may be at the Permit Authority’s request. If the Permit Authority has requested an earlier start then there will be no fee charged for the issue of this additional permit or variation.
- 6.0.9 All registerable activities for which a permit is required, but has not been granted, or deemed to have been granted, cannot be carried out without committing an offence. Works for immediate purposes can commence with a subsequent permit application, as defined within the Permit Scheme.

7. Types of Permit

- 7.0.1 The Permit Scheme contains different classes of permit and has been designed so that:
- a. 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 date respectively on the permit. The permit is not valid before the start date on the permit and ceases to be valid once the end date has passed, however activities may be completed before the end date.
 - b. On category 3 and 4 streets that are not traffic sensitive, permit start and end dates allow for flexibility in the start of the activity, but once the activity is started it must be completed within the activity duration period specified in the permit. The starting window is five working days for major and standard activities and two working days for minor activities. This is in line with the validity period within the NRSWA notice system.

7.1 Provisional Advance Authorisation (PAA)

- 7.1.1 The promoter shall apply to the Council for a “Provisional Advance Authorisation” at least

three months before the proposed start of major activities. This replaces the Advance Notice under section 54 of NRSWA. Each permit for a major activity must have an equivalent PAA, i.e. one PAA per street.

- 7.1.2 A Provisional Advance Authorisation lets the promoter know that their activity is approved and enables them to provisionally reserve occupation of the highway. Therefore an application for a Provisional Advance Authorisation must always specify proposed start and end dates. However, the Council recognises that it may be difficult to be certain of the start date three months before the event, so the proposed start date is regarded as provisional and may be amended in the application for a final permit.
- 7.1.3 While it is anticipated that under the Permit Scheme a granted PAA will normally carry through to a successful permit application, the granting of a PAA does not preclude the Council deciding not to grant a permit for the activity to which the PAA relates.
- 7.1.4 Permit regulations provide that failure to apply for a PAA can be used as a factor in deciding whether or not to grant a permit for a major activity. Under the Permit Scheme the absence of an application for a PAA for a major activity will lead to a presumption against granting a full permit for that activity.
- 7.1.5 The same information can be provided for a PAA application as for a permit application. All the details will not necessarily be known at the PAA stage but, as a minimum, the following information must be provided in an application to the Council for a Provisional Advance Authorisation, with sufficient detail for the Council to understand what is planned and its impact so that the authority can co-ordinate activities accordingly:
- location of activity;
 - proposed start and end dates and, by inference, expected duration;
 - an outline description;
 - times of working, including hours of the day and any weekend provisions;
 - the road space occupancy;
 - method of working;
 - traffic management.
- 7.1.6 Standard, minor and immediate activities do not require an application for a Provisional Advance Authorisation.

7.2 Permit Applications

- 7.2.1 The information which should accompany a permit application is set out Section 10 of this document. Such information requirements may alter with future changes to Permit Regulations and as such the Scheme will abide by such changes. This information should, wherever possible be supplied electronically using the technical specification and must be within the timescales as set out in Section 11 of this document.
- 7.2.2. Applicants should also note that in line with Regulation 9(9) of the 2007 Regulations, the Permit Scheme requires promoters applying for permits or PAAs to copy their applications to any authority, statutory undertaker or other relevant body that has requested to see notices or permit applications on certain streets.

- 7.2.3 Where an activity crosses the boundary between Peterborough City Council and its neighbouring authorities, the promoter must apply for a permit from each authority in accordance with its relevant scheme. Where an activity crosses the boundary between a Permit Scheme and an area where noticing under NRSWA is used, both regimes will need to be followed.
- 7.2.4 The minimum times within which applications must be made are set out in Section 11 this document. Promoters are however encouraged to contact the Permit Authority early so conditions can be discussed and, if possible, an agreement can be reached so that the application is approved quickly. Early applications will improve the co-ordination process and enable the Permit Authority to better control activities that take place on the highway.

8. Activity Categories

- 8.0.1 Applications from promoters when booking road space through the Permit Scheme must use the following activity categories;
- 8.0.2 Major Activities are defined as those activities which:
- a. Have been identified in a promoter's annual operating programme or are normally planned or known about at least six months in advance of the proposed start date for the activity; or
 - b. Require a Temporary traffic regulation order (i.e. not a temporary traffic notice) under the Road Traffic Regulation Act 1984 for any other activities other than immediate activities; or
 - c. Have a duration of 11 working days or more, other than immediate activities.
- 8.0.3 Standard Activities are defined as those activities, other than immediate or major activities, that have a planned duration of between four and ten working days inclusive.
- 8.0.4 Minor Activities are those activities, other than immediate or major activities, where the planned duration is three working days or less.
- 8.0.5 Immediate Activities are either:
- a. Emergency works, which are defined in section 52 of NRSWA, are works required to end, or prevent, circumstances, either existing or imminent, that might cause damage to people or property. This applies to both street works and works for road purposes which fall within the definition of activities. The term also includes activities not falling within that definition but which cannot be severed from those that do - such as activities away from the emergency site that are necessary to shut off or divert a supply; or,
 - b. Remedial works for dangerous defects which are classed as emergency works (but there will be a need to cross reference these to the parent activity); or,
 - c. Urgent activities which are defined in the 2007 Regulations as 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; or
- 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; and,
- v. includes works that cannot reasonably be severed from such works.

9. How to Make a Permit Application

- 9.0.1 Any promoter as prescribed in the 2007 Regulations who wishes to perform or carry out an activity on a street within an area covered by the Permit Scheme must first obtain a permit from the Permit Authority. This permits the promoter to carry out the specified activity, at the specified location, between the dates shown and agrees the conditions which are attached.
- 9.0.2 The timings of applications will vary according to the proposed activity. Early applications will allow the Permit Authority to give better advice to the promoter in relation to the use of conditions and requirements, to deliver more effective co-ordination especially in the cases of major works.
- 9.0.3 Permit, PAA and variation applications must be made electronically, as set down in the Technical Specification for the Electronic Transfer of Notices
- 9.0.4 The definitive format and content of both paper and electronic permit applications is given in the Technical Specification, (which may be subject to amendment from time to time), and all applications must comply.
- 9.0.5 The description of activities must be in plain English without any industry specific jargon. A standard description used consistently, with added text for exceptions, will allow quicker analysis resulting in clearer information to assist the Permit Authority to coordinate activities. Both the statutory undertaker and council works promoters are encouraged to agree standard descriptions and durations locally that can be used.

9.1 The Application Process

- 9.1.1 A permit application process starts when the Permit Authority receives the application not when it is sent. In most cases when using the technical specification, systems this process should be almost instantaneous and the precise time that the application is received is defined by the time of the electronic acknowledgement returned by the web services at the receiving site.
- 9.1.2 Where a permit application has failed three times by and as per the technical specification and the notice or application cannot be sent for reasons such as server failure, notification can be given by fax or telephone for immediate activities with a formal application sent as soon as reasonably practical. Where the activity falls into Major, Standard or Minor an application can be made by other electronic means such as email or fax as agreed between the authority and promoter when an issue has been identified.

- 9.1.3 It is assumed that notices or applications sent by fax have been received, when transmitting equipment records satisfactory completion of transmission. Applications may also be made by post or by hand, but it should be borne in mind the postal service may not guarantee that the application will be received by the Permit Authority on the next working day. For certainty, once operation of the system is restored, a retrospective application should be sent through to the Permit Authority so that works are recorded correctly on the street works register.

10. Content of Permit Applications

- 10.0.1 All permit applications received by the Permit Authority must comply with the format and content stated within the technical specification for the Permit Authority to properly assess the application. Details such as duration, location, timings, method and traffic management provisions should be indicated on applications as follows;-
- a. The Street - Each application must contain information about activities in only one street, where a street equates to a single USRN
 - b. Detailed Description of Activity and Collaborative Promoters - For all works a detailed description of the activity, clearly setting out what the works are and their purpose must be provided to allow the Permit Authority to assess its likely impact. Where collaborative working is proposed the promoter should provide a detailed description of the collaborative scheme of works.
 - c. Contact Details - Each application should provide contact details of the promoter's appointed representative who can deal with any problems occurring during the activity. This must include out-of-hours contact details for the promoter. Where collaborative works are to be performed, the identity of the lead promoter should also be provided.
 - d. Location - Promoters should give an accurate location using a spatial feature (point, line or polygon) covering the extent of the works area based on National Grid References (NGR's). Provision of more detailed information will enable better understanding of the implications of the works and lead to fewer rejected applications.
 - e. Duration - Each permit application must include proposed start and end dates of the works (the date from which the promoter requires the road space until the road space is no longer required). The dates included on the permit are calendar days, not working days. Details of the times of day when the activity is to be carried out should also be provided, including any proposal to work at night. If the promoter proposes to undertake activity on weekends or Bank Holidays to speed up the activity and reduce disruption, this should be included with the application for planned activities. This information will be taken into account when considering whether to require conditions to be added to the application. It should be explicitly stated within the application if a promoter wishes to work outside working hours as defined by NRSWA.
 - f. Illustration - Promoters should provide an illustration of the activity with their permit application, where they consider there is potential for disruption due to the position

and size of the activity. Illustrations provided should be based on an extract of the plan held by the promoter showing the location of its apparatus at the site in question. Promoters are encouraged to provide illustrations in appropriate cases. Where the Permit Authority requires an illustration, which is not submitted as part of the application, the application may be refused with a request for the illustration to be provided. The illustration should include details of the activity and whether it is likely to affect more than one lane of the street. The Technical Specification provides appropriate details as to the form of such illustrations, but plans, digital photographs and similar would normally be required. How the illustration is to be transmitted can also be found in the Technical Specification Activities on those streets or parts of a street subject to a special engineering difficulty designation, will in all cases require a plan and section as indicated in NRSWA Schedule 4 (Part 2).

- g. Method - Details of the proposed techniques, such as open cut, trench share, minimum dig technique or no dig should be provided.
- h. Traffic Management, Parking and Traffic Regulation Orders/Notices - Where traffic management proposals will be required as a consequence of the proposed works, then a description of the proposals and when they will be implemented as part of the works must be provided in the application.
- i. Any requirement for action on the part of the Permit Authority, including but not limited to those listed below, should be included within the application:
 - i. The need to make Temporary traffic regulation orders (TTRO's);
 - ii. The approval for all temporary traffic signals. Applications should be made using the latest notice in accordance with the latest version of the technical specification. Applications to use portable traffic signals on "immediate" activities should also be supported by the promoter in accordance with the "Safety at Street Works and Road Works, a code of practice, which may vary from time to time.
 - iii. The approval for the storage of materials or plant on the highway;
 - iv. The approval for the deactivation of permanent traffic signals; and
 - v. The approval for the suspension of controlled pedestrian crossings.

10.0.2 For certain activities and/or locations, the Permit Authority may request additional information in relation to contingency plans for expedient removal of site occupation, as part of the application.

10.0.3 Where it is not possible for a promoter to submit an illustration to the Permit Authority using the technical specification, the promoter should contact the Permit Authority in the first instance to discuss and agree an alternative method.

10.0.4 In these instances an associated traffic management plan should be provided within the application where the work affects a traffic sensitive street. Justification for use of 24 hour portable traffic signals should also be provided.

10.0.5 Any processing costs associated with the above orders or approvals are not within the scope of the permit fees and will be separately applied.

- j. Inspection Units - To ensure consistency the Permit Authority requires permit applications to include the provisional number of estimated inspection units appropriate to the activity, in accordance with the rules laid down in the latest NRSWA Inspections Code of Practice and The Street Works (Inspection Fees) (England) (Amendment) Regulations 2004 (or any overriding future legislation or guidance).
 - k. Site Depth - A Permit application requires a promoter to provide their best estimate of the excavation depth as part of the application. This estimate may be expressed as a range, but should nonetheless provide a meaningful indication of the nature and extent of activity involved.
 - l. Reinstatement Type - The application should, wherever possible, indicate whether the activity is intended to be completed with interim or permanent reinstatement or a mixture of both.
 - m. Proposed Conditions - promoters are encouraged to support their applications with suitable conditions should they find that the location, type of work to be undertaken, road category or any other site based circumstance require consideration.
- 10.0.6 If the Permit Authority does not agree with the condition(s) applied or requires additional conditions then it can either:
- i. Refuse the request with an inclusion of a comment to reflect the change required. This will require a new or modified permit application to be submitted by the promoter. Or
 - ii. Respond to the request using a Permit Modification Request for applications other than Major activities PAA's. This will also require a new or modified permit application to be submitted by the promoter, or for Immediate works a works data variation.
- 10.0.7 The Permit Authority will consider all permit applications on an equal basis.

10.1 Form of the Issued Permit

- 10.1.1 A permit will be issued in accordance with the Technical Specification. A permit application will be generated by the promoter and granted by the Permit Authority, unless the application is deemed to have been granted where no grant or refusal has been issued within the period outlined in Section 11. The permit will contain all relevant conditions so that there is no ambiguity about the validity and terms of the permit.
- 10.1.2 In accordance with Regulation 12 of the 2007 Regulations and the Technical Specification, each permit will have a unique reference number. A permit is issued to the promoter for every permit application that is granted.
- 10.1.3 For all permits it is a requirement that where there are any other linked permits, references to those other linked permits should also be included with the permit.
- 10.1.4 Where remedial works or works to make an interim trench permanent are to be carried out, following completion of permitted works, a new phase of the permit is required. This new

permit should cross-reference the original activity by raising the remedial works permit application using the same works reference as the original works.

- 10.1.5 Where a promoter makes a permit application or variation to a permit application as a result of the Permit Authority's action, e.g. where the Permit Authority has imposed a variation, it is recommended a comment is included to this effect within the application. If applicable, reference to another relevant permit application can also be included.
- 10.1.6 The Permit Scheme requires all granted permits to be placed on the Permit Register and copied to any undertaker, authority or other relevant body that has asked to be informed about activities on a particular street.

11. Timings of Permit Applications

- 11.0.1 For effective planning and co-ordination, information needs to be provided to the Permit Authority in good time. In accordance with the advice contained in the statutory guidance, the Permit Scheme provides for the minimum time periods before the proposed start date of an activity by which time the relevant permit application must be made by the promoter and a subsequent response made by the Permit Authority.
- 11.0.2 It is essential that applications for permits and variations are made in a timely manner.
- 11.0.3 The Permit Authority is aware of the need to be proactive in running a scheme. Time limits have been set out in Section 11 of the Permit Scheme committing the Permit Authority to respond to applications within set periods.
- 11.0.4 A "response" for these purposes means a decision to grant, refuse or issue a permit modification request. Where there are reasons why the permit could not or should not be granted in the terms applied for, (e.g. because of insufficient or incorrect information or because of a clash with other activities), the response indicating that a permit will not be granted in those terms will explain the reasons. This will enable the promoter to make a revised and compliant application.

11.1 Timing of Applications and Responses

- 11.1.1 The time period for a response to an application starts at the time of receipt of the application by the Permit Authority. The technical specification will provide an auditable record of the actual date and time of the receipt of the application, however, the calculation of the application and response time for a permit application received after 16:30 will use the next working day as the effective receipt date.

11.2 Minimum Application Times – Major Activities

- 11.2.1 Under the Permit Scheme, for a major activity, promoters are required to apply for a PAA at least three months in advance of a proposed activity and a permit ten working days before the activity is due to start.

11.2.2 In accordance with the Technical Specification where a major activity does not involve asset activity, a PAA cannot be generated and therefore in such circumstances a permit application will be made in the first instance.

11.3 Minimum Application Times - Standard Activities

11.3.1 A permit application for standard activities is required ten working days before the proposed start date.

11.4 Minimum Application Times - Minor Activities

11.4.1 A permit application for minor activities is required three working days before the proposed start date.

11.5 Minimum Application Times - Immediate Activities

11.5.1 In order not to prevent activities that are necessary for emergency or urgent reasons, the Permit Scheme provides that these works may proceed without a permit given their nature. Promoters must apply for a permit within two hours of the immediate activity commencing or, in the case of the works commencing out of normal working hours as defined by NRSWA, within two hours of the start of the next working day.

11.5.2 In all instances of an Immediate Activity, the promoter should telephone the Permit Authority prior to, or immediately after works commence on such Strategic streets where such a requirement is designated by the Permit Authority, (as indicated in the ASD for that Permit Authority with contact telephone number also supplied within the ASD).

11.6 Non Compliance with the Minimum Application Times

11.6.1 Early Starts

11.6.1.1 Where it is not possible for a promoter to adhere to the minimum permit application periods, the Permit Authority may consider applications where mitigating circumstances justify this situation. The process for this will be as per the HAUC operational Guidance and its successors. Permission to allow a promoter to submit such an application is solely at the discretion of the Permit Authority and will only be given exceptionally. Permission to allow an application to be made with an 'early start' does not necessarily mean the permit will be granted. The Authority will still be required to carry out all required checks in terms of data quality, conditions and co-ordination related matters.

11.6.1.2 Where a permit application is granted, thereby providing such permission, it will be recorded by the Permit Authority. Where permission is not granted the permit application will be refused. It is recognised that some early starts will be required to achieve a positive outcome to potential collaborative working arrangements; however, a works promoter proceeding with the planned work following a refusal would be working without a permit.

11.6.2 Agreement Process

- 11.6.2.1 In situations where a promoter cannot comply with the minimum permit application times, should initially contact the Permit Authority to discuss the application and the associated justification. At such time the Permit Authority may agree for the permit application to be submitted.
- 11.6.2.2 In circumstances where the Permit Authority will accept such a permit application, the promoter should then submit a relevant application to the Permit Authority, providing the detail and justification within the application in order to obtain a formal grant for the early start, variation or extension to the permit.

11.7 Maximum Response Times

- 11.7.1 This section of the Permit Scheme sets out the time limits within which the Permit Authority will respond to permit applications. It is essential that the Permit Authority replies to permit applications within the given response times. If it fails to do so, the permit is deemed to be granted in the terms of the application.
- 11.7.2 A “response” for the purposes of the Permit Scheme means a decision to grant, refuse or issue a permit modification request, in accordance with the statutory guidance. Where there are reasons why the permit cannot or should not be granted in the terms applied for, (e.g. because of insufficient or incorrect information or because of a clash with other activities), the response indicating that a permit will not be granted in those terms will explain the reasoning. This will enable promoters to make a revised and compliant application. The Authority will utilise any HAUC (England) agreed codes and reasons for refusal text where possible when a Permit is refused.
- 11.7.3 Temporary Traffic Signal Applications should be made using the appropriate notice type in accordance with the latest version of the technical specification. Providing that a complete application has been received a response granting the approval may be given by the Permit Authority in accordance with the latest version of the technical specification where possible, within the response period for the permit application.

11.7.4 Response Times

ACTIVITY TYPE	Minimum application periods ahead of proposed start date		Minimum period before permit expires for application for variation (including extension)	Response times for issuing a permit or seeking further information or discussion		Response times to applications for permit variations
	Application for provisional advance authorisation	Application for permit		Application for provisional advance authorisation	Application for permit	
Major	3 Months	10 Days	2 days or 20% of the original duration whichever is longest	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	

11.8 Phasing of Activity

- 11.8.1 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. For example a separate permit would be required for interim, permanent and remedial reinstatements.
- 11.8.2 The dates given in a permit application and in the issued permit will denote the dates for that phase. 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.
- 11.8.3 A promoter should 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.
- 11.8.4 Phased activities must relate to the same works with applications submitted using the same works reference.

11.9 New customer connections

- 11.9.1 A new main or cable installation which includes new customer connections can be classed as one phase if all the work is completed in a single occupation of the street. Otherwise a new permit must be obtained for the customer connections stage.

12. Decisions with Regards to Permit Applications

- 12.0.1 The Permit Authority on reaching a decision for a permit application must act reasonably and, in particular must consider whether issuing the permit will accord with the statutory duties to co-ordinate and to manage the network and the objectives of the Permit Scheme. Where an application for a permit meets the relevant requirements of the Permit Scheme, the Permit Authority shall grant the permit
- 12.0.2 When reaching decisions on permit applications, the Permit Authority will consider all aspects of the proposed activity and other influences that may affect traffic. These include, but may not be limited to:
- a. The road network capacity;
 - b. Safety (major impacts e.g. on traffic signal operation);
 - c. The scope for collaborative working arrangements, including trench and duct sharing between promoters;
 - d. The overall effect upon the local and regional highway network;
 - e. The optimum timing of activities from all aspects, including the legislative requirement for the works taking place, e.g. new customer connections, duty to maintain under the Highways Act;
 - f. The effect on traffic, in particular, the need for temporary traffic restrictions or prohibitions;
 - g. Appropriate techniques and arrangements particularly at difficult road junctions and pinch points;
 - h. The working arrangements required in protected streets, traffic-sensitive streets, and streets with special engineering difficulties;
 - i. The effect of skip, scaffold, storage and hoarding licences, pavement licences, any known special events and other licences or consents issued in respect of affected streets under the Highways Act 1980;
 - j. The environmental impact of the proposed works;
 - k. Developments for which planning permission has been granted on streets affected by the works;
 - l. The benefits to be achieved from extended working hours;
 - m. Effect of a planned activity to public transport routes;
 - n. Contingency plans for expedient removal of site occupation.

12.1 Permit Issue and Deemed Permit

- 12.1.1 Where the Permit Authority is satisfied with the permit application, having considered all relevant matters set out in the application and all other material considerations, including ensuring the statutory duties to coordinate and to manage the network and that the Permit Scheme objectives are met, it will issue a permit to the promoter within the response time.
- 12.1.2 The permit will cross reference the details provided in the application, including any associated documentation such as drawings, and any conditions imposed by the Permit Authority.
- 12.1.3 Where the Permit Authority fails to meet the response times defined in Section 11, the permit is deemed to be granted and in such terms only as reflected in the application. In such circumstances there will be no fee charged.

12.2 Refusal of Permit Applications

- 12.2.1 Whilst the Permit Authority cannot refuse legitimate activities, it can refuse a permit application, (and a Provisional Advanced Authorisation) if elements of the proposed activity, such as timing, location or conditions are not acceptable when measured in accordance with the relevant factors as referred to in Sections 9 and 10 of this document. In such cases the Permit Authority will respond to the promoter as soon as possible and within the response period specified in Section 11 of this document, to explain precisely why the application is not satisfactory and which aspects need modification.
- 12.2.2 A promoter may cancel an application by an electronic works notice at any point prior to the Permit Authority granting, or refusing, the permit application.

12.3 Grounds for Refusal

- 12.3.1 If, after careful consideration, the Permit Authority decides to refuse the PAA or Permit application, the refusal will be issued electronically and where possible using sector agreed refusal codes as approved by HAUC (England) and will comply with relevant national guidance. An explanation of the refusal will be given and discussions with the promoter may be held regarding amendment to the application.
- 12.3.2 Grounds for refusal of a scheme compliant permit application will always relate to the Permit Authority's responsibility to discharge its network management duty and are set out below. In an exceptional circumstance, where a specific situation affects, or will affect the highway network, the Permit Authority may invoke other grounds for refusal.
- a. Conflicting activities/events
 - b. Environmental considerations
 - c. Conflict with other statute
 - d. Accuracy of/conflicting/missing information
 - e. TTRO/PTS approvals
 - f. Works methodology
 - g. Timing
 - h. Location
 - i. Duration
 - j. Section 58/58A restrictions
 - k. Traffic management
 - l. Road occupation dimensions
 - m. Traffic space dimensions
 - n. Consultation and publicity
 - o. Missing conditions or where further/amended permit conditions may be required
 - p. Where the anticipated impact of the proposed activities require further communication and agreement, which may also require site meetings to discuss conditions to be attached to a new or modified permit application or PAA

12.3.3 The following are some examples of the grounds stated in 12.3 that are likely to lead to applications being refused or subject to requests for further information or modification to address them.

12.3.4 Conflicting Activities/Events;

12.3.5 Where other activities are scheduled to take place in the same street, or other streets affected by the proposed activity, at the same time, the Authority may refuse a permit for the period requested but propose to grant it for different times. Information about some other activities is available to the promoter through the permit register, so in such situations the promoter must contact the Authority to discuss acceptable options before applying for a permit.

12.3.6 Timing and Duration;

12.3.7 An activity promoter should ensure when making an application for a permit that the proposed duration of the activity takes into account both his legitimate need to complete the activity in an efficient and economic manner and the legitimate interests of other users of the highway.

12.3.8 The Permit Authority may query the proposed duration, for example on the grounds that:

- a. It can be completed more speedily or, that realistically, not enough time has been allowed; or,
- b. The specific dates and times proposed may clash with other proposed activities or events which occupy road space, in such a way as to be likely to cause an unacceptable level of disruption.
- c. Location; The Permit Authority may query the proposed location, for example on the grounds that the location of activity potentially causes co-ordination related issues. 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. This is a similar power to that under Section 56A of NRSWA i.e. where the location of a proposed activity is unacceptable to the Authority because the street in which the works are proposed is already heavily congested with underground services, or has an important traffic function, yet does not warrant protected street status.
- d. Refusals on this basis would only apply;
 - i. in relation to the installation of new apparatus - it cannot be used to require existing apparatus to be moved, or
 - ii. 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.

13 Permit Variations

13.0.1 The Permit Scheme allows for the variation of permits and for conditions to be attached to permits. This allows the Permit Authority actively to manage other activities on the network in the light of changing circumstances. Variations can take place at any time after the permit has been issued and before the activity has commenced or during the activity itself. However, if a variation to a permit is required by the promoter, the application to vary the

permit must be made before the permit end date is passed and in accordance with technical specification

- 13.0.2 PAAs cannot be varied. In circumstances where a PAA has been given but a full permit has not been issued and proposals change, the promoter must advise the proposed changes to the Permit Authority who will indicate whether or not a new application for a PAA is required.
- 13.0.3 Data changes are notified as new applications (prior to approval) or variations (post approval). Error corrections for registration notices and works status corrections are still relevant however, and should be made in accordance with the current and appropriate Codes of Practice or any successor document.
- 13.0.4 Application by the promoter to vary a permit or to vary permit conditions must be made in the following way:
- a. Where the existing permit has more than 20% of its duration or more than two working days to run, whichever is the longer, the promoter should apply for a variation; or
 - b. In any other case the promoter should first contact the Permit Authority to ascertain whether the authority is prepared to grant a variation and only apply if the authority is so prepared.
- 13.0.5 Activities can be particularly subject to change where a promoter has to make several excavations or registerable openings of the street in order to locate a fault. While the Permit Scheme seeks to avoid too many permit variations, the Permit Authority should be advised of the site situation to enable co-ordination and management of these and other works in the area.
- 13.0.6 For planned activities the first application will contain the location of the initial proposed excavation or opening. If any further excavations are required, variation of the permit will also be required.
- 13.0.7 Promoters applying for permits for immediate activities should do so within two hours of starting work. Where they find that the location in which they have started digging is not where the leak (or other emergency) actually is, a permit is still required because they have broken open the street. The promoter may apply for a permit variation for: the first excavation in each further 50 metre band away from the original hole in the same street, i.e. 50-100 metres, 100-150 metres etc. Separate variations would be required for bands going in opposite directions. Such variations will not be subject to a charge.
- 13.0.8 If the search carries into a different street, or a new USRN (including if the street changes to a different authority), then a separate permit application is needed.

13.1 Variation at Permit Authority's Initiative

- 13.1.1 The Permit Authority may impose variations upon permits already granted or deemed. This may be required where it is considered that upon commencement of a granted or deemed permit, further conditions or requirements are needed to reduce the impact of the

activities on the public highway. Such imposition should only take place when circumstances could not have been reasonably predicted.

- 13.1.2 One of the main features of the Permit Scheme is that it effectively allows road space to be “booked” by promoters for their activities.
- 13.2.3 Once a permit is issued it will provide the promoter with reasonable confidence that the road space will be available for them. Nevertheless, even where a permit has been issued by the Permit Authority, circumstances beyond the Permit Authority’s control may require a review of the permit and may lead them to conclude that the permit or its conditions require changing.
- 13.2.4 Such changes will be the exception and will only happen when the new circumstances could not have been reasonably foreseen or where the impact is significant. Examples of such circumstances include:
- a. Problems which would lead to traffic being diverted onto the road where an activity was underway or about to start, but the permit had been issued.
 - b. Roads closed by floods or burst mains;
 - c. A dangerous building or structure;
 - d. An unexploded bomb;
 - e. A significant traffic disruption has ensued;
 - f. Additional activities have come to light in the same street (or nearby) that will now conflict with the planned activity.
- 13.2.5 If the consequent disruption cannot be suitably mitigated, it may then be necessary to vary the permit for the activity e.g. by changing the time or manner of working.
- 13.2.6 In such circumstances the Permit Authority will contact the promoter to discuss the best way of dealing with the situation whilst meeting the co-ordination duties and other statutory requirements of those involved. The aim of these discussions is to try to reach an agreement and see if a variation is a feasible option.
- 13.2.7 If agreement is reached, the Permit Authority will issue an authority imposed variation to the promoter. The promoter may then either cancel the existing permit or apply for a new permit in those terms, or they may apply for a permit variation. The latter will be more appropriate if the promoter needs to reconsider elements of its plans within the parameters agreed with the authority.
- 13.2.8 If agreement cannot be reached, the Permit Authority will revoke the permit. The promoter would have the option of invoking the dispute resolution procedure where it disagrees, set out in Section 19 of this document.
- 13.2.9 No fee is payable for either the permit variation, or a new permit for the original planned activity if carried out as a result of a variation initiated by the Permit Authority. If at the same time the promoter seeks a variation which is not the result of the circumstances

causing the Permit Authority's action, a variation fee would be payable, subject to the exemptions in Section 20 of this document.

14. Revocation

- 14.0.1 There is no mechanism in the Permit Scheme to formally suspend or postpone a permit, only to vary or revoke one. If the Permit Authority has to suspend or postpone an activity for which it has already given a permit but which it intends must happen at a later date, the Permit Authority will contact the promoter and agree that a variation is submitted by the promoter. There will be no fee for this permit variation.
- 14.0.2 A promoter who wishes to cancel a permit, for which they have no further use, should use the cancellation notice as specified in the Technical Specification There is no fee for a cancellation notice, but no refund of the fee paid for issuing the permit will be made.
- 14.0.3 The Permit Authority can revoke a permit at its own initiative where there has been a breach of a condition, (which is also a criminal offence). In such circumstances the Permit Authority may use the provisions replacing Section 66 NRSWA to clear the street, if required.
- 14.0.4 The circumstances in which the Permit Authority will revoke permits on its own initiative are as follows:
- a. As with variations, where circumstances arise which require the Permit Authority to review the permit, the Permit Authority may conclude that the permit needs to be revoked rather than simply being varied.
 - b. Revocation will be the exception and will be where the circumstances could not have been reasonably predicted or where the impact is significant.
 - c. All revocations will be made in accordance with the technical specification
- 14.0.5 Where a permit is granted but subsequently revoked by the Permit Authority before commencement of the specified works, the Permit Authority shall refund in full any fee charged in accordance with the regulations, provided the revocation is not the fault of the permit holder.
- 14.0.6 Where the promoter disagrees with the Permit Authority's decision in any of the above respects, then the promoter may invoke the dispute resolution procedure detailed in Section 19 of this document.

15. Fees

- 15.0.1 In accordance with the provisions set out in Section 37 of the TMA and Regulation 30 of the 2007 Regulations, the Permit Authority may charge a fee for each of the following:
- a. the issue of a permit;
 - b. an application for a permit, where the Permit Scheme requires a provisional advance authorisation to be obtained as part of that application;
 - c. the granting of a Provisional Advanced Authorisation
 - d. each occasion on which there is a variation of a permit or the conditions attached to a permit after it has been granted.

- 15.0.2 The Permit Authority will charge fees in accordance with the Permit Regulations.
- 15.0.3 Permit fees do not include costs charged or recoverable by highway authorities in relation to consents or other requirements such as for Temporary Traffic Orders, Notices or parking suspensions related to other works being carried out.
- 15.0.4 It is not the purpose of fee charging under the Permit Scheme to generate revenue for Peterborough City Council although subject to the constraints set out the City Council may cover its costs.
- 15.0.5 Fees are payable by statutory undertakers unless covered by an exemption, but highway authorities are not charged. This is due to the fact that the money charged would only circulate around a highway authority.

15.1 Level of Fees

- 15.0.1 The Permit Regulations and statutory guidance set maximum fees which the Permit Authority must not exceed.
- 15.0.2 The Permit Regulations and statutory guidance set a maximum flat fee for permit variations initiated by the promoter with a lower fee for category 3 and 4 non traffic-sensitive streets and a higher fee for category 0, 1 and 2 and traffic-sensitive streets.
- 15.0.3 If a permit variation moves an activity into a higher fee category, the promoter will be required to pay the difference in permit fee as well as the permit variation fee.
- 15.0.4 All the Permit Scheme fee levels are at or within the current regulations and statutory guidance maxima.
- 15.0.5 The permit fees for the Permit Scheme will be published on Peterborough City Council's website.
- 15.0.6 It is possible for both charging categories to be relevant to a single USRN. To ensure the correct permit fee is always applied, spatial data is required in accordance with Section 10 of the Permit Scheme.

15.2 Circumstances where no Fee will be charged

- 15.2.1 No fee will be charged in the circumstances described below:
- a. Cancellation of a permit - prior to the Permit Authority's determination, a promoter cancels a permit application;
 - b. Refusal of Permit or Variation - when an application for a permit or variation is refused;
 - c. Revocation of Permit - where a permit is revoked on the Permit Authority's initiative and the promoter had to apply for a new permit, there would be no fee for the new permit, except where the original permit is revoked as a consequence of any action or omission on the part of the promoter.

- d. Variation of Permit at the Permit Authority's initiative - for permit variations initiated by the Permit Authority, unless at the same time the promoter seeks variations which are not the result of the circumstances causing the Permit Authority's action - in that case a variation fee would be payable.
- e. In addition, if the promoter decides to cancel the existing permit as a result of the Permit Authority imposed variation, any new permit for the originally planned activity would not be subject to a fee.
- f. Deemed Permits - where the Permit Authority fails to serve a response to an application for a permit or variation within the relevant response time and the permit is subsequently deemed to be granted.
- g. Coring Activity - any coring activity where the scope of the specified works is limited to the breaking up of any street. Where a coring activity scope of work covers additional criteria - as defined within Section 6.2(b) to (f) (inclusive) of the Permit Scheme - the permit for this activity would be subject to a fee.
- h. Permits for Collaborative Works - where at least two or more promoters intend to collaborate their works within the same site over the same period they should submit applications in accordance with the Technical Specification and ensure that the appropriate 'collaboration type' is defined . If work cannot be arranged for the same period that results in one of the works only being partially completed during the collaborative period then a reduction in permit fee will be calculated on a pro-rata basis using the number of working days where collaborative working took place to the number of days it did not.
- i. Highway Authority Works, Works for Roads Purposes - permits required by the highway authority.
- j. Phasing of works to lessen risk and inconvenience to Highway Users - where temporary reinstatement is required by the Permit Authority e.g. to minimise risk to the public and allow safe passage and the Permit Authority request the promoter submits a new permit application for the remaining works, no fee will apply for the permit application.
- k. Any work on a fire hydrant carried out by or on behalf of the Fire Service will attract no fee.
- l. The initial supply, erection, connection and maintenance of a street light for the Council. Maintenance of the utility electrical connection and supply are not works for highway purposes;
- m. The initial supply, erection, connection and maintenance of a pay and display parking machine. Maintenance of the electrical or telecom connection and supply are not works for highway purposes;

15.2.2. Where a promoter expects a permit or variation would not be subject to a fee, it is recommended that they include a comment to this effect within their application.

15.3 Circumstances where Fees may be reduced

15.3.1 Where Peterborough City Council is satisfied that applications for two or more permits (including PAAs)

- are submitted within 3 working days of each other, beginning with the day on which the first permit application is received; and
- are the result of the applicant or applicants working together so as to produce the least impact for users of the its streets

- 15.3.2 There will be a reduction of 30% from the permit or PAA fee. All applications, including the first to be received, must indicate that they are being submitted together (within 3 days).
- 15.3.4 Where the Highway Authority Promoter is collaborating with Statutory Undertakers, those Undertakers will be eligible for the discount.
- 15.3.5 Where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets as written on the current fee structure
- 15.3.6 The variation process may be used to alter such timings and conditions. However, such an application may be reasonably refused. Any reductions to permit fees may be removed by the authority in this instance.
- 15.3.7 Where, upon evidence gained it is clear that the indications of traffic sensitivity impact are not being followed throughout the activities; the fee reduction may be removed by the authority. If related timing conditions are also being breached, offence or offences may have occurred.

15.4 Fee Review

- 15.4.1 The Permit Authority may need to review fee levels particularly closely in the first years of the Permit Scheme.
- 15.4.2 Peterborough City Council will review fees at the end of year three to ensure that overall fee income does not exceed allowable costs. In the event of any surplus in a given year, the fee income will be applied towards the cost of the Permit Scheme in the next year and the fee levels adjusted accordingly.
- 15.4.3 A sustained surplus would indicate that the income was regularly exceeding the prescribed costs and that the fee levels should be adjusted. In such circumstances Peterborough City Council will adhere to relevant regulations to effect any amendments to the Permit Scheme.
- 15.4.4. The outcome of fee reviews will be published and open to scrutiny.

16. Permit Conditions

16.1 Principles for Conditions

- 16.1.1. The Permit Scheme includes for the attaching of conditions to permits and also specifies the types of conditions that may be applied. Any permit issued will specify in detail the activity it allows and the conditions attached. Any permit issued must set out in detail the activity it allows as set out in Section 10 of this document and the conditions attached.
- 16.1.2 In applying conditions the Permit Authority will consider the proposed activity's potential to cause disruption. Where possible, conditions attached to a permit will provide flexibility for the promoter by requiring an outcome rather than stipulating the method by which the work must be carried out. When setting any condition, the Permit Authority must act reasonably and take account of how feasible it is for the promoter to comply not only with the condition being imposed but also on their ability to meet their statutory obligations.

- 16.1.3 Where Peterborough City Council considers a condition attached to a permit has been breached, it may impose sanctions as specified in Section 18 of this document.
- 16.1.4 Peterborough City Council may also revoke the permit. The policy that will be applied is set out in Section 14 of this document.
- 16.1.5 Peterborough City Council may vary the conditions of a permit issued, as an authority imposed variation - set out in Section 13 of this document. This will also be done in accordance with the technical specification.

16.2 Condition Types

- 16.2.1 Peterborough City Council will use the national set of permit conditions as set out in statutory guidance and its successors. They will be operated in accordance with the HAUC (England) Operational Guidance for Permit Schemes issued in 2016 and its successors.

16.3 Reasonable Period for Section 74 NRSWA purposes

- 16.3.1 For all works the “reasonable period” for NRSWA Section 74 purposes will be the same as the duration of the activity set out in the original permit. Variations may be granted to extend the duration of the permit; however Section 74 durations may still be challenged after a variation to the duration has been granted.
- 16.3.2 The start and end dates will be in calendar days, even though many aspects of Permit Schemes will operate on working days. Where a permit allows working at weekends or on Bank Holidays, the permit start and end dates will also accommodate that, even though those days do not count towards the reasonable period under NRSWA Section 74.

16.4 Imposing Conditions upon Highway Authority Works Permits

- 16.4.1 Conditions will be imposed upon all permits regardless of promoter. In addition, the Permit Authority will impose conditions upon a permit in respect of works to be carried out by or on behalf of a highway authority in the same form and for the same reasons for any promoter.
- 16.4.2 In addition, in accordance with Permit Regulations, conditions on such permits may also require the highway authority to notify any person who has apparatus likely to be affected by the works and require the highway authority to take all reasonably practicable steps to comply with any requirement made by that person which is reasonably necessary for the protection of the apparatus or for securing access to it.

17 Inspections

- 17.0.1 The procedures for dealing with all aspects of inspections under the Permit Scheme, with the exception of those related to overrun charges under Section 74 NRSWA and permit condition checks, will reflect the procedures set out in the current Code of Practice for Inspections and its successors

17.1 Section 74 Inspections

17.1.1 These inspections are related to works that should have been completed by a due date or have been notified as having done so.

The Permit Authority will run the overrun charging scheme alongside the Permit Scheme under Section 74 of NRSWA as set out in Section 20.

17.2 Permit Conditions Inspections

17.2.1 Ad hoc inspections may be used to assess compliance with permit conditions specified in individual permits.

18. Sanctions

18.0.1 The Permit Authority may use the sanctions provided by the Permit Regulations to achieve compliance with the Permit Scheme.

18.0.2 Where there is proof that a statutory undertaker has committed a criminal offence and it is both practicable and appropriate, the Permit Authority may contact the statutory undertaker before taking action and seek to discuss the matter in order to establish whether such action is required.

18.0.3 The Permit Authority may take action for unauthorised works, where a promoter:

- a) Undertakes, without a permit, works for which a permit is required to have been obtained; or
- b) Breaches a permit condition.

18.0.4 Any statutory undertaker not working within the content of an issued permit (either granted or deemed) may be seen as undertaking works, without a permit, for which a permit is required to have been obtained. It is the responsibility of the statutory undertaker and all other works promoters to ensure the content of the permit accurately reflects the proposed activity.

18.1 Criminal Offences

18.1.1 It is a criminal offence for a statutory undertaker or someone acting on its behalf to undertake works without a permit. The offence carries a maximum fine of level 5 on the standard scale.

18.1.2 Permit offences only apply to statutory undertakers, not to highway authorities, however Peterborough City Council is required to monitor the performance of highway authority promoters to ensure a consistent approach is taken. It will therefore be a matter of public record if a highway authority acts in such a way that would amount to the commission of an offence under Permit Regulations 19 and 20.

18.1.3 Regulation 20 provides that it is a criminal offence for a statutory undertaker or someone acting on its behalf to undertake works in breach of a condition. The offence carries a maximum fine of level 4 on the standard scale.

18.2 Fixed Penalty Notices (FPN)

18.2.1 The Traffic Management Act Permit Regulations authorise Peterborough City Council to issue fixed penalty notices (FPNs) in respect of the criminal offences. Fixed penalty notices offer the offender an opportunity to discharge liability for an offence by paying a penalty amount.

18.2.2 FPNs shall be in the form as set out in the TMA and Code of Practice for Co-ordination of Streetworks and Works for Road Purposes (or successor documents) for permits and where issued using the technical specification shall conform with the appropriate Technical Specification.

18.2.3 Section 98 (2) NRSWA provides that a notice given after 16:30 on a working day is deemed to have been given on the next working day.

18.2.4 Where the Permit Authority considers that a FPN has been incorrectly issued a further notice will be issued to the recipient withdrawing the FPN via an FPN withdrawal notice supported by FPN comments where required as defined by the Technical Specification.

18.3 Prosecution

18.3.1 Once a statutory undertaker has paid either the full penalty or the authorised discounted amount and this payment is made within the required period, no further proceedings will be taken for that offence.

18.3.2 If the statutory undertaker does not pay the penalty within the 36 calendar days, Peterborough City Council may bring proceedings in the Magistrates' Court for the original offence. Legal action must be taken before the expiry of the six months deadline from the date of the offence for bringing a case before the Magistrates' Court (Section 127 of the Magistrates' Courts Act 1980). This is the case even if the FPN was not given for some time after the offence was committed.

18.3.3 In circumstances where a fixed penalty notice has been issued in relation to an offence, but Peterborough City Council subsequently forms the view that it would be more appropriate to prosecute the offender, Peterborough City Council must withdraw the FPN before bringing the proceedings unless the payment of the FPN has been made.

18.3.4 Further, the Permit Authority may consider the most appropriate action in the circumstances is to proceed directly to prosecution of the offence.

18.4 Application of Money by the Permit Authority

18.4.1 Peterborough City Council may deduct from the fixed penalties received under the TMA, the reasonable costs of operating the FPN scheme under which they are paid.

18.4.2 Peterborough City Council shall apply any net proceeds from the costs of operating the FPN scheme to promoting and encouraging safe, integrated, efficient and economic transport facilities and services, to, from and within its area.

18.4.3 Peterborough City Council will be able to demonstrate that the costs of running the FPN scheme are reasonable and that the net proceeds after deducting these costs are being correctly applied. Those enquiring should note that accounts are generated annually.

18.4.4 Although it is not a requirement that separate accounts should be kept for the FPN scheme, it should be possible to follow the audit trail to check income and expenditure.

18.5 Other Offences under NRSWA

18.5.1 Any offences relating to sections of NRSWA which run in parallel to Permit Schemes will continue to apply. These include offences relating to reinstatements, overrunning works and failure to send appropriate notices.

18.6 Revocation of Permit

18.6.1 Whilst it is a criminal offence for a statutory undertaker or someone acting on its behalf to undertake works in breach of a condition, as a further alternative to taking criminal action in such circumstances against the statutory undertaker the Permit Authority may revoke the permit.

18.7 Keeping of Records

18.7.1 Peterborough City Council will keep records of all sanctions under the Permit Scheme.

19 Dispute Resolution

19.0.1. The TMA provides wide powers to devise a suitable dispute resolution procedure and to identify the stages of the permit application process at which it can be invoked. There are no prescribed statutory dispute resolution procedures as yet and the approach taken therefore is to build on arrangements which already exist through the Highways Authorities and Utilities Committee (HAUC UK) at local and national level for resolving disputes.

19.0.2 The Permit Authority and promoter are expected to use their best endeavours to resolve disputes without having to refer them to a formal appeals procedure. This might, for instance, be achieved by escalating the issue through the management structure of both parties for settlement.

19.1 Incidence of Dispute Resolution

19.1.1 Four stages of the permit process provide for dispute resolution:

- a. A promoter applies for a permit. The Permit Authority confirms it will only issue the permit with conditions attached or with different dates to the application. The

- promoter believes one or more of these conditions are unreasonable or unrealistic. The two parties are unable to resolve their differences; or
- b. A promoter who has been issued with a permit and has started work realises that they will no longer be able to comply with the original permit. The promoter therefore applies to the Permit Authority for the permit to be varied or extended. The two parties are unable to reach agreement on any variation or whether any variation should be allowed; or
 - c. In reference to Section 13 where authority imposed variations cause dispute between the promoter and Permit Authority and the situation may require resolution; or
 - d. A promoter disagrees with the Permit Authority's decision regarding the revocation of a permit as described in Section 14

19.1.2 The Permit Authority and promoter should try, wherever possible, to resolve their disagreements between themselves. However, it is recognised that occasionally this may not be possible.

19.2 Appeals Procedure

19.2.1 The dispute resolution procedure for appeals under the Permit Scheme may be by dispute review, adjudication or arbitration.

19.3 Dispute Review

19.3.1 If agreement cannot be reached locally on a matter arising under any part of the Permit Scheme the dispute will be referred for review on the following basis:

- a. Straightforward issues - Where the two parties consider the issues involved in the dispute are relatively straightforward, the matter will be referred to impartial members of a regional HAUC, (that is those not representing parties directly involved in the dispute) for review. That review should take place within five working days from the date of referral. Both parties are recommended to accept the result as binding.
- b. Complex issues - If the parties to the dispute think the issues are particularly complex, they should/will ask HAUC England to set up a review panel of four members - two statutory undertaker and two permit authority representatives. One of the four persons will be appointed as chair of the panel by the HAUC England joint chairs.

19.3.2 Each party must make all relevant financial, technical and other information available to the review panel. The review would normally take place within ten working days from the date on which the issue is referred to HAUC England. It is recommended that both parties accept the advice given by the review panel as binding.

19.4 Adjudication

19.4.1 If agreement cannot be reached by the procedure above, for instance if one or more of the parties does not accept the ruling of the Regional HAUC or HAUC (UK) review as binding, the dispute will be referred to independent adjudication provided that the parties agree that the decision of the adjudicator is deemed to be final. 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 it. Where the adjudication route is followed, the parties should apply to the joint chairs of HAUC (UK), who will select and appoint the independent adjudicator from suitable recognised professional bodies.

- 19.4.2 Where the parties do not agree that the decision of the adjudicator is deemed to be final the promoter will have the option of challenging the Permit Authority's decision through the administrative court by way of judicial review.

19.5 Arbitration

- 19.5.1 Disputes relating to matters covered by the following sections of NRSWA may be settled by arbitration, as provided for in Section 99 NRSWA:

- a. Section 61(6) - consent to placing apparatus in protected streets;
- b. Section 62(5) - directions relating to protected streets;
- c. Section 74(2) - charges for occupation of the highway where works are unreasonably prolonged;
- d. Section 74A (12) - charges determined by reference to duration of works;
- e. Section 84(3) - apparatus affected by major works;
- f. Section 96(3) - recovery of costs or expenses.

20 Related Matters and Procedures

20.1 Peterborough City Council Contact Details

- 20.1.1 Peterborough City Council and the Permit Authority will publish their contact details, including out-of-working-hours, on their website.

20.2 Traffic Restrictions and Road Closures

- 20.2.1 Provisions governing temporary road closures and traffic restrictions for works or other activities in the street are found in Sections 14–16 of the Road Traffic Regulation Act 1984, ("RTRA 1984"), as amended by the Road Traffic (Temporary Restrictions) Act 1991 and Regulations made under RTRA 1984.

- 20.2.2 There are two procedures:

- a. Where urgent action is needed the relevant Permit Authority may issue a 'temporary notice' imposing a short term closure or restriction. Prior notice is not necessary. The notice is limited to 21 calendar days if there is a danger to the public or risk of serious damage to the road, independent of street works - a leaking gas main, for example. It can be extended by one further notice. The notice is limited to 5 calendar days if there is no risk of danger or damage.
- b. For planned works and in less urgent cases the Permit Authority may make a 'temporary traffic order'. A temporary traffic order may remain in force for a maximum period of up to 18 months. This is limited to six months for footpaths, bridleways, cycle tracks and byways open to all traffic.

- 20.2.3 A temporary notice and a temporary order may provide that restrictions have effect only during the operational period of the order and when traffic signs are lawfully in place. This will assist to limit traffic disruption where activities progress along a length of road.
- 20.2.4 In extraordinary circumstances, the RTRA (1984), allows the police to suspend designated street parking places up to 7 days to prevent or mitigate traffic disruption, or danger to traffic, which may assist promoters carrying out emergency works.

20.3 Temporary Notices

- 20.3.1 This procedure will normally only apply to immediate activities. The promoter will inform the Permit Authority as soon as practicable if a closure or traffic restriction is needed. The Permit Authority will inform the police and all relevant parties, and confirm, as soon as possible, whether or not a notice will be made.
- 20.3.2 The Permit Authority must state in the notice:
- a. the reason for issue;
 - b. its effect;
 - c. alternative routes (where applicable); and
 - d. the date and duration of the notice.
- 20.3.3 The Permit Authority will also notify the emergency services and any other Permit Authority with roads that may be affected. This should be done on, or before, the day the notice is issued.

20.4 Temporary Orders

- 20.4.1 A temporary traffic order is generally required for planned activities in a street (and may be created where operations under a temporary notice have established the need for the closure to remain in place beyond the legal period for a temporary notice). If a temporary order is required, the promoter should notify the Permit Authority at least three months in advance. This will allow the authority time to inform and to obtain approvals and advertise the order.
- 20.4.2 Activities that require a temporary traffic order are automatically classed as major works and require at least three months' notice for applying for a PAA, initially, and the temporary traffic order.
- 20.4.3 The promoter must submit all the information needed to justify a road closure with the application for a temporary traffic order.

20.5 Maintenance of Statutory Undertakers' Apparatus

- 20.5.1 Statutory undertakers have a duty, under Section 81 NRSWA, to maintain apparatus in the street to the reasonable satisfaction of the street authority, having regard for the safety and convenience of traffic, the structure of the street, and integrity of apparatus in it. Bridge, sewer and transport authorities also have an interest, so far as any land, structure or apparatus they own is concerned.

20.6 Practical NRSWA Considerations

- 20.6.1 Although NRSWA gives street authorities certain default powers to inspect and carry out emergency works, neither street authorities nor statutory undertakers expect the need to arise. However, should it happen, (without impeding any immediate emergency action), then the matter will be referred to the agreed dispute resolution procedure.
- 20.6.2 The street authority will notify the statutory undertaker if surface apparatus is found to be defective or the cause of significant surface irregularity, or where an unexplained subsidence or other disturbance of the road surface occurs. This will be done in accordance with the protocols set out in the Technical Specification. The street authority may arrange a site meeting by agreement with the statutory undertaker.
- 20.6.3 If the fault identified by the Permit Authority is for or as a result of previously un-attributable activities by statutory undertakers, and a statutory undertaker subsequently accepts responsibility for that activity, the statutory undertaker must retrospectively submit all the required notifications for the original works, before submitting a permit application for remedial works.
- 20.6.4 If the problem is agreed to be the statutory undertaker's responsibility, they must take immediate action to investigate and initiate any necessary remedial works, in accordance with the following principles:
- a. Dangerous defects - requires an immediate response;
 - b. Non-dangerous - requires a response within the timescales agreed with the authority.

20.7 Dangerous and Non Dangerous Occurrence or Defects

- 20.7.1 Apparatus that requires an immediate response or remedial works to avoid injury or damage to persons or property shall be considered dangerously defective.
- 20.7.2 Peterborough City Council may execute any emergency action required to safeguard the public, for example, by fencing off the location from traffic and the general public.
- 20.7.3 A non-dangerous defect or occurrence requires a response within the timescales agreed with the street authority. Non-dangerous defective apparatus is apparatus which requires attention to comply with specifications or remove nuisance, or has the potential to escalate to "Dangerous" in the near future.
- 20.7.4 The decision on whether an occurrence is dangerous or non-dangerous will, by necessity, be made on site. The relevant street authority will make the decision objectively. It should not be challenged unreasonably.
- 20.7.5 A statutory undertaker may reduce the time for response, to meet operational needs for example, but must not exceed the agreed timescales. It is important that only the responsible statutory undertaker, or a specialist contractor working on its behalf, investigates suspected damaged or defective apparatus.

- 20.7.6 Peterborough City Council will carry out investigations or remedial works (using appropriately trained and experienced persons) only in an emergency, or where the statutory undertaker is unable or unwilling to use their own operatives or specialist contractor.
- 20.7.8 Permit applications for any necessary remedial work that is a registerable activity must be made following the rules set out in this Permit Scheme and using the protocols set out in the Technical Specification
- 20.7.9 If Peterborough City Council has opened the street or exposed a statutory undertaker's apparatus in an emergency, or in the circumstances described above, the statutory undertaker will assist the authority by jointly inspecting the problem, within a reasonable time agreed between them, to agree a remedial plan and timescale. The reasonable costs incurred by the Peterborough City Council may be charged to the statutory undertaker.

20.8 Working near Rail Tracks

- 20.8.1 Particular attention must be given to the possible effects of activities taking place at or in the vicinity of level crossings. Promoters planning works in such locations must refer to the advice contained within the Code of Practice for Co-ordination of Street Works and Works for Road Purposes and Related Matters, or subsequent amendments, which sets out Network Rail's requirements.

20.9 Vehicle Parking at Street and Road Works

- 20.9.1 This is not safety advice. The Code of Practice on Safety at Street Works and Road Works should always be consulted.

20.10 Vehicle within Activity Site

- 20.10.1 A works vehicle may be parked in an activity site provided that it is necessary for the carrying out of that activity. Basic site layouts are shown in the Code of Practice on Safety at Street Works and Road Works.
- 20.10.2 A vehicle entirely within the coned-off area of the site may require a larger coned-off area than would otherwise be the case.

20.11 Vehicle located outside Activity Site

- 20.11.1 A vehicle may be parked outside an activity site provided the parking rules which apply to any other vehicles in that street are obeyed. Outside the activity site, a parked vehicle has no special status and no exemption from parking enforcement.

20.12 Implications

- 20.12.1 When assessing the impact of activities, the parking of any vehicles associated with the activity should be taken into account. This is a particular problem for activities which, but for

the presence of a works vehicle, would take place entirely within the footway. If a vehicle is parked adjacent to the activity, in a place which vehicles could not normally use, then it should be part of the activity site. It must be signed and guarded appropriately. The activity is then not wholly confined to the footway but encroaches onto the carriageway. Applications for permits must reflect this.

20.13 Parking Restrictions

20.13.1 A traffic regulation order imposing waiting restrictions on a particular street should contain an exemption for statutory undertakers to maintain their apparatus. The Council's Street Parking Places Order provides a standard exemption for statutory utilities working on areas covered by waiting restrictions (yellow lines) and clearways however a charge may be levied for occupying other parking bays e.g. pay and display bays. Promoters should check whether any further dispensation is required when they make their permit application.

20.13.2 It may be a condition of a permit that where parking restrictions or suspension of a traffic order are required the necessary temporary traffic order or approval permitting a vehicle to park will be in place before the activity, or relevant part of the activity, starts on site.

20.14 Storage of Materials

20.14.1 Promoters should ensure materials are not placed where they would cause an obstruction to road users. The location of any storage outside the designated working space must be with advance agreement of the Permit Authority. This is especially important if materials are stored away from the working space, but are still deposited on the highway. Prior discussion with the authority is recommended as the promoter may require a separate licence for depositing materials on the highway.

20.15 Apparatus Belonging to Others

20.15.1 There may be other apparatus where activities are planned. Section 69 NRSWA requires those carrying out activities must ensure that the owners of any other apparatus can monitor the activity and measures to reasonably protect the other apparatus are followed. Failure to do so is a criminal offence.

20.16 Assessing the Impact of Activities

20.16.1 All activities in the highway have a disruptive effect on traffic. An assessment of any effects is undertaken by Peterborough City Council as part of the process of the permit application process where deemed necessary.

20.17 Disruption Effect Score

20.17.1 The disruption effect score is based on a measure of congestion resulting from a restriction on the highway. It is derived from a number of simple factors that should be easily established for any given activity.

20.17.2 The nature of traffic flow and the relationship between flow, capacity, and delay are highly complex and subject to a variety of factors. Three specific factors can be used to provide an indication of congestion: the total width of a road; the extent to which the activities reduce the available width; and the traffic flow.

20.17.3 Appendix D of this document contains further detail on the application of the disruption effect score.

20.18 Impact Assessments

20.18.1 Assessment of the impact of activities on general traffic, buses and pedestrians may be included, together with the disruption effect score, in the information considered for a permit application. The assessment is a broad indicator of the likely disruptive effect of the proposed activity.

20.19 Use of Impact Assessments

20.19.1 The impact assessment will be used within the co-ordination process to prioritise activities according to their potential for causing disruption. The assessment may also be used to provide public information on the disruptive effects of activities.

20.20 Environmental Issues

20.20.1 Where works are planned near any conservation areas, culverts, water courses, trees with preservation orders, basements, bridges, monuments or any other location where environmental factors may be of concern, promoters are strongly advised to liaise with the authority's relevant departments to ensure that environmental officials along with any necessary authority officers are notified when drawing up their proposals. This should ensure that wherever possible, and at reasonable cost, their requirements can be met.

20.20.2 Promoters considering the burying of plant and apparatus that is currently above ground should contact any other promoter with similar apparatus in order to ascertain whether they would share the underground facility.

20.21 Overrun Charging Scheme – Section 74 NRSWA

20.21.1 Peterborough City Council will operate a scheme for overrun charging under Section 74 NRSWA alongside the Permit Scheme. Section 74 schemes are not compulsory. An authority does not require Secretary of State approval to operate a Section 74 scheme.

20.21.1 “Section 74 Regulations” are currently applied by the Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations. Any enactment which amends, applies, consolidates or re-enacts the provisions of these Regulations shall be constructed as a reference to the Regulations by virtue of that subsequent enactment. The operation of the overstaying regime however is modified under the Permit Scheme to incorporate the process of setting and modifying the duration of the activity (or “works” in Section 74 terms) through the permit application, approval and variation processes.

20.21.2 Activities carried out by a promoter on behalf of a highway authority or by the highway authority themselves are not subject to Section 74 overrun charges. However, under the Permit Scheme, promoters of such activities will be required to follow the same procedures as promoters who are statutory undertakers.

20.22 Exempt Activities

20.22.1 Certain types of activities are exempt from Section 74 charging:

- a. activities in non-traffic sensitive streets that require occupation of the highway, but not breaking it up;
- b. replacing manhole or chamber covers - that do not involve breaking up the street;
- c. replacing poles, lamps, columns or signs in the same location where that does not involve breaking up the street;
- d. pole testing that does not involve breaking up the street;
- e. bar holes; and
- f. works carried out on behalf of a highway authority.

20.22.2 If one of the exemptions applies, the promoter must record the relevant data correctly (e.g. the correct operational district, excavation type, and collaboration type) in the permit application and/or works stop notices - see the Technical Specification

20.23 Prescribed Period

20.23.1 The “prescribed period” is the period during which no overrun charges can be levied. It is determined by the Secretary of State in the Section 74 Regulations.

20.24 Section 58 and 58a NRSWA Restrictions

20.24.1 Details of Section 58 and 58A NRSWA restrictions will be provided as required under the NRSWA Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters which may change from time to time.

20.24.2 Similar procedures will be followed for highway activities in relation to Section 58 and 58a restrictions, in order to facilitate the operation of the Permit Scheme and, as far as possible, parity of treatment for all promoters.

21. Changes and Ceasing to Operate

21.0.1 It may be necessary to change the Permit Scheme from time to time.

21.0.2 Peterborough City Council may vary or revoke the Permit Scheme. Prior to this application Peterborough City Council must consult with those originally consulted on implementation of the scheme including the Department for Transport and any other parties referred to in The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 regulation 3(1).

21.0.3 Any variation to the Permit Scheme must contain the relevant explanation and justification for the change(s).

21.0.4 Where revision to Permit Regulations by the Secretary of State necessitates changes in existing schemes, new regulations and statutory guidance will make provision for such changes.

21.1 Ceasing to Run the Permit Scheme

21.1.1 Should Peterborough City Council wish to cease to run the Permit Scheme, they will first consult all interested parties.

22. Street Works Registers and National Street Gazetteer NSG

22.0.1 In accordance with Part 7 of the 2007 Regulations the Permit Authority will maintain a register in connection with its Permit Scheme. Each permit authority will maintain its own local register for its geographic area. The register will include information on all streets other than those streets that are the responsibility of another authority

22.0.2 The Permit Authority will also maintain a street works register required under Section 53 of NRSWA for any private streets and for historic information.

22.0.3 Details in respect of registers are also shown in Chapter 3 of the Code of Practice and requirements for NRSWA registers are contained in the Code of Practice for Co-ordination of Street Works and Works for Road Purposes and Related Matters.

22.0.4 The statutory requirements for maintaining the two registers will be met in such a way that the information can be combined easily to aid the co-ordination of activities and to provide information to road users.

22.1 Form of Registers

22.1.1. The registers will be kept on an electronic system. In accordance with The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007 requirement, the Permit Registers will use Geographic information System (GIS). Permit registers will follow this requirement to ensure consistency between all holdings of street related data. Each register will be maintained against the same digital map base to ensure consistency between all holdings of street-related data. This common geographical dataset will be vector based, nationally consistent, maintained and seamless, with changes published on a regular update cycle.

22.1.2 The Permit Authority will ensure that all information held in the Permit Register is referenced to the Unique Street Reference Number (USRN). The Permit Authority will follow the requirements in the Technical Specification for the street works register.

22.1.3 The permit register will include:

- a) vector objects, (polygons, lines and points), representing real-world geographical features and boundaries, each with well-defined lifecycles and royalty-free unique identifiers suitable for referencing; and
- b) road centreline geometry objects, each with royalty-free unique identifiers, which reference the road surface and form a complete and fully consistent topological network with no breaks or misalignments at administrative boundaries.

22.1.4 The minimum specification of the common map base is as follows:

- a. Scale Urban areas: 1:1250;

- b. Rural areas: 1:2500;
- c. Remote areas: 1:10000;
- d. Accuracy urban areas: $\pm 1.0\text{m}$;
- e. Rural areas: $\pm 2.0\text{m}$;
- f. Remote areas: $\pm 4.0\text{m}$;
- g. Coverage: national and seamless, exhausting space over all land areas;
- h. Geometry Types: point, line and polygon;
- i. Classification: objects classified by physical form; and
- j. Update cycle: every 6 months

22.2 Content of Registers

22.2.1 The Peterborough Permit Scheme register will record:

- a. copies of all PAAs, permit and permit variation applications submitted to the Permit Authority relating to registerable activities in any street;
- b. copies of all permits and PAAs given by the authority, including conditions attached as well as all variations to permits and conditions, including any permits "deemed" to be granted;
- c. copies of all revoked permits, refused PAAs and refused permits, together with the reasons for such refusals;
- d. copies of all notices, consents and directions served by a street authority under Sections 58 or 58A of NRSWA;
- e. copies of all notifications served by a promoter / statutory undertaker under Sections 58 and 58A of NRSWA;
- f. copies of all notices given under Section 74 of NRSWA;
- g. description and location of activities for which plans and sections have been submitted under Schedule 4 of NRSWA (streets with special engineering difficulties);
- h. particulars of notices given by any relevant authority under Schedule 4 NRSWA;
- i. particulars of street works licences under Section 50 of NRSWA, including details of conditions and changes of ownership and of any NRSWA notices or directions associated with those licenses;
- j. information under Section 70 (3) and (4A) of NRSWA as to completion of reinstatements;
- k. particulars of apparatus notified to the street authority under Section 80(2) of NRSWA;
- l. every notice of works pursuant to Section 85 (2) of NRSWA;
- m. details of every street for which the highway authority are the street authority;
- n. details of every street which is a prospectively maintainable highway over which the Permit Scheme would operate;
- o. details of every street over which the Permit Scheme would operate and which is a highway but not maintainable by the highway authority; and
- p. details of every street which is a:
 - i. protected street;
 - ii. street with special engineering difficulties; or
 - iii. traffic-sensitive street.
 - iv. private street

22.2.2 Peterborough City Council will ensure that their register includes the road category of each street.

22.3 Access to Registered Information

- 22.3.1 Everyone has a right to inspect Peterborough City Council's register, free of charge, at all reasonable times, except as noted below where there are restrictions. "All reasonable times" means normal office hours (e.g. 08:00 to 16:30, Monday to Friday except Bank Holidays).
- 22.3.2 Peterborough City Council will publish a limited content version of their register on their public website or version of their register. This will be available 24 hours a day, seven days a week, except for those occasional times when it will be unavailable due to upgrade and maintenance. This work will, wherever possible, be done outside normal office hours.
- 22.3.3 Much of the detailed information in the register is unlikely to be of interest to the public and it is the responsibility of Peterborough City Council to decide how much information to make available in this way. Permit applications and notices contain information such as names and telephone numbers of contacts in organisations. Whilst Peterborough City Council will restrict such contact information being published, the promoter should take responsibility to ensure information contained in free-text fields does not contain information that they do not want to be published. Peterborough City Council will make it clear that they are not responsible for the accuracy of information concerning those activities for which they are not the promoter.
- 22.3.4 The websites will allow records to be searched by the USRN or the "street descriptor" (the street name, description or street number) as given in the NSG. The Highways England has its own methods of disseminating such information on trunk roads and motorways. Public access to websites will be read-only to prevent unauthorised amendment to records.

22.4 Restricted Information

- 22.4.1 Restricted information is anything certified by the Government as a matter of national security, or information which could jeopardise the promoter's commercial interests such as details of a contract under negotiation. The promoter must indicate restricted information on the application.
- 22.4.2 The right of access to restricted information is limited to:
- a) persons authorised to execute any type of activity in the street; or
 - b) persons "otherwise appearing to the authority to have a sufficient interest".
- 22.4.3 Any person wishing to see restricted information must satisfy the Permit Authority, as a minimum, that his interest is greater than the general interest of the ordinary member of the public.

22.5 Street Gazetteer

- 22.5.1 The Permit Scheme recognises that a key element of controlling or managing an activity is knowing accurately where the activity will take place, in which street and where in the street.
- 22.5.2 There is already a nationally consistent street gazetteer system for identifying streets that is used under NRSWA whereby every highway authority produces a Local Street Gazetteer (LSG) and a copy is held centrally by the NSG Custodian. Each of these local gazetteers shall

contain the information, required by and defined in the NSG Custodian documentation, about the streets in Peterborough City Council's area.

- 22.5.3 Peterborough City Council and promoters must obtain full copies and updates of the street data from the NSG Custodian's website.
- 22.5.4 Under this system each street has a Unique Street Reference Number (USRN). The Permit Scheme provides for the same system to be used, along with the Additional Street Data linked to those streets.
- 22.5.5 USRN's can refer to a whole street (as identified on the ground) or, if the street is long, to part of a street between significant junctions. Under the Permit Scheme a "street" refers to that length of road associated with a single USRN, i.e. to part of a whole street where a street is subdivided.
- 22.5.6 It is the responsibility of the highway authority (which in the case of the Peterborough Permit Scheme is the Permit Authority), either individually or jointly with others, to create, maintain and publish street gazetteer data for all streets within their geographical area, whether or not they are the street authority for any particular street.
- 22.5.7 The specification for street gazetteers is set out in British Standard BS 7666. This standard may be amended or superseded from time to time. The Standard specifies three levels of detail; the highest, level 3, includes the geospatial representation of the centre-line of the street as well as the end points. With the degree of attention which will be exercised by the Permit Authority, accurate locations will often need the centre-line information if the impact of activities is to be properly assessed.

22.6 Additional Street Data (ASD)

- 22.6.1 Additional Street Data (ASD) refers to other information about streets held on the NSG Custodian's website alongside the NSG data. Highway authorities, promoters and other interested and approved parties may obtain copies and updates to this data from the Custodian.
- 22.6.2 Peterborough City Council will provide the following information for the ASD alongside NSG data:
- a. the Primary Notice Authority for each street;
 - b. whether the street is publicly maintainable, prospectively publicly maintainable, or private;
 - c. whether the street, or part of the street, is covered by the Permit Scheme or NRSWA notification regime, which the Permit Authority is or street authority is and details of shared streets if this applies.
 - d. any other authorities and promoters with an interest in the street;
 - e. the street reinstatement category;
 - f. designations of protected streets;
 - g. designations of streets with special engineering difficulty; and
 - h. designations of traffic-sensitive streets.
- 22.6.3 Peterborough City Council may also provide the following information for the ASD which is optional:

- a. whether the street is subject to early notification of immediate activities;
- b. where possible, streets on which it might be expected that conditions relating to the non-use of that street for new apparatus, but not the maintenance of existing apparatus, may be used; and
- c. other features of the street, such as structures, environmental areas, parking restrictions, priority lanes, special surfaces, standard surface and special construction needs etc.

22.6.4 Designations may cover only part of a street or vary along a street. The relevant detail should/will be recorded in the ASD.

22.7 Responsibility for Creating and Updating ASD

22.7.1 Where the street authority is also the highway authority, it creates the ASD together with the NSG.

22.7.2 Where the street authority is not the highway authority, it may create and submit its own ASD to the NSG Custodian. This will be referenced to the highway authorities' gazetteers. Organisations that may fall into this category are:

- a. The Highways England (which manages the motorway and trunk road network in England) However the Highways England currently provides its own gazetteer as well as ASD referenced to it
- b. Network Rail (which is the street authority for level crossings between the barriers).

22.7.3 Any other authority, promoter or interested party must send their records to the NSG Custodian to ensure that their interest in a street is logged. The interest records should/will be entered into the ASD maintained by the highway authority.

22.7.4 This is particularly appropriate to neighbouring authorities in the exercise of their network management duty. The NSG Custodian will administer this process.

22.8 Use of ASD and Level 3, Street Gazetteer

22.8.1 All promoters are advised to use the level 3 gazetteer and this ASD information when making their permit applications.

22.8.2 Promoters must ensure that they make their permit application to the Permit Authority.

22.8.3 Whilst not all activities require a permit, promoters are strongly recommended to check Peterborough City Council's street works register to ensure that all opportunities to work in a collaborative way with other promoters are taken and to avoid directly conflicting with other planned works.

22.8.4 Permits for all qualifying street works and works for road purposes, and all applications, (which can only be made by licensed undertakers or highway authorities), will be treated in a non-discriminatory way, as required in Regulation 40 of the 2007 Regulations. In effect the highway authority's activities and their applications will be treated in exactly the same way as those of a licensed undertaker's with regard to co-ordination and the setting of conditions.

22.8.5 In order to show that Peterborough City Council is operating the Permit Scheme in a fair and equitable way each officer responsible for making any decision related to a permit application will be separated from the highway activities of the authority.

23. Transitional Arrangements

23.0.1 The basic rules of transition will apply on all roads where the Permit Scheme operates:

- a. The Permit Scheme as provided herein, will apply to all activities where the administrative processes, such as an application for a permit or provisional advance authorisation, commence on or after the commencement date;
- b. Activities which are planned to start on site more than one month after the changeover date (for standard and minor activities) or more than three months after, (for major activities), must operate under the Permit Scheme. This means that even if the relevant section 54 or section 55 NRSWA notice has been sent before the relevant changeover date, the promoter must cancel the NRSWA notice for that activity, (or phase of activity), and apply for a permit.
- c. Any other activities which have started under the notice's regime and which will start on site less than one month or three months, (for major activities as above), after the changeover date, (according to activity category), will continue under that regime until completion.

23.0.2 Given the advanced notice of the changeover there should be few activities where these rules will create difficulties. Activities co-ordinated in the run-up to the imposition of a restriction might be such a situation. In those few cases, promoters must contact the Permit Authority so that discussions can take place to ensure a practical way of dealing with the activities can be resolved.

24. Payment of Permit Fees

24.0.1 All promoters, except on behalf of highway authority works, will be required to pay the appropriate fee for a permit to Peterborough City Council under the Permit Scheme.

24.0.2 In most cases the statutory undertaker will already have arrangements in place for payments to Peterborough City Council in relation to NRSWA, e.g. for inspection or for section 74 overrun charges. These arrangements can be used for permit fee payments provided there is transparency over precisely which permit a payment is for. In any event, Peterborough City Council will provide flexibility over how payments are made, although electronic payments are the preferred option.

24.1 Payment Options for Permit Fees

24.1.1 The range of payment options available are:

- a. by electronic payment using the Bankers Automated Clearing Services ("BACS"). The statutory undertaker must contact Peterborough City Council, Finance Department;
- b. by post to Peterborough City Council Finance Department at the relevant address.

- 24.1.2 For BACS payment, the statutory undertaker must support payment with details of the relevant invoice reference.
- 24.1.3 When paying by post, the payment must be accompanied with the relevant invoice reference.
- 24.1.4 While the use of electronic payment methods is strongly encouraged, in the event of a systems failure a statutory undertaker may use any of the other options available.
- 24.1.5 The statutory undertaker must set up payment facilities, provide contact details and agree methods of payment with the Peterborough City Council's Finance Department.

24.2 Permit Fee Payment and Reconciliation

- 24.2.1 There is no specific legislation regarding the reconciliation and invoicing arrangements for permit fees, however, it is recognised the internal financial arrangements of Peterborough City Council and statutory undertaker do differ and some flexibility must be provided for this process.
- 24.2.2 As a standard process for permit fee payment and reconciliation it is expected that an account for a specified period will be produced, containing the permit fees to be charged for that period. Each account will have a reference number which can be used as the reference for any payment, instead of the individual permit numbers.
- 24.2.3 Peterborough City Council will submit this account to the relevant statutory undertaker to provide an opportunity for them to reconcile the charges to be invoiced for the specified period, prior to the generation of an invoice for payment.
- 24.2.4 Peterborough City Council will confirm with each statutory undertaker the invoicing arrangements together with the frequency of the account reconciliation and/or invoicing. This section contains a standard payment and reconciliation model, including (a) the information to be provided within the account issued to the statutory undertaker; and (b) the reconciliation and invoicing process.
- 24.2.5 The following standard procedure for the reconciliation and payment of permit fees is recommended:
 - a. A draft account of the permit fees to be charged for during the specified period will be produced by the Permit Authority and submitted to the promoter to review for reconciliation.
 - b. There will be a period of 10 working days after receipt of the draft account to confirm fees and charges for the entire period.
 - c. During the reconciliation period it is the promoter's responsibility to liaise with Peterborough City Council if they have any comments or queries on the content of the account.
 - d. Once the reconciliation period is complete, a full invoice for the full period will be issued.
- 24.2.6 If during the reconciliation Peterborough City Council and promoter cannot reach agreement on a permit fee and any details are still under discussion, these fees will be omitted from the

final account for the period and subsequent invoice. Fees under discussion can be included or not included as a result of discussions, in a later invoice.

24.2.7 The account produced by Peterborough City Council will contain the following information related to the specified period:

- a. Account Reference - The reference for the account, or list of permit fees to be charged for;
- b. Date Issued - Date the account was issued to the Statutory Undertaker (DD/MM/YYYY format);
- c. Account Period – start and end date for the period the account relates to;
- d. Held over charges from a previous period may be included in such a statement. For example, these may include charges that were previously queried or PAA charges held back from a previous period which were awaiting the granting of permit for the activities.

24.2.8 In addition to the information listed above, the account will also include details of the permit being charged for. These details will include:

- a. Application Type - PAA, permit or permit variation;
- b. Permit Number - the works reference number, including statutory undertaker operational district (OD number) and the application reference, for each PAA, permit or permit variation;
- c. Date Granted - the date (DD/MM/YYYY) when the PAA, permit or variation was granted by the Permit Authority;
- d. Works Category - the type of works for which the permit has been issued;
- e. Reinstatement Category - the reinstatement category of the street for the permit activity;
- f. Permit Fee and Discount - the permit fee being charged and any related discount applied.

24.2.9 The account period and subsequent invoicing frequency may vary but only with prior agreement being obtained from the relevant statutory undertaker.

25. Go-Live

25.0.1 The Peterborough permit Scheme is anticipated to go-live on 1st April 2019

Appendices

Appendix A – Glossary

Term	Explanation
Additional Street Data ("ASD")	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"
Arbitration	As defined in section 99 of NRSWA, "any matter which under this Part is to be settled by arbitration shall be referred to a single arbitrator appointed by agreement between the parties concerned or, in default of agreement, by the President of the Institution of Civil Engineers"
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"
Bridge	As stated 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"
Breaking up (the street)	Any disturbance to the surface of the street (other than opening the street)
Carriageway	As defined in section 329 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"
Contravention	As defined in section 329 of HA 1980, "contravention in relation to a condition, restriction or requirement, includes failure to comply with that condition, restriction or requirement, and "contravene" is to be construed accordingly"
Council	As defined in section 329 of HA 1980, "council means a county council, the Great London Council or a local authority"
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"
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 highway which also comprises a carriageway, being a way over which the public have a right of way on foot only"
HA 1980	<i>The Highways Act 1980</i>
HAUC	The Highway Authorities and Utilities Committee
HAUC (England)	The Highway Authorities and Utilities Committee for England
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 sections 1 and 329 of the HA 1980
Highways England	Highways England is the company set up to run the motorways and major A roads in England through legislation within 'The Infrastructure Act 2015'.
Highway Works	"works for road purposes" or "major highway works"
Immediate Activities	Immediate activities are either emergency 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
JAG (UK)	Joint Authorities Group (UK)
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 the Minister"
Local street gazetteer	A subset of the NSG containing details of all streets in a local highway authority area, being a self-contained entity created and maintained by the local highway authority covering all streets in their geographic area regardless of maintenance responsibility
Maintainable highway	As defined in section 329 of HA 1980, a "highway maintainable at the public expense means a highway which by 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"
Major activities	Major activities are activities which have been identified in a promoter'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 date proposed for the activity; or activities, other than immediate activities, where (i) the authority has indicated to the promoter, or (ii) the promoter considers, that an order under section 14 of the Road Traffic Regulation Act 1984 (temporary prohibition or restriction on roads) is required; or activities, other than immediate activities, which have a planned duration of 11 days or more".
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) provision, alteration of the position or width, or substantial alteration in the level of a carriageway, footway or cycle track in the highway; (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); (g) provision of a cattle-grid in the highway or works ancillary thereto; or (h) tunnelling or boring under the highway"
Minor activities	Minor activities are those activities other than immediate activities where the planned duration is 3 days or less.
Nationally consistent street gazetteer (NSG)	A database defined as "an index of streets and their geographical locations created and maintained by the local highway authorities" based on the BS7666 standard
Network management duty	As stated in Part 2 of TMA
Network Rail	Transport Authority, Bridge Authority and Statutory Undertaker
NRSWA	New Roads and Street Works Act 1991
OSGR	Ordnance Survey Grid Reference
Permit	The approval of a permit authority for an activity promoter to carry out activity in the highway subject to conditions
Permit application	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 Coordination regime.

Permit Authority	A local authority or other “street authority” which has been given approval by the Secretary of State to operate a permit scheme on all or some of its road network.
Permit Modification	If following review of the Permit Application, the Permit Authority considers that changes are needed then a PMR is used. The introduction of Eton 6 allowed permit authorities to respond to a permit application with a Permit Modification Request (PMR) where the authority is not satisfied with the permit application and as a result cannot grant the application. The use of a PMR provides the promoter with the opportunity to update their permit application with a Modified Application (MA) and allows them to continue their application, subject to the advice given by the Permit Authority
Permit Scheme	A scheme approved by the Secretary of State (pre April 2015) or Local Authority Order (post April 2015)
Protected street	Any street that 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 undertakers can place the equipment that would otherwise lawfully have been placed in the protected street.
Provisional Advance Authorisation	The early approval of activities in the highway, equivalent to the advance notice given under s 54 of NRSWA.
Registerable	Registerable activities correspond to specified works in the regulations.
Reinstatement	As defined in section 105(1) of NRSWA, “reinstatement includes making good”
Road	"highway"
Road category	This means one of the road categories specified in paragraph 1.3.1 of Chapter S.1 of the code of practice “Specification for the Reinstatement of Openings in Highways”
Road works	Works for road purposes
Special Engineering Difficulties (SED)	By 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 or 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.
Standard activities	Standard activities are those activities, other than immediate activities, that have a planned duration of between 4 and 10 days inclusive.
Statutory right	As defined in section 105(1) of NRSWA, "statutory right means a right (whether expressed as a right, a power or otherwise) conferred by an enactment (whenever passed or made), other than a right exercisable

	by virtue of a street works licence"
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 a maintainable highway, the street managers"
Street managers	As defined in section 49(4) of NRSWA, "the expression "street managers", used in relation to a street which is not a maintainable highway, means the authority, body or person liable to the public to maintain or repair the street or, if there is none, any authority, body or person having the management or control of the street"
Street works	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 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 street 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)
Streetworks UK	Rebranded from National Joint Utilities Group (NJUG)
TMA	The Traffic Management Act 2004
Traffic order	This means an order made under section 1, 6 or 9 of the Road Traffic Regulation Act 1984
Traffic sensitive street	This means a street designated by a street 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
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"
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 the reconnection is delayed until after the expiration of the appropriate notice period; and (b) Includes activity that cannot reasonably be severed from such activities
Working day	As defined in section 98(2) of NRSWA, "for the purposes of this Part a working 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", or as amended by its successors.
Works for road purposes	As defined in section 86(2) of NRSWA, "works for road purposes means 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"
Works Promoter	A works promoter is anyone (including Utility Companies, Statutory Undertakers, Local Authorities Road Work Providers and Contractors) responsible for undertaking works on the highway.

Appendix B – Disapplied sections from NRSWA 1991

NRSWA Section		Regulation 36 (section provided at end)	Permit Regulations – Revised Arrangements
Section 53	The Street works register	Section 53 (the street works register) Shed (1); Section 53 is prospectively amended by the <i>Traffic Management Act 2004</i> , section 45. [36 (a)]	Permit regulations prescribe similar provisions for permit registers
Section 54	Advance notice of certain works	Section 54 (advance notice of certain works)(2); Shed (2) Section 54 was amended by the <i>Traffic Management Act 2004</i> , sections 40 and 49 and Schedule 1. [36 (b)]	Replaced by applications for provisional advance authorisation
Section 55	Notice of starting date	Section 55 (notice of starting date of works)(3); Schedule (3) Section 55 was amended by the <i>Traffic Management Act 2004</i> , sections 40, 49 and 51 and Schedule 1. [36 (c)]	Replaced by applications for permits
Section 56	Power to direct timing of street works	Section 56 (power to give directions as to timing of street works) (4); Section 56 was amended by the <i>Traffic Management Act 2004</i> , sections 40 and 43(3) and Schedule 1. [36 (d)]	Replaced by permit conditions and variations including those initiated by the Permit Authority
Section 57	Notice of emergency works	Section 57 (notice of emergency works)(5); Section 57 was amended by the <i>Traffic Management Act 2004</i> , sections 40 and 52(3) and Schedule 1 [36 (e)]	Replaced by applications for immediate activities
Section 66	Avoidance of unnecessary delay or obstruction	Section 66 (avoidance of unnecessary delay or obstruction). (6) Section 66 was amended by the <i>Traffic Management Act 2004</i> , section 40 and Schedule 1. [(36 (f)]	Replaced equivalent provisions for permit authorities to require Promoters in breach of the permit requirements to take remedial action and failing that for the Authority to act. 24 hour compliance period to be replaced with a requirement for Promoters to comply within a reasonable specified period determined by circumstances

Appendix C – Modification to NRSWA (1991)

NRSWA Section		Permit Regulations – Revised Arrangements
Section 58	Restriction on works following substantial road works	The Authority's ability to issue permits with start and end dates replacing directions to start works covered in NRSWA S58 (5) to (7) - The regulations provide the equivalent of S58A powers by allowing authorities to take into account whether Promoters responded to the S58 notice by submitting an application for their planned activities
Section 58A	Restriction on works following substantial street works	Schedule 3A is modified to work in conjunction with permits
Section 64	Traffic Sensitive Street	Permit regulations provide the requirement for notifying permit applicants of the proposals for to designate streets as traffic sensitive
Section 64 (1)	Traffic Sensitive Street	Has effect as if– (a) after “or paragraph 2 of Schedule 3A” there were inserted “or the content, operation, variation or revocation of permit schemes” ; and (b) after “street works” there was inserted “or works for road purposes”
Section 69	Works likely to affect other apparatus in the street	Permit regulations create an equivalent requirement on highway Authority promoters
Section 74	Charge for occupation of the highway where works are unreasonably prolonged	Permit regulations make provision to operate S74 powers in parallel with Permits
Section 88	Bridge, bridge authorities and related matters	Modified to work in conjunction with permits
Section 89	Public sewers, sewer authorities and related matters	Modified to work in conjunction with permits
Section 90	Provisions as to reinstatement of sewers, drains and tunnels	Modified to work in conjunction with permits
Section 93	Works affecting level crossings or tramways	Modified to work in conjunction with permits
Section 105	Minor definitions	Modified to work in conjunction with permit schemes

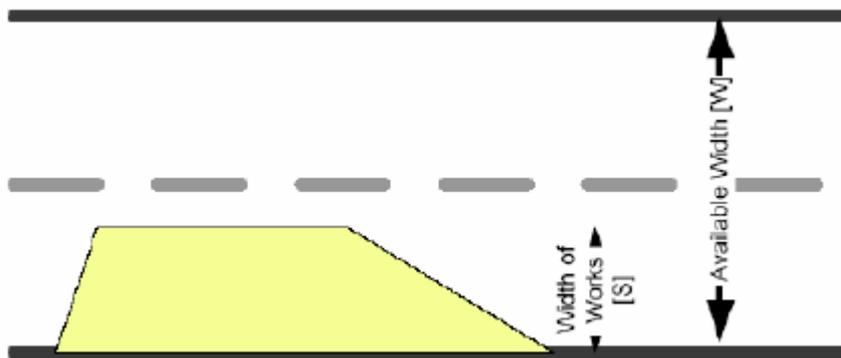
Appendix D – Disruption effect score

Derivation of Disruption Effect Score

The disruption effect score is based on the reduction in capacity resulting from an activity on the highway. The reduction in capacity may be calculated using an algorithm that requires the entry of a number of simple factors. These factors are as follows:

Factor	Description
(p)	The daily traffic flow, measured as an average am/pm peak hour flow in PCUs per hour, so that it takes account of HGV percentages. (Source: Highway Authority)
(w)	The total width in metres of the carriageway (or the width of both carriageways for a dual carriageway road) (Source: Ordnance Survey mapping using GIS tools)
(s)	The width in metres of the activity occupying the carriageway, or in the case of activities on the footway, this would be the width in metres of the carriageway occupied by attendant vehicles and associated traffic management, as well as the width needed for any incursion of pedestrians, cyclists and horse riders into the carriageway. (Source: Established as part of the works planning process)

Disruption Effect Score – Calculation Illustration



Calculation of Disruption Effect Score

The following algorithm is used to calculate the Disruption Effect Score:

$$\text{Disruption Effect Score} = [(P \times 100) / (1600 \times (W - S) / 3.65)]$$

Use of Disruption Effect Score

The disruption effect score has a number of specific uses including:

- i. Derivation of the Traffic Impact Assessment,
- ii. Objective based prioritisation of activities for co-ordination, and

iii. Performance indicators

Impact Assessment

The impact assessment is a broad indicator of the potential disruption that could arise from an activity on the highway;

Disruption Effect Score	Impact
Greater than or equal to 75	Severe
Greater than or equal to 50 and less than 75	Moderate
Greater than or equal to 25 and less than 50	Slight
Less than 25	None

Impact on Buses

The impact assessment for bus traffic is assessed for defined bus routes only and is derived as follows:

Disruption Effect Score Factor	Impact
Greater than or equal to 75	Severe
Dedicated bus lane closed	Severe
Greater than or equal to 50 and less than 75	Moderate
Dedicated bus lane diverted	Moderate
Greater than or equal to 25 and less than 50	Slight
Less than 25	None

Impact on Pedestrians

The impact assessment for pedestrian traffic is derived as follows:

Factor	Impact – Footway Hierarchy Category				
	1a	1	2	3	4
Closure	Severe	Severe	Severe	Severe	Moderate
Complete Diversion	Severe	Severe	Severe	Moderate	Slight
Partial Diversion	Severe	Severe	Moderate	Moderate	Slight
Narrowing >50%	Severe	Severe	Slight	Slight	None
Narrowing <50%	Severe	Moderate	Slight	None	None