

Kirklees Council
Highways and Streetscene
Place Directorate

The Kirklees Lane Rental Scheme Operational Guidance

July 2026

Version Control

Version	Status	Author	Comments	Date
1.0	Draft	DH	Draft document	19/012026
2.0	Final	DH, SF	Final document	22/072026

Contents

Introduction	4
References	4
Diagrams	4
Example Diagrams	5
Lane Rental Logic Flow	6
Charges and Discounts	7
Fixed Penalty Notices and Charges	7
Core Process for Activities on a Lane Rental Street	7
Specified Activities	10
Non-excavation activities	10
Diversionary activities	10
Activities undertaken under the Highways Act	10
Specified Location	10
Maintaining traffic flows	10
Carriageway incursion	11
Temporary traffic control	11
Activities in the footway	12
Cycle track, cycle lane, cycle path or cycle route	13
Side Road Closures	14
Activities on a lane rental street with a partial designation	14
Partial or semi recessed road space	15
Location of a works vehicle	15
Work site deliveries	16
Activities spanning more than one Unique Street Reference Numbers (USRN)	16
Work wholly contained within a white hatched area	17
Redefined road space	19
Use of road plates and/or temporary materials	19
Specified Days and Times	20
Lane rental timings	20
Short duration encroachments into lane rental times	20
Environmental Considerations (Potential Impacts of Noise, Vibration, Dust, Lighting)	20
Data & Systems	20
List of Lane Rental Streets	20
Local Street Gazetteer – Additional Street Data	21
Operational information on Street Manager	21
Operational information on one.network	22
Kirklees Council's Lane Rental Network	22
Traffic control	23
Temporary traffic signals	23
Shuttle Lane lengths for temporary traffic signals	23
Temporary traffic signal proposals converted to a road closure by the KirLRS	23
Use of temporary traffic signals to replicate permanent signals	24
Working within a Permit Scheme	24
Permit or licence application	24
Permit Conditions	24
Lane Rental Inspections	24
Charges	25

Lane rental charge status	25
The application of lane rental charges and permit fees.....	27
Lane rental charges applied to Immediate activities	27
Discounts	29
Collaborative activities	29
Major Infrastructure Improvement /Future proofing the road network	30
Remedial activities.....	30
Change of Promoter	30
Damage to apparatus by third parties.....	30
Lane rental charges directly caused by actions of the Local Highway Authority	31
Payment and reconciliation of charges	31
Payment and reconciliation of permit fees	31
Transitional Arrangements	32
Glossary	33

Introduction

The New Roads & Street Works Act 1991 (NRSWA), as amended by the Transport Act 2000 and the Traffic Management Act 2004 (TMA), contains provision for Highway Authorities to operate lane rental schemes that involve charging Promoters for the time their street or road works occupy the highway. The regulations are the Street Works (Charges for Occupation of the Highway) (England) Regulations 2012 ("the Regulations") made under Section 74A of NRSWA and Street and Road Works (Charges and Penalties) (Amendments) (England) Regulation 2025.

The Kirklees Lane Rental Scheme (KirLRS) has been introduced to enable Kirklees Council to support their duty to coordinate and manage all street and road works, also known as activities, on the highway, to minimise disruption.

This Operational Guidance provides supplementary information that supports the Lane Rental Scheme Document detailing specific working scenarios and operational processes. The Operational Guidance does not supersede the Lane Rental Scheme Document and is intended to provide further guidance on the operation of the Lane Rental Scheme to aid Promoters in their understanding. To enable this, the Operational Guidance and relevant documents will be published on the Kirklees Council website. Updates to these documents will be communicated at appropriate forums, for example at HAUC meetings, however it is recommended that those operating under the KirLRS frequently check Kirklees Council's webpage for updates.

Throughout this document, the terminology used assumes that a lane rental charge applies, i.e., the work is specified works, also known as activities, at a specified location, during specified times with carriageway impact, unless stated otherwise.

References

References within the Scheme to other documents, such as regulations, acts, statutory guidance or codes of practice, include all future revisions and updates. Should changes be made to these documents which reflect a fundamental change to the Lane Rental Scheme, and associated definitions, the KirLRS will also be reviewed and updated as necessary.

Diagrams

Diagrams within the Operational Guidance provide a visual representation of working scenarios (which is not an exhaustive list) and the application of the KirLRS. The diagram key in Figure 1 is used for all diagrams within this document. The diagrams are not intended to represent the specific setting out of a works site or the use of temporary traffic control, nor are they to scale. Any reference to a worksite location or temporary traffic control is for illustrative purposes only. A 'worksite area' includes all barriers and cones etc surrounding the work area. 'Plant and materials storage' includes site vehicles, welfare facilities and safety zones etc.

Example Diagrams

Figure 1: Diagram Key

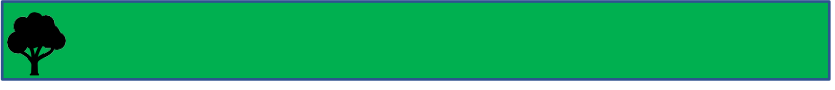
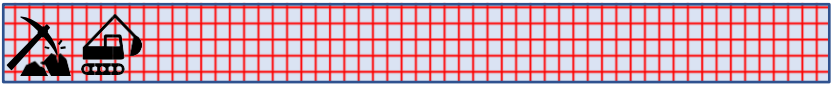
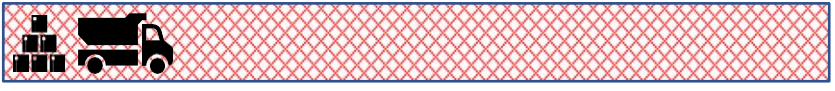
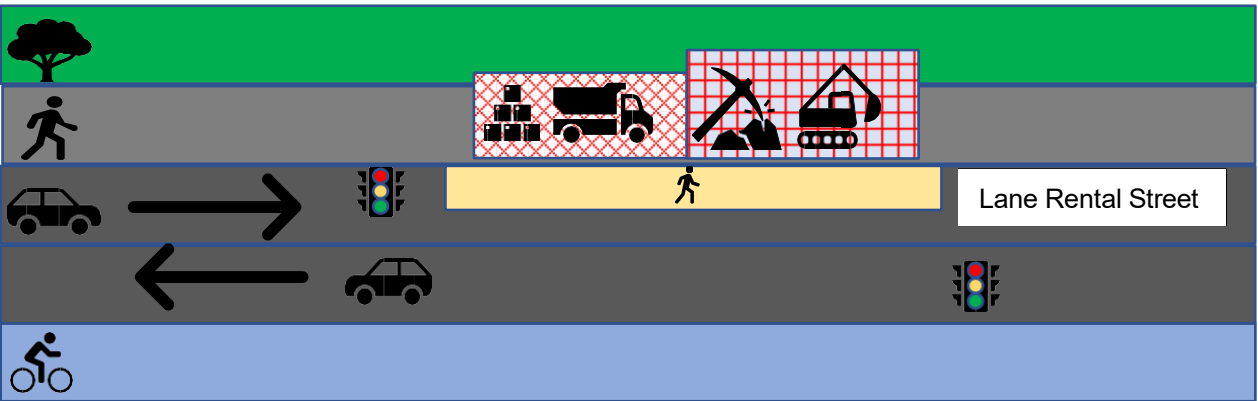
Verge	
Footway	
Carriageway	 
Cycle track	
Temporary pedestrian provision	
Worksite area	
Vehicles, plant and materials storage	
Temporary cycle or traffic control	

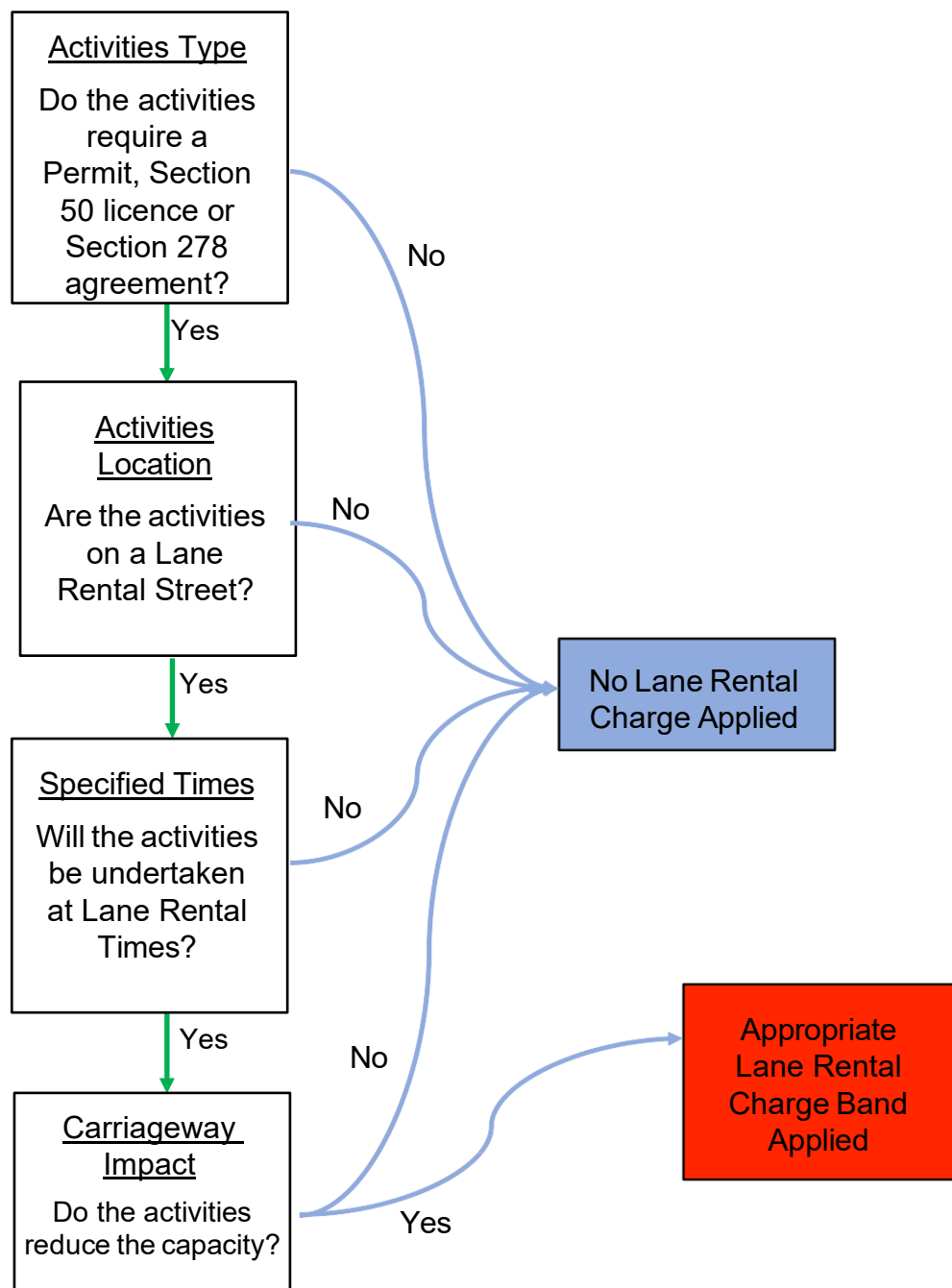
Figure 2 gives an example diagram showing work area and vehicle / storage area, pedestrian provision, and temporary traffic control.

Figure 2: Example diagram.



Lane Rental Logic Flow

Figure 3 provides a simple logic flow to determine whether lane rental applies to activities and any associated charge. The exception to this is for Immediate Activities, where the first 48 hours of the activities are without charge. Please refer to the KirLRS scheme documents and charging policy for further information. The logic flow to determine whether lane rental applies to the activities is shown in Figure 3. Figure 3: Lane Rental Logic Flow



Charges and Discounts

Table 1 provides an overview of the relevant charges to Promoters where lane rental charges apply, this is accompanied by an explanation beneath.

Table 1: KirLRS Charges

Identified Lane Rental Charge Streets (Bands)	Lane Rental Charge Discount applied	Full Day Charge
Band 1 (Road Closure or Single Carriageway Road Occupancy)	0%	£2,500
Band 2 (All Carriageway Remedial Works)	0%	£2,500
Band 3 (Single Lane Occupancy of Multi Lane or Dual Carriageway)	20%	£2,000
Band 4 (Cycle Track)	40%	£1,500

If an activity's footprint spans more than one Traffic Control Type at any time during the duration of the activities, then the higher daily rate of charge will apply for the days the activity footprint includes that Traffic Control Type.

Remedial works carried out at Traffic-Sensitive times at specified locations to rectify defective reinstatements on the carriageway or on the footway or verge which impacts on the carriageway will be subject to the maximum daily charge for the applicable band.

Fixed Penalty Notices and Charges

Kirklees Council will continue to apply its powers under Section 74 of the New Roads and Street Works Act 1991 (NRSWA). A Fixed Penalty Notice (FPN) will be given if the Works Promoter fails to comply with the terms and conditions of the permit or licence. There are offences under Regulations 19 (working without a permit) and 20 (breach of permit conditions) of the Traffic Management Permit Scheme (England) Regulations 2007 as amended (the 2007 regulations). These can, where appropriate, be discharged by payment of a fixed penalty notice (FPN).

Works Promoters may also be liable to pay an overrun charge to the authority in accordance with Regulations. FPN and s74 charges will be applied separately to lane rental charges where appropriate.

Core Process for Activities on a Lane Rental Street

Figure 4 shows the core process for activities on a lane rental street, from the initial application through to work completion and payment of the lane rental scheme charge. The key principles set out in this process are as follows:

- After the initial permit application and when the permit has been granted, Kirklees Council will issue a works comment to the Promoter through Street Manager setting out the estimated lane rental charge for the activities based on the agreed permit conditions.
- Kirklees Council will undertake site inspections to check the Promoter is working to the agreed permit conditions.
- Any variation to the Permit which creates a change to the estimated lane rental charge will be notified by a works comment through Street Manager.
- Once work is complete, Kirklees Council will undertake a site occupancy inspection to verify the site is closed and clear.
- After it is verified and the works are closed, Kirklees Council will finalise the lane rental charge based on the actual occupation and then issue the Promoter confirmation of the lane rental charge or an estimated lane rental scheme charge reconciliation through Street Manager.
- Once any reconciliation is complete and agreed an invoice for the lane rental scheme charge will be sent to the Promoter for payment.



Activities on a Lane Rental Street

Specified Activities

Non-excavation activities

The KirLRS applies to all activities that are as follows, unless otherwise specified in the Kirklees Lane Rental Scheme Charges Policy and Table.

- Require a permit under the relevant section of the Kirklees Permit Scheme
- Are executed under a NRSWA Section 50 licence.
- Are executed under s278 of the Highways Act 1980.

Diversionary activities

Diversionary activities are generally included within the KirLRS as “works for road purposes” which are maintenance and improvement works to the road itself carried out by, or on behalf of the Highway Authority.

Activities undertaken under the Highways Act

Activities undertaken under a Section 278 of the Highways Act 1980, are included within the KirLRS as “works for road purposes” which are maintenance and improvement works to the road itself carried out by, or on behalf of, the Highway Authority.

No charge will apply for activities undertaken wholly within the footprint of another Highways Act activity, e.g., if a road is closed for a crane operation and a registerable activity takes place wholly within the closure for the crane and wholly within the dates required for the crane operation.

Specified Location

Maintaining traffic flows

The KirLRS states lane rental charges will only apply when there is either a road closure or a lane closure. The term *lane closure* refers to any of the following:

- any form of traffic control is deployed on the carriageway,
- any traffic management reduces the number of lanes of a carriageway which can be safely used, or
- there is any impact which reduces the capacity or operation of a junction.

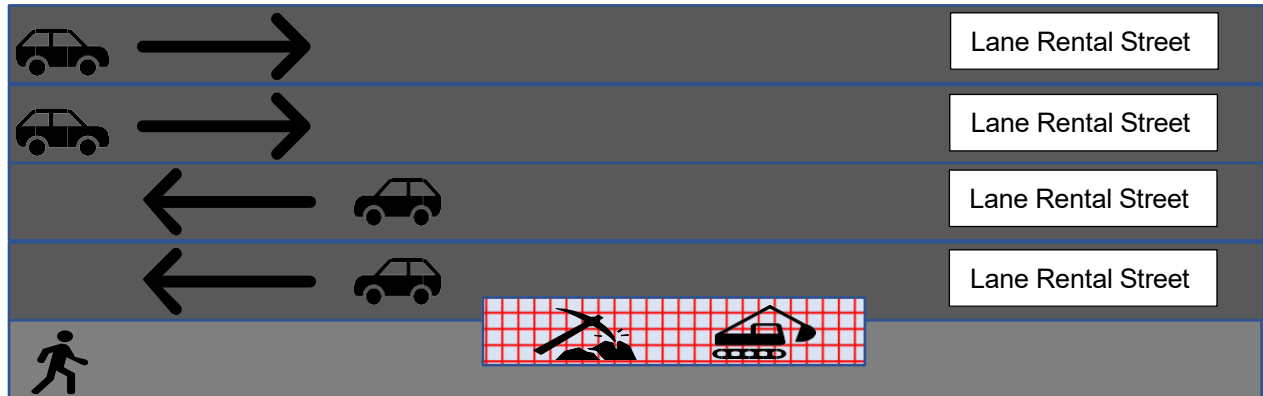
Where a work site includes the carriageway, the impact on the capacity will need to be determined on a case-by-case basis and will be very specific to the dimensions of both the carriageway and the work site.

The KirLRS applies to activities in a carriageway or a cycle track, or where activities in a verge or on a footway encroach on a carriageway or a cycle track.

Carriageway incursion

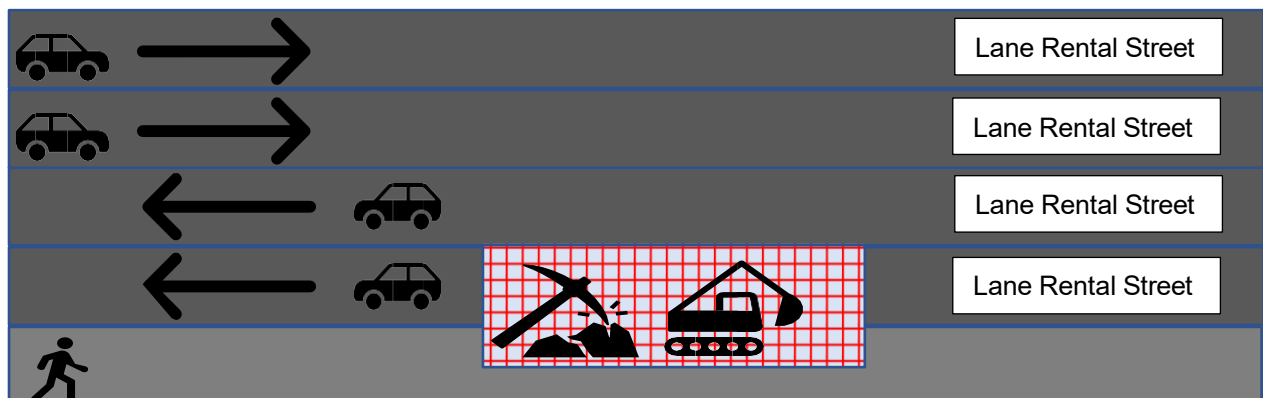
Lane rental charges will not be applied if the work site includes carriageway incursion but there is no reduction to capacity, see Figure 5.

Figure 5: Carriageway incursion (no reduction to capacity)



Lane rental charges will be applied if the work site includes carriageway incursion and there is a reduction to capacity, see Figure 6.

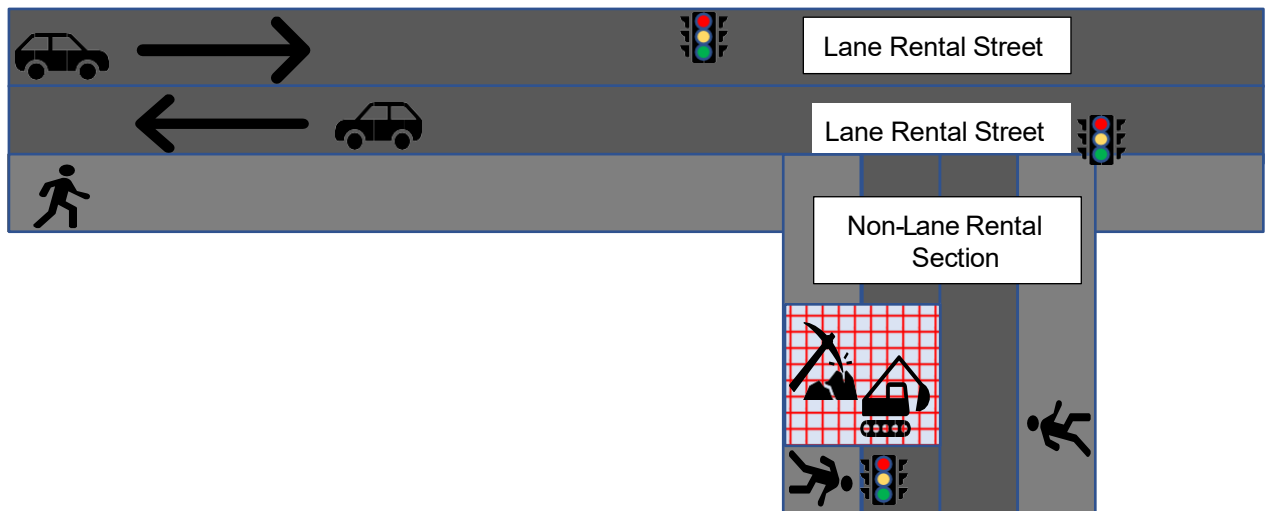
Figure 6: Carriageway incursion (reduction to capacity)



Temporary traffic control

A lane rental charge will be applied when the site area is not on a lane rental street, but temporary traffic control is deployed on a lane rental street and reduces the traffic flow on the carriageway but is not as a separate work site area. See Figure 7.

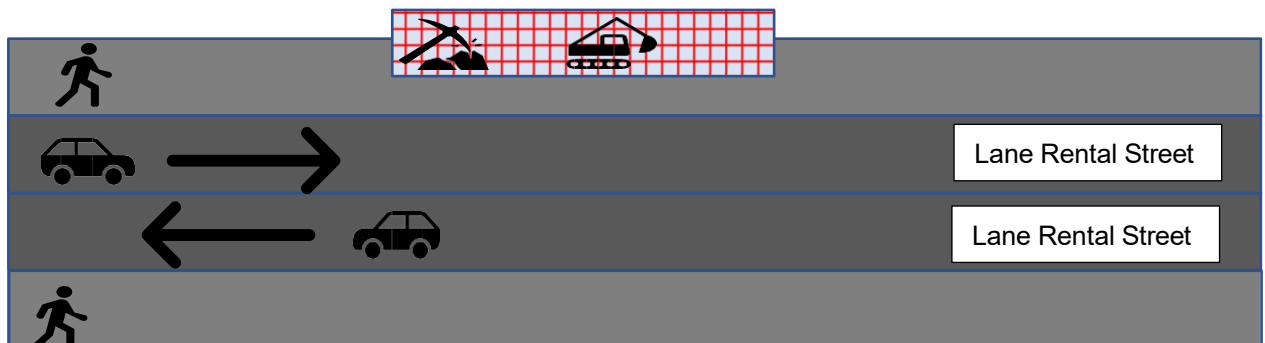
Figure 7: Temporary traffic control.



Activities in the footway

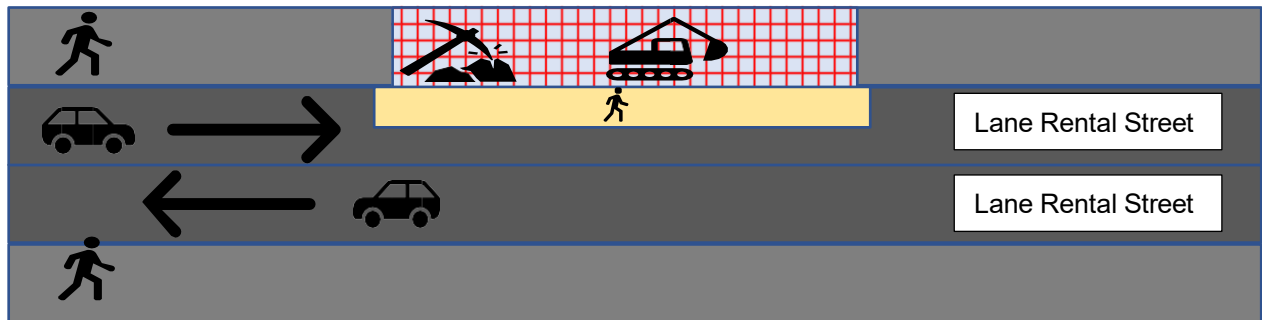
Where activities are solely in the footway and there is no reduction to the traffic flow of the carriageway no lane rental charges will apply. Similarly, where activities are solely in the footway and allows safe movement by footway users around the site, with no reduction to the traffic flow of the carriageway, no charge will apply either. For clarity, no lane rental charge will be applied when the site area allows footway users to pass safely while maintaining normal traffic flows, see Figure 8.

Figure 8: Activities in the footway (maintaining safe movement)



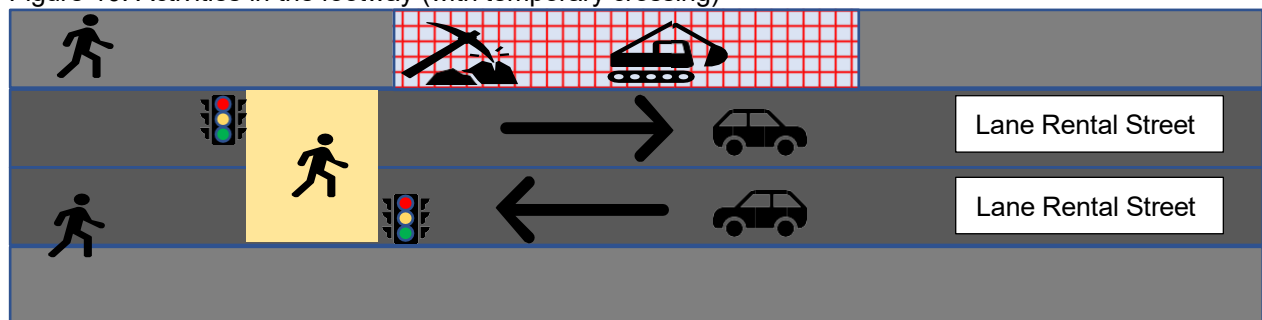
Where activities are solely on the footway and a walkway is put into the carriageway and there is a reduction to the traffic flow of the carriageway, lane rental charges will apply, see Figure 9.

Figure 9: Activities on the footway (with additional walkway)



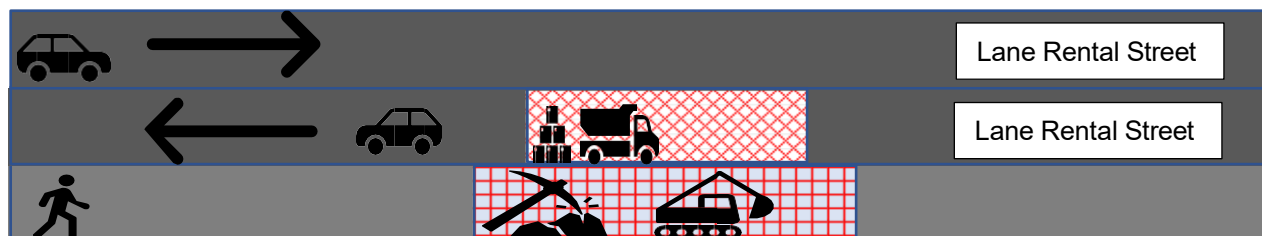
Where activities are solely in the footway but requires a temporary crossing that reduces the traffic flow on the carriageway, lane rental charges will apply, see Figure 10.

Figure 10: Activities in the footway (with temporary crossing)



Where activities are solely in the footway and plant, materials and/or spoil is located in the carriageway resulting in a reduction to the traffic flow, lane rental charges will apply, see Figure 11.

Figure 11: Activities in the footway (with plant, material or otherwise in the carriageway)

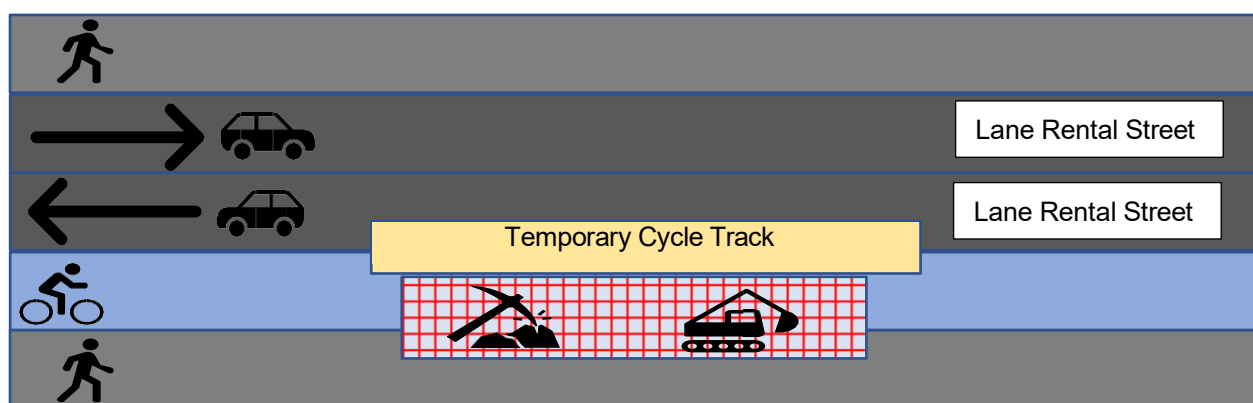


Cycle track, cycle lane, cycle path or cycle route

Where a work site includes a cycle-track or cycle-lane, no lane rental scheme charge will apply if the alternative temporary route does not reduce traffic flow of the carriageway, see Figure 12.

A cycle-track is a way, constituted or comprised in a highway, over which there is a public right of way for pedal cycles, with or without a right of way on foot and over which there is no other right of way. Where the alternate cycle track reduces the capacity of the carriageway, lane rental charges will apply.

Figure 12: Cycle-track, Cycle-Lane, Cycle-Path or Cycle Route



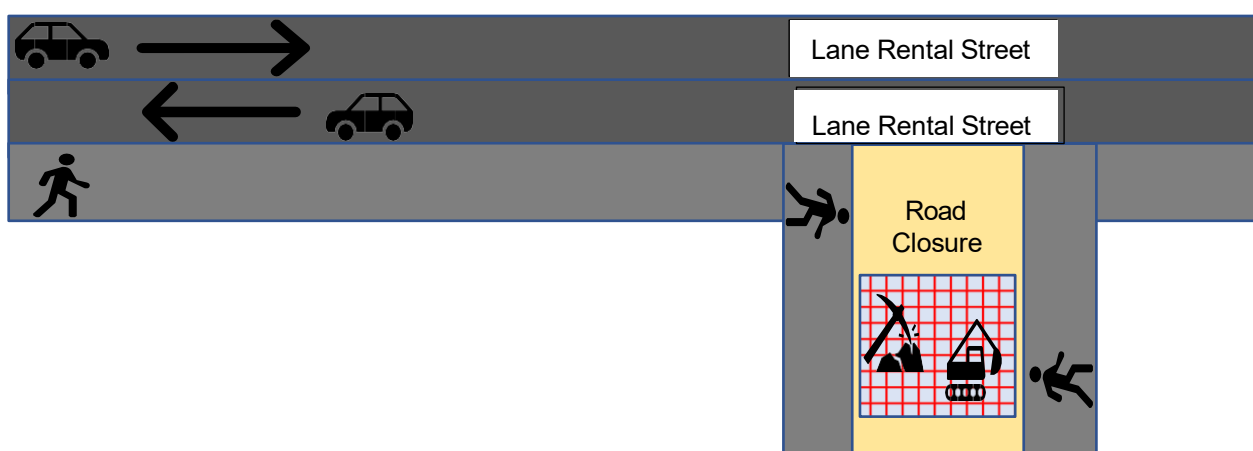
To avoid impacting the carriageway with a temporary cycle-track, a Promoter may consider the use of appropriate signage. Such measures should be agreed in advance with the Network Coordination Team.

Side Road Closures

Where a road closure is wholly contained within another street with a separate USRN which adjoins a lane rental street, thereby not affecting capacity of the carriageway of the lane rental street, no lane rental scheme charges will apply.

To clarify, where the site area and traffic control (road closure) are not on a lane rental street, no lane rental scheme charges would apply, see Figure 13.

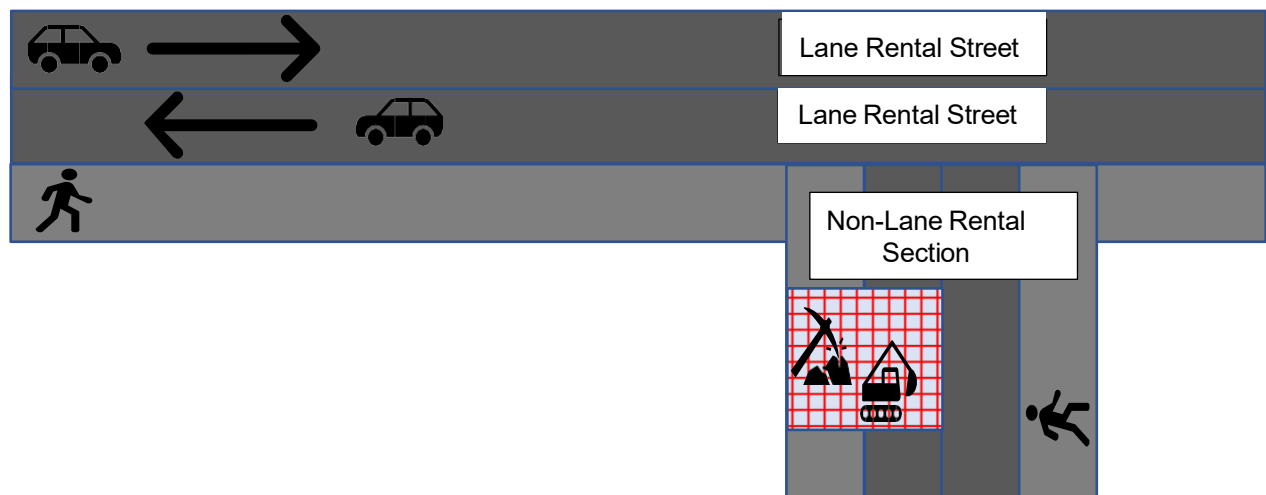
Figure 13: Side road closures.



Activities on a lane rental street with a partial designation

Where activities are located on a partial section of a lane rental street not included within the lane rental designation, such as a side road, a lane rental charge will only apply when traffic controls reduce the capacity of a carriageway that is included within the lane rental designation. See Figure 14. The NSG ASD contains the information on the partial designations, including a text descriptor.

Figure 14: Activities on a lane rental street with a partial designation.



Partial or semi recessed road space

Where activities are wholly within a recessed area of the carriageway, thereby not reducing the capacity of the carriageway, no lane rental charges will apply, see Figure 15.

Figure 15: Partial or semi recessed road space.



Location of a works vehicle

A works vehicle may be parked in a works site if it is necessary for carrying out said works. Although a vehicle entirely within the coned off area of the site may require a larger coned off area than would otherwise be the case.

A vehicle may be parked outside a works site if it obeys the parking rules that apply to any other vehicle in that street. Outside the works site, the vehicle has no special status and no exemption from parking enforcement.

In the scenario shown in Figure 16, no lane rental scheme charge will apply. In this scenario, the works vehicle is parked legally in a parking bay or bus layby and the site area does not reduce the capacity of the carriageway.

Figure 16: Works vehicle in a parking bay.

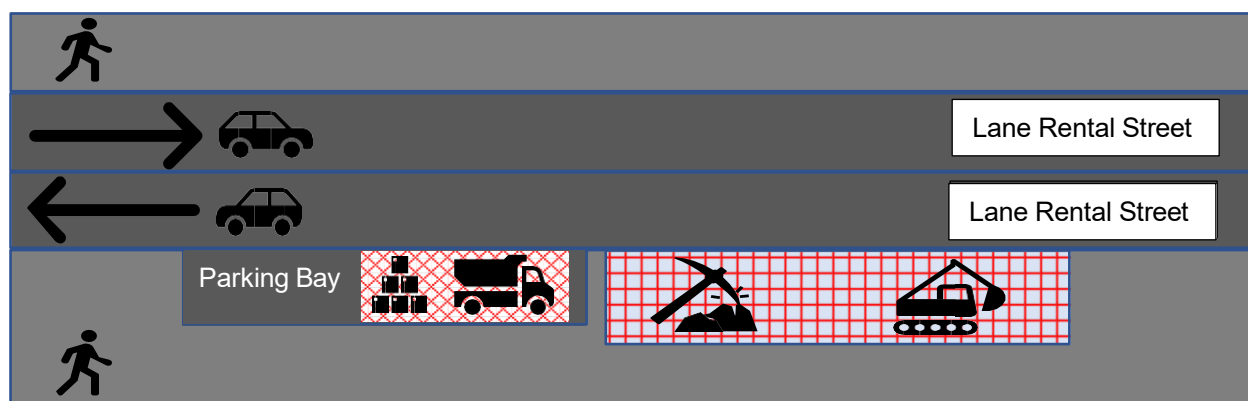
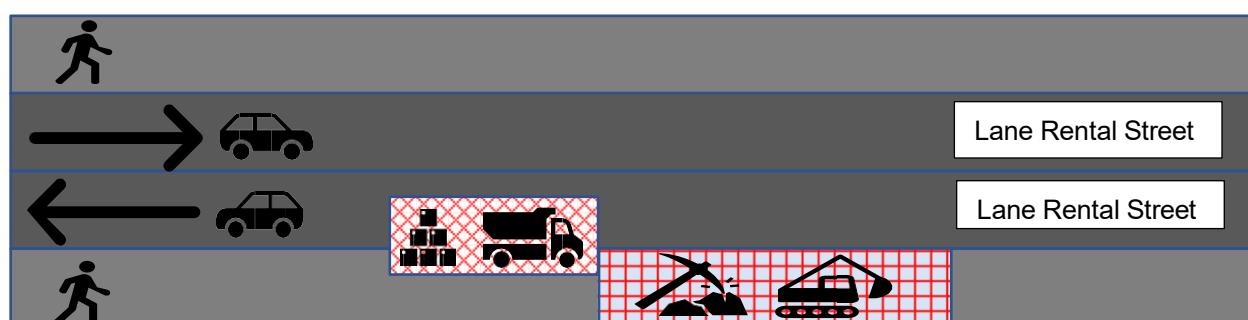


Figure 17 shows the opposite and a lane rental scheme charge will apply. In this scenario, the works vehicle is parked illegally on a lane rental street and reducing the capacity on the carriageway. Where a works vehicle is parked on a works site and reducing the capacity of the carriageway lane rental charges will apply.

Figure 17: Works vehicle parked illegally within a lane rental street.



Work site deliveries.

It is expected that work site deliveries will be scheduled outside of lane rental scheme times. Where a work site delivery is scheduled during lane rental scheme times, and this creates a reduction in the capacity of the carriageway then a lane rental scheme charge will apply.

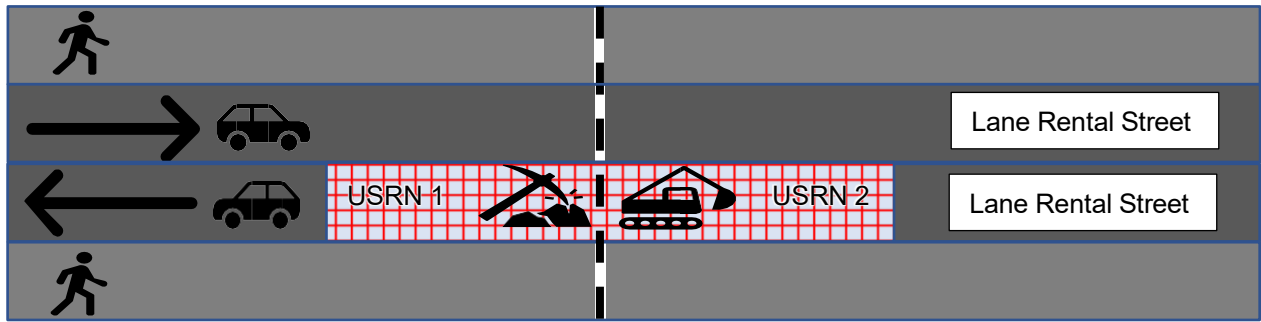
In addition, if the vehicle is not incorporated within the works site, all Promoters are expected to ensure the delivery vehicle is parked legally or in a safe manner in all instances.

Activities spanning more than one Unique Street Reference Numbers (USRN)

Where activities cover more than one USRN, and therefore a Permit is required for each separate USRN and the work site does not contain any form of junction, then the equivalent of one charge will apply for the entire activities. No permit fees will apply to those activities.

This scenario is shown in Figure 18 where lane rental charges apply. In this case, the charges will be discounted on each works so that the total fee amounts to a charge for one work only. In this example, 50% for each work.

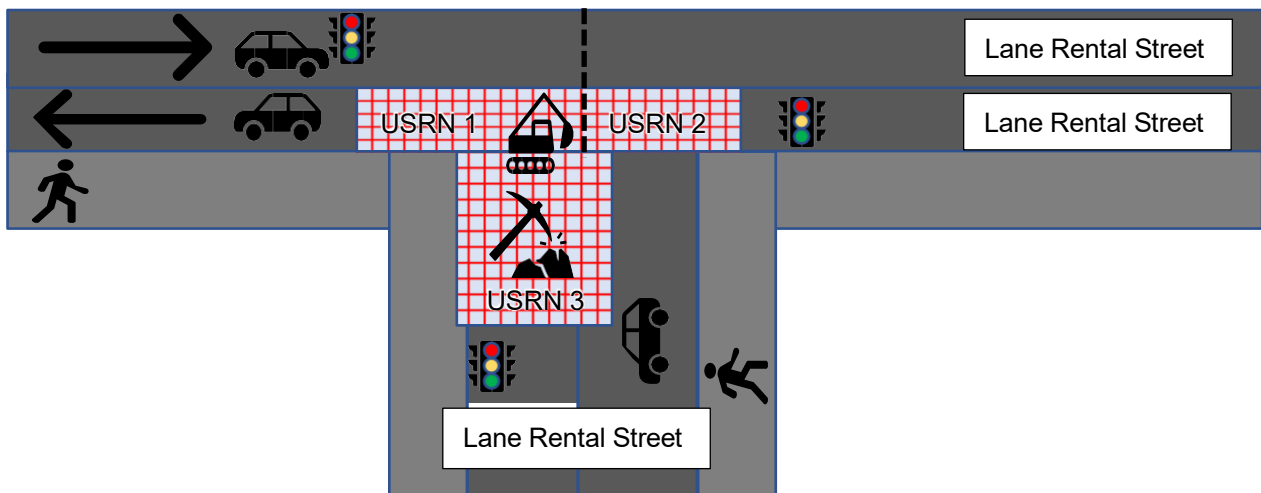
Figure 18: Activities spanning more than one Unique Street Reference Numbers (USRN)



The scenario shown in Figure 19 is where a work site contains a junction. Irrespective of whether a joining street is a lane rental street, then the Kirklees Network Coordination Team will review this on a case-by-case basis.

However, lane rental charge will apply. The charge may apply for each USRN. A discounted charge may be considered by the Network Coordination Team on a case-by-case basis.

Figure 19: The work site contains a junction.

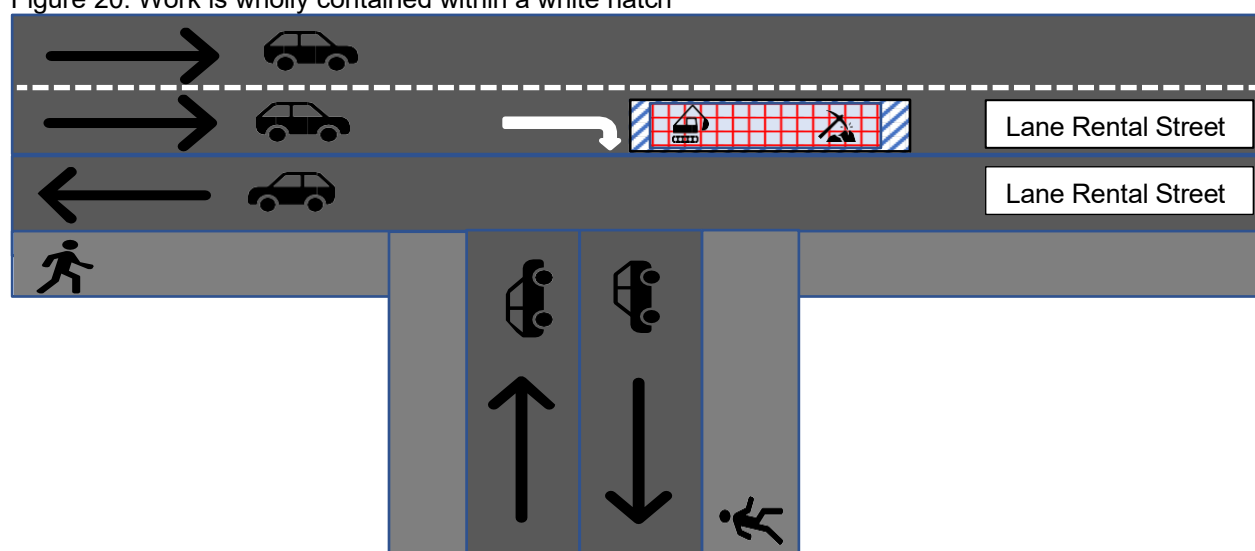


Work wholly contained within a white hatched area.

No charge will apply where work is wholly contained within a white hatched area (of the carriageway) and with no encroachment onto the carriageway and not reducing highway capacity. This scenario is shown in

Figure 20 and shows that the works site is wholly contained within the white hatched area with no impact to the carriageway. This indicates that no lane rental scheme charge will apply.

Figure 20: Work is wholly contained within a white hatch

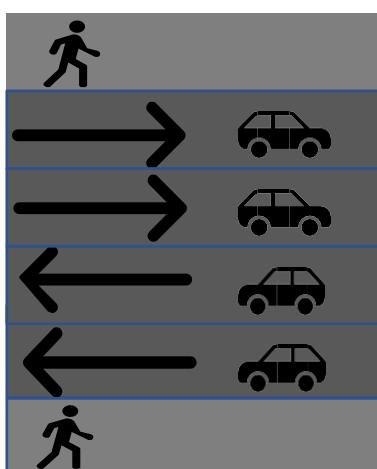


Redefined road space

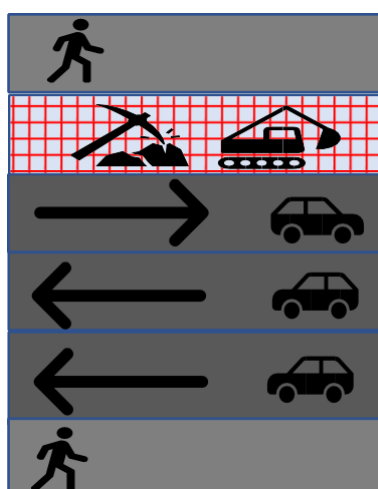
Where the outcome of activities permanently redefines the street layout, and therefore the capacity, the KirLRS may consider a waiver or reduction of the charge for those activities. For example, reallocation of carriageway space for alternative modes of transport, such as cycling and walking. This scenario is shown in Figure 21.

Figure 21: Redefined road space.

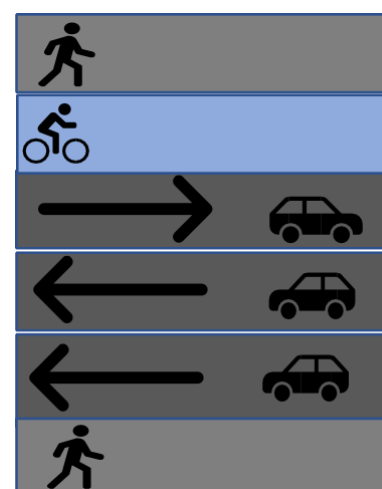
Existing Street Layout



Work Site



New Street Layout



Use of road plates and/or temporary materials

If suitable road plates and/or other materials can be safely used to avoid activities impacting on capacity at specified times, then lane rental charges will not be applied, even if such measures necessitate a speed limit reduction in order for their safe deployment. For example, it may be possible for excavations to be safely covered during specified times thereby maintaining the carriageway capacity, with traffic control measures deployed outside of specified times only. This process could be repeated each day throughout the duration of the activities. If such a solution were viable for activities, then the KirLRS would consider the duration a reasonable period,

recognising that the duration of the activities may be extended to accommodate these measures.

Road plates and/or other materials will need to comply to the tolerances for surface profile as set out in the Specification for the Reinstatement of Openings in Highways and with suitable skid resistance appropriate to the location. Such measures should be checked at regular intervals to ensure they remain in place and in good condition.

Specified Days and Times

Lane rental timings

The Lane Rental Scheme Document sets out the lane rental times (the 'specified times') for each street.

Short duration encroachments into lane rental times

The Network Coordination Team expects any Promoter planning to avoid specified times to allow sufficient contingency into the time needed to complete their work. As such, the KirLRS will charge for any activities found to have continued into the specified time, even if only by a few minutes.

Environmental Considerations (Potential Impacts of Noise, Vibration, Dust, Lighting)

The Network Coordination Team will apply a balanced approach to the needs of the Promoter, the Local Highway Authority's network management duty and the Environmental Health Department, when determining an application to work at a specified location.

Care shall always be taken to minimise the potential for disturbance from noise, vibration, dust and lighting. It is recognised that the potential for disturbance is heightened for works taking place outside of normal working hours. As such, where potential disturbance is likely for out of hours works, the Promoters shall be required to submit a completed 'Out of Hours Working Environmental Health Impact Pro-Forma' with the Permit application detailing the nature of the works and the mitigation measures that shall be in place to minimise disturbance to a practicable minimum.

The designated Environmental Health Officer shall review and provide feedback to the Promoter, through the Network Coordination Team, in relation to the pro-forma submission.

If the KirLRS considers that a Promoter has made a genuine attempt to plan work outside of Specified Times but is prevented from doing so by environmental impacts, the KirLRS may consider applying a discount or waiver to a charge, provided that all other means of avoiding the charge have also been adequately explored.

Data & Systems

List of Lane Rental Streets

The National Street Gazetteer (NSG) contains the list of streets that have a lane rental designation, together with the extent of the designation, i.e. if it applies to the whole or part of the street, and the timings for that street.

The NSG Additional Street Data (ASD) contains a copy of the information in the Lane Rental List of Streets, which is accessible through Kirklees Council's website, and will include:

- Unique Street Reference Number (USRN)
- Street Descriptor – name of the road
- ASD Timing – the specified days and times when lane rental applies.

Local Street Gazetteer – Additional Street Data

The LSG and ASD Type 63 record will identify whether a street has a lane rental designation, and the associated timing. The ASD will also define the extent of the USRN where lane rental is applied, i.e. the whole street or only partial section of the street.

Where the lane rental designation is not applied to the whole street, additional text may be included in the ASD record to describe the location of the designation.

Any uncertainty on the extent of lane rental on a USRN where the designation is not applied for the whole street should be discussed with the Network Coordination Team.

Operational information on Street Manager

The KirLRS recognises that all activities-related information must be sent between the Promoter and Network Coordination Team through Street Manager. The lane rental specific functionality within Street Manager is outlined within the Street Manager Business Rules.

This functionality does not feature in the API specification so the Network Coordination Team needs to use other non-lane rental specific functionality to support the operation of the KirLRS, for example the use of Comments and Live Site inspection categories, in order to ensure that all Promoters can receive relevant lane rental content.

A Promoter may choose to use the functionality within Street Manager, such as selecting a lane rental assessment charge type, and the processes set out within this document will not supersede or conflict with this. The interface of Street Manager, showing the relevant designations is shown in Figure 22.

Figure 22: Image from Street Manager showing Lane Rental Street designations.
Showing

Street designations

Selected USRN

16000526 – EGERTON ROAD

Traffic Sensitive

- TRAFFIC SENSITIVITY REVIEWED FOR LANE RENTAL SCHEME APPROVED BY SECRETARY OF STATE ON 20 DECEMBER 2020 (Working days only from 07:00 to 10:00 applicable between 01/04/2021 to 01/01/9999)

Entire road

- TRAFFIC SENSITIVITY REVIEWED FOR LANE RENTAL SCHEME APPROVED BY SECRETARY OF STATE ON 20 DECEMBER 2020 (Working days only from 16:00 to 19:00 applicable between 01/04/2021 to 01/01/9999)

Entire road

Lane Rental

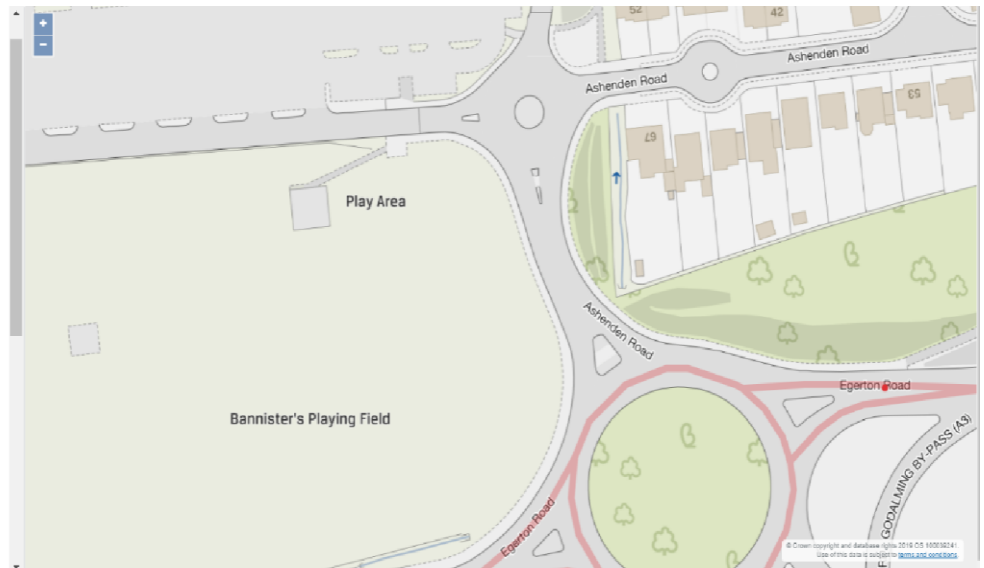
- LANE RENTAL SCHEME APPROVED BY SECRETARY OF STATE ON 20 DECEMBER 2020 (Working days only from 07:00 to 10:00 applicable between 01/04/2021 to 01/01/9999)

Entire road

- LANE RENTAL SCHEME APPROVED BY SECRETARY OF STATE ON 20 DECEMBER 2020 (Working days only from 16:00 to 19:00 applicable between 01/04/2021 to 01/01/9999)

Entire road

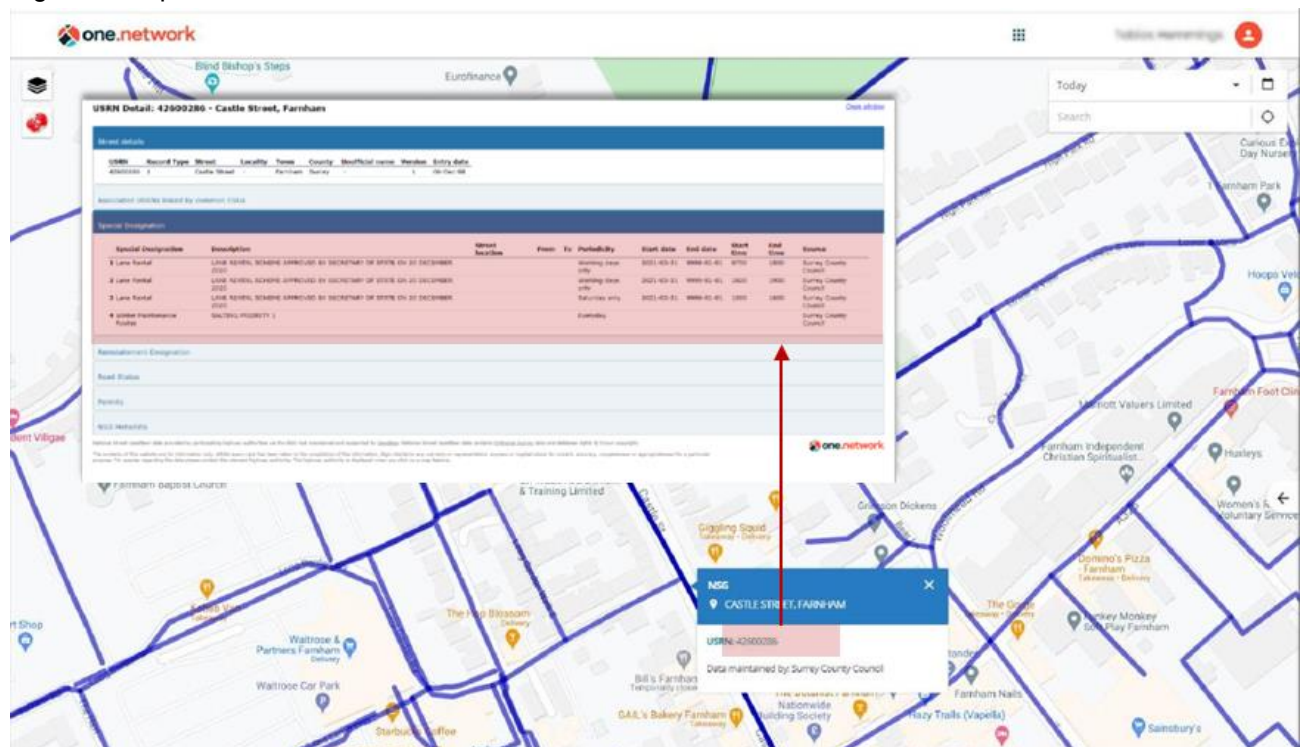
Street view data updated 2020-12-20



Operational information on one.network

The lane rental NSG ASD information can also be viewed on one.network under the Operational info within Data layers. A one.network user can select to view the Lane Rental Scheme network or the NSG ASD data within the USRN Detail section. An example of this is shown in Figure 23.

Figure 23: Operational information on one.network



Kirklees Council's Lane Rental Network

A map view of the lane rental streets will also be available on the Kirklees Council's Lane Rental webpage.

Traffic control

Temporary traffic signals

The use of temporary/portable traffic signals constitutes a 'lane closure' for the purposes of calculating lane rental charges and charges will always apply if they are deployed during the specified times.

It may be possible for works to avoid lane rental charges by deploying temporary traffic signals outside of the specified times, whilst continuing work during the specified times without any form of traffic control, for example by using road plates and/or temporary materials.

Shuttle Lane lengths for temporary traffic signals.

For long-length activities, the length of the shuttle lane for any temporary traffic signals can directly affect the scale of the disruption and/or congestion caused by the activities. The Network Coordination Team will give careful consideration as to the most appropriate length of a shuttle lane. This considers the day-to-day level of disruption against the overall duration of the activities.

For example, for activities involving a maximum allowed 100-metre-long shuttle lane resulting in a duration of two weeks, it may be considered preferable to allow a 200-metre-long shuttle lane, which would allow activities to be completed within one week.

Activities including the use of temporary traffic signals will be carefully considered for each location, along with the reasonable period. The Network Coordination Team may consider reducing lane rental charges in some instances where a Promoter had reasonably proposed longer shuttle lane lengths in their traffic management proposals to achieve a shorter activities duration. This will be in circumstances where it is determined that a shorter shuttle lane over a longer period would be more preferable from an overall network impact assessment.

The Network Coordination Team would not however consider reducing lane rental charges in any instance where a clearly unreasonable and unrealistic shuttle lane length is being proposed. Promoters should not seek to use this provision to artificially reduce lane rental charges through unrealistic traffic control proposal, knowing that the Network Coordination Team would not agree to the shuttle lane lengths.

Temporary traffic signal proposals converted to a road closure by the KirLRS.

There may be instances where a Promoter proposes use of temporary traffic signals, but the Network Coordination Team considers a road closure preferable in consideration to the impact on network management. In such instances the Network Coordination Team will instruct the Promoter accordingly and will amend the lane rental charge category to that of a lane closure. This is to avoid penalising a Promoter for the traffic control direction of the Network Coordination Team.

The Network Coordination Team will not however consider reducing lane rental charges in any instances where a Promoter is proposing a clearly unreasonable and unrealistic temporary traffic signals configuration as a means to attempt to artificially reduce lane rental charges instead of a more suitable road closure.

Use of temporary traffic signals to replicate permanent signals

Where temporary traffic signals are used at a location where permanent signals are usually in operation, the Network Coordination Team will consider reducing the charge dependent on how closely the temporary traffic signals have been designed and programmed to replicate the intelligent operation of the permanent signals.

If the temporary traffic signals fully replicate all aspects of the permanent signals being replaced, and the junction can effectively continue to operate without any detrimental impact to the capacity, the Network Coordination Team will waive all lane rental charges.

Working within a Permit Scheme

Permit or licence application.

For every application on a lane rental street a Promoter is encouraged to detail:

- if a charge will or will not apply
- any reason why a charge will not apply. Examples of this may include:
 - Activities outside of the specified lane rental times
 - Discount for collaboration with another Promoter
 - Traffic control on the carriageway will not reduce the capacity.
 - The location of activities outside of the lane rental designated section of the street where the designation is not the whole street.

The Network Coordination Team recognises that this is not a mandatory requirement within the regulations, but the provision of this information will enable a more efficient processing of an application on a lane rental street. For all applications, the Network Coordination Team will consider not only if the activities will be subject to lane rental, but if the activities could be subject to lane rental.

For example, an application may state that activities are entirely on the footway. However, the proper traffic control for pedestrians may encroach onto the carriageway, thereby potentially making the activities subject to lane rental charges.

The Network Coordination Team may request a traffic management plan be included for any activities on the lane rental network.

Permit Conditions

There is no specific permit conditions related to lane rental. However, where appropriate, permit conditions will be used to specify any working arrangements in relation to the lane rental for the activities, i.e., the times specified on the Permit or the traffic management arrangement. This is to ensure clarity on the working arrangement and remove any potential ambiguity.

Lane Rental Inspections

The Network Coordination Team will undertake live site inspections of activities on lane rental streets to check that the activities are being undertaken in accordance with the agreed working arrangements. There is no specific lane rental inspection category within Street Manager, therefore a Live Site type within the site occupancy category

will be used to record a lane rental compliance inspection.

For each inspection, an appropriate outcome for the inspection type will be selected to indicate the status of the activities. The options for this are as follows:

- Works stopped – apparatus remaining.
- Work in progress – no carriageway incursion
- Works in progress
- Works stopped
- Unable to complete inspection

Additionally, a code will be added within the text description field to denote the specific results of the lane rental compliance inspection, i.e., whether or not the activities are adhering to the working arrangements. Table 2 provides the detail of the available codes.

Table 2: Inspection failure categories and definition

Code	Definition
LR-A	The activities are adhering to the working arrangement for lane rental as defined in the Permit or Licence.
LR-NA-CI	Non-adherence – Carriageway Impact The activities are not adhering to the working arrangement in relation to avoiding impact to the carriageway.
LR-NA-TIM	Non-adherence – Timing The activities are not adhering to the working arrangement in relation to avoiding working at lane rental times.
LR-NA-EI	Non-adherence – Environmental Impacts The activities are not adhering to the working arrangement in relation to avoiding environmental impacts.
LR-NA-DIS	Non-adherence – Discount The activities are not adhering to the working arrangement in relation to discounts.
LC-NA-WIP	Non-adherence – Work in Progress An active site should be closed or has been notified as closed.
LR-NA-OTH	Non-adherence – Other The failure reason is not covered by the defined categories (above).

Where a non-adherence is recorded, the Network Coordination Team will send a Comment to the Promoter to inform them of a change to the charge status as appropriate.

Charges

Lane rental charge status

For all activities on a lane rental street the Network Coordination Team will issue a Comment, using the topic 'General', on the activities record which will contain the estimated charge status for reference. The estimated charge does not denote the charge that will be applied but provides an indication of the charge that may be applied for the detail of the activities as agreed at that time.

The Network Coordination Team will use a code to define the charge, similar in use to

codes for permit conditions. These codes and example use of these codes are shown in Table 3 and Table 4.

Table 3: Codes to denote the lane rental charges to be applied to works.

Code	Definition
LR0	Activities on a lane rental street but no charges will apply. The code must be applied with an appropriate suffix (letter) to signify the reason(s) why no charges will apply. If more than one reason is appropriate then each suffix must be added to the code, e.g. LR0 AB. Where the code D for other is used, a short text description will be given as to why charges do not apply.
A	Activities outside of lane rental times.
B	No reduction of capacity on the carriageway.
C	Activities outside of lane rental section where whole road is not included.
D	Other reason.
LR1	Activities on a lane rental street with charge. The duration and charge category will be added to the Permit or Licence details.
LR2	Activities on a lane rental street with a discounted charge. This code will be applied with an appropriate suffix (letter) to signify the relevant discount and also the amount of discount, e.g. LR2 A30 where a 30% discount is being applied for major infrastructure improvement. If more than one discount is to be applied, then each suffix must be added to the code with the total discount to be applied
A	Activities on a lane rental street with a discount applied for major infrastructure improvement.
B	Activities on a lane rental street with a discount applied for collaboration.
C	Activities on a lane rental street with a discount applied for innovation.
D	Activities on a lane rental street with a discount applied for other cases, as agreed with the Local Highway Authority.

Table 4: Examples for the use of charge codes

Code	Working Arrangement
LR0 AB	Planned activities on the footway with no impact to the carriageway and outside of lane rental times.
LR1	Immediate activities under a road closure where the expected duration is 5 days.
LR2 B 10 x Lane Closure Charge - 30%	Planned activities using a lane closure for 10 days with a 30% discount for collaborative working.
LR2 7 x Lane Closure Charge 3 x Road Closure Charge	Planned activities under a lane closure for 7 days and then a road closure for 3 days.

At any stage of the work, after grant and before work is closed (and verified), any change to the estimated charge should be stated in a comment from the Network Coordination Team to the Promoter.

The application of lane rental charges and permit fees

As set out in the Lane Rental Scheme documents, if activities are liable for a lane rental charge, then no permit fee will be applied. Table 5 shows the three different scenarios for the application of permit fees and lane rental charges based on this basis.

Table 5: Options following an application grant with or without lane rental charge.

	No Lane Rental Charge applies	Lane Rental Charge applies (no discount)	Lane Rental Charge applies (with discount)
Permit Fee	As applicable for the permit, with any discount	No permit fee charged	No permit fee charged
Comment	Comment with charge code LR0	Comment with code LR1	Comment with code LR2
Charging enquiry/ comment	Charging enquiry is zero	Charging enquiry to reflect charge	Charging enquiry to reflect charge

Lane rental charges applied to Immediate activities.

As set out within the KirLRS Scheme Document, for all Immediate Activities, lane rental charges will apply 48 hours from commencement of the works. In this instance, no lane rental charges apply for the first 48 hours regardless of whether charges would apply. Where the 48 hours of the Immediate Activities are not subject to lane rental, for example a Sunday, these hours still count towards the activities. If work is still underway after 48 hours, the activities become liable for a charge.

Table 6 provides three scenarios relating to the management of Immediate Activities, reflecting on the above.

Table 6: Immediate Activities scenarios and the respective lane rental charges

In the case of these and any scenarios relating to the 48-hour period without charges for Immediate activities, Promoters should be aware that charges may apply on Day 2, depending on the expiration of the 48-hour period and the start of the relevant Lane Rental specified time(s).					
Scenario 1 - Immediate activities with a duration of 6 days, starting on a Thursday at 12:00 and finishing on a Tuesday at 14:00 Lane Rental Street Days and Times – Monday to Friday					
Day 1 Thursday	Day 2 Friday	Day 3 Saturday	Day 4 Sunday	Day 5 Monday	Day 6 Tuesday
Charge Waived for the first day	Charge Waived for the second day	No Lane Rental Charge on this day	No Lane Rental Charge on this day	Charge applied for this day	Charge applied for this day
Scenario 2 - Immediate activities with a duration of 4 days, starting on a Friday at 12:00 and finishing on a Monday at 14:00 Lane Rental Street Days and Times – Monday to Friday					
Day 1 Friday	Day 2 Saturday	Day 3 Sunday	Day 4 Monday		
Charge Waived for the first day	No Lane Rental Charge on this day	No Lane Rental Charge on this day	Charge applied for this day		
Scenario 3 - Immediate activities with a duration of 5 days, starting on a Thursday at 12:00 and finishing on a Monday at 06:00 Lane Rental Street days and Times – Monday to Saturday					
Day 2 Thursday	Day 3 Friday	Day 4 Saturday	Day 5 Sunday	Day 6 Monday	
Charge Waived for the first day	Charge Waived for the second day	Charge applied for this day	No Lane Rental Charge on this day	No Lane Rental Charge on this day	

Discounts

Collaborative activities

Any opportunity for two or more Promoters to collaborate their activities to reduce the occupation of the highway is strongly encouraged. Collaborative activities that are carried out concurrently by two or more Promoters at the same location can apply to have lane rental charges reduced for the period of collaboration. In such circumstances, where activities are carried out at the same location by two or more Promoters concurrently, the daily lane rental charge rate will be split between the associated Promoters following confirmation and acceptance in writing by all parties. In some instances, lane rental charges may be reduced for collaboration where the activities originate from two distinctively different operational divisions of the same organisation, i.e. separate workstream prefixes.

Where Promoters collaborate, they will require the relevant permit for their activities (no permit fees will be applied). It is essential that the permit application clearly highlights, in sufficient detail, that collaboration is taking place.

Major Infrastructure Improvement /Future proofing the road network

Consideration will be given to reducing lane rental charges for major works that deliver significant highway infrastructure improvements, substantially extend/renew the longevity of an asset, or future proof a highway to protect it from being excavated again.

Remedial activities

The Network Coordination Team considers any remedial work to be avoidable activities, regardless of whether the nature of the repair itself constitutes urgent or emergency (Immediate) activities and regardless of whether the defective reinstatement requiring the remedial activities was identified by the Network Coordination Team or the Promoter. Therefore, all remedial activities will be subject to a maximum lane rental charge.

The initial Promoter should submit the appropriate permit application to cover their activities on site and are initially responsible for any lane rental charges. Once ownership of the site is taken over by the responsible Promoter, where all efforts were made by the initial Promoter to avoid lane rental charges and reduce disruption, any lane rental charges will be transferred to the responsible Promoter. The initial Promoter may wish to recover any other reasonable costs from the responsible Promoter.

Lane rental charges will apply from the first day for any such remedial activities, including any remedial activities required following activities which were themselves originally urgent or emergency activities.

Change of Promoter

Where activities are liable for changes to charges, responsibility for lane rental charges shifts from one Promoter to another. Relevant lane rental charges will be applied to the initial activities until such time as either the responsible Promoter (who owns the defect) takes over the work site or creates their own work site to undertake repairs, thus allowing the initial Promoter to clear site.

The Network Coordination Team expects the Promoters involved to make best endeavours to mitigate lane rental charges, giving consideration as to how they might have been avoided or reduced.

Damage to apparatus by third parties

In situations where damage to apparatus is due to another Promoter's activities there are two scenarios:

- Scenario 1: Promoter A has left site and Promoter B has to excavate to repair apparatus – these activities would be charged against the permit for promoter B in the expectation that Promoter B would pass lane rental charges/costs onto Promoter A who caused the original damage.
- Scenario 2: Promoter A is still on site and Promoter B undertakes repair works

in Promoter A's excavation – these would be charged against the permit for Promoter A already in place.

In an instance where unreasonable delays in Promoter B's attendance to effect repairs cause Promoter A to be liable for further lane rental charges over and above those that would already have applied (i.e. Promoter A's activities duration is extended solely as a result of any unacceptable delay in repair) then Promoter A and Promoter B would be expected to agree any distribution of charges within 10 working days of receipt of the relevant reconciliation of charge. In the absence of agreement between Promoters, lane rental charges will be apportioned equally.

Where damage to apparatus is because of other third parties (e.g. following a road traffic collision), lane rental charges will still be applied and it will remain the responsibility of the Promoter to recover their reasonable costs incurred, including applicable charges, from the relevant third parties. In such instances, the Network Coordination Team expects the Promoter to make best endeavours to mitigate the lane rental charges, rather than seek to pass on the charges without having given consideration as to how they might have been avoided or reduced.

Lane rental charges directly caused by actions of the Local Highway Authority

Where a Promoter can clearly evidence that the action of the Local Highway Authority has resulted in activities becoming liable for a charge, where it would not have otherwise been liable for a charge, then the Network Coordination Team will consider waiving the charge. For example, where a Promoter can clearly evidence that the Local Highway Authority has completed carriageway resurfacing works without correctly raising any existing frames and covers during or before the resurfacing works, and subsequent access to maintain or operate apparatus, e.g. valves, now requires a registerable activity which becomes liable for a charge. In such instances the Network Coordination Team still expects the Promoter to make best endeavours to minimise the impact of their activities on the capacity.

In instances where the Local Highway Authority has temporarily made safe a sunken frame/cover in the carriageway instead of deploying traffic control to make the situation safe, works required by a Promoter to make a permanent repair or replacement of the frame and cover, and/or to operate any valves may still be liable for lane rental charges where applicable.

Payment and reconciliation of charges

The Network Coordination Team will issue two separate accounts to the Promoter. One for permit fees and one for lane rental charges. The payment and reconciliation process will follow a similar process to the Permit Scheme fee payment process following a monthly cycle with a reconciliation period. The Network Coordination Team will only issue accounts to a Promoter or their agreed representative and reconcile the account with that organisation, not a contractor or third-party. Activities reference numbers will be included in reconciliations, which will be based on the numerical reference generated by the permit system.

Payment and reconciliation of permit fees

As there is a direct relationship between permit fees and lane rental charges but

different timescales to collect payment for each, the Network Coordination Team will undertake the following process to ensure that payments are aligned:

- Permit fees will be applied according to the fees table at the time of granting the Provisional Advance Authorisation (PAA), Permit or Permit Variation
- Where payment of a permit fee has been collected, and activities did incur a lane rental charge, the relevant permit fees charged will be credited to the Promoter. These permit fees would be clearly identified on the reconciliation issued to the Promoter.
- Where a permit fee has not been charged for activities subject to lane rental charges and the activity was either (a) cancelled, (b) did not proceed, or (c) did not become subject to a lane rental charge, the permit fee will be charged and collected on the next available billing cycle.

An example of the application of this process is detailed below.

- Permit application on 25th April with activities not subject to a lane rental charge.
- Permit granted on 26th April - a permit fee is generated.
- Payment of the permit fee is collected in May.
- Activities commence on 1st June, are completed on 5th June, and became subject to a lane rental charge.
- Permit fee paid in May will be credited to the Promoter on the next applicable permit fee billing cycle.

Transitional Arrangements

Table 7 represents the transitional arrangements based on the Lane Rental Scheme being implemented in October 2026.

Table 7: Transitional Arrangements

Stage of activities		July 2026	August and September 2026	To end September 2028
Existing planned activities not started before the KirLRS start date	Major activities with a permit that starts within three months	No Lane Rental Charges apply		Lane Rental Charges apply
	Major activities varied after the KirLRS start date	Lane Rental Charges apply		
	Standard and Minor Planned Activities	No Lane Rental Charges apply	Lane Rental Charges apply	
	Standard and Minor Planned Activities varied after the start date	Lane Rental Charges apply		
	Activities under Section 50 (NRSWA) or Section 278 (Highways Act 1980)	No Lane Rental Charges apply		Lane Rental Charges apply

Stage of activities		July 2026	August and September 2026	To end September 2028
	Major schemes with a valid forward planning information notice on the permit system	No lane rental charges apply if activities start within 24 months of the KirLRS start date as specified in the submitted Forward Planning Information Notice.		
Existing activities (in progress) at the KirLRS start date		No lane rental charges apply		
New activities planned after KirLRS start date		Lane rental charges apply		

Glossary

Term	Meaning
Activities	Means works on the highway, street works or works for road purposes
ASD	Additional Street Data
Charge	Means a lane rental daily charge
Kirklees Council	Refers to the Council in their capacity as a Local Highway Authority and as a Permit Authority
Day	Means all days including Saturdays, Sundays and Bank Holidays unless explicitly stated otherwise
Fee	Means a permit fee as set out within Kirklees Council's Permit Scheme
Network Coordination Team	Means Kirklees Council's role as Streetworks Authority responsible for both the Permit Scheme and Lane Rental Scheme.
NSG	National Street Gazetteer
Permit Scheme	Means the Kirklees Council's Permit Scheme
Promoter	Means a person or organisation entitled by virtue of a statutory right to carry out street works or works for road purposes
Traffic control	As set out in the Safety at Street Works and Road Works – A Code of Practice and the Traffic Signs Manual Chapter 8
Capacity	Capacity is expressed as the maximum number of vehicles in a lane or a road that can pass a given point in unit time, usually an hour, i.e., vehicles per hour per lane or roadway
Undertaker	An Undertaker is an organisation that carries out street works, such as utilities companies, highways authorities, and contractors. They are also known as statutory undertakers.