

Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

Permit Invoicing

Yorkshire Common Permit Scheme: Permit Advice Note No. Three

Document Name:	<i>Permit Invoicing</i>	Document No: YPAN/003
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Related Documents:		

Background:

In order to adopt a reasonably consistent approach to invoicing the following details are provided. It is recommended that YCPS Authorities take these details into account when organising their invoicing arrangements.

Advice:

- 1) The Permit Authority will produce a pre-invoice schedule, as an Excel spreadsheet, at the beginning of every month for any charges becoming payable in the previous month.
- 2) The following fields should be included in the schedule (other fields may be included at the Authority's discretion/Works promoter request):
 - a) Local Authority reference no. (LA Code)
 - b) Works Promoter prefix
 - c) Permit reference (including suffixes)
 - d) Date of charge (date of application / variation approval)
 - e) Type of charge (PA approval / Variation etc)
 - f) Amount of charge
 - g) Permit Address (road name)
 - h) Permit Locality (town/district)
 - i) Charge accepted (left blank)
 - j) Charge Comments (left blank)
- 3) Each schedule will contain information for one Works Promoter, there will not be a separate schedule for each individual promoter prefix unless specifically requested to do so.
- 4) The schedule will be sent to the e-mail address specified by the Works Promoter.
- 5) Works Promoters will be given 10 working days to dispute any charges, after this period an invoice will be raised for all non-disputed charges. It is recognised that the charge could be disputed once the invoice has been raised.
- 6) Any disputes should be made in writing, preferably by return of comments on the pre-invoice schedule, to the e-mail specified by the Permit Authority.
- 7) The charges for Provisional Advance Authorisations (PAAs), Permit Applications (PAs) and variations are standardised, and the accompanying fee matrix (see Appendices A and B below) ensures transparency, therefore it is envisaged that there is limited scope for disputes.
- 8) Permit Authorities welcome a pro-active approach to charges, and encourage that disputes regarding proposed charges be raised prior to the pre-invoice schedule being issued.

Appendix A – YCPS Fee Charging Matrix (Major Works)

Transaction/Status	Deemed	Approved	Refused	Cancelled after decision	Cancelled before decision	Revoked breach of conditions	Revoked no fault of promoter
Major Works							
PAA	No charge	Charge applied on receipt of PA	No charge	PAA only payable on receipt of PA - no charge	No charge	N/A	N/A (New PAA would be submitted which would become chargeable when PA is received)
PA following a PAA	No charge - PAA charge applied (assuming the PAA was approved not deemed)	PAA & PA charges applied	PAA charge	PAA & PA	PAA	PAA & PA charge	PAA & PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Modified PA following a granted PAA and a previously refused PA	No charge - PAA charge applied (assuming the PAA was approved not deemed)	PAA & PA charge	PAA charge	PAA & PA	PAA	PAA & PA charge	PAA & PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Variation following granted PA	No charge - PAA/PA charge applied (assuming the PAA and PA were approved not deemed)	PAA & PA & Variation charge	PAA & PA charge	PAA & PA & variation charge	PAA & PA	PAA & PA & variation charge	PAA & PA & Variation charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Authority imposed Variation	No charge - PAA/PA charge applied (assuming the PAA and PA were approved not deemed)	PAA & PA charge applied	N/A	PAA & PA	PAA & PA	PAA & PA charge	PAA & PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only

Appendix B – YCPS Fee Charging Matrix (Non-Major Works)

Transaction/Status	Deemed	Approved	Refused	Cancelled after decision	Cancelled before decision	Revoked breach of conditions	Revoked no fault of promoter
Non-Major Works							
Permit Application (PA)	No charge	PA charge	No charge	PA charge	No charge	PA charge	PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Modified PA following a refused PA	No charge	PA charge	No charge	PA charge	No charge	PA charge	PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Variation following granted PA	No charge - PA charge applied	PA & Variation charge	PA charge	PA & Variation charge	PA charge	PA & variation charge	PA & variation charges stand - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Revised duration variation following granted PA taking work in to the next works category	No charge for variation difference in work category charge applied - PA charge applied	PA/Variation charge & difference in works category applied	PA charge	PA/Variation charge & difference in works category applied	PA charge	PA/Variation charge & difference in works category applied	PA/variation & difference in works category stand - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Authority imposed Variation	No charge - PA charge applied	PA charge	N/A	PA	PA charge	PA charge	PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only

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Yorkshire Common Permit Scheme Authorities