

# Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

## Permit Variations

Yorkshire Common Permit Scheme: Advice Note No. Ten

<b>Document Name:</b>	<i>Permit Variations</i>	<b>Document No:</b> YPAN/010
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<b>Related Documents:</b>	<i>YPAN/008</i>	

**Background:**

The YCPS scheme document (8.2.4) states:

*“A works promoter may apply to vary an existing permit at any time before it expires:*

- *Where the existing permit has more than 20% of its duration or more than two days to run, whichever is the longer, the promoter must apply for a variation electronically via EToN;*
- *In any other case the promoter should first telephone the Permit Authority to ascertain whether the authority is prepared to grant an extension, and apply – again electronically via EToN – only if the authority agrees.*

*The Permit Authority will respond to the variation application within two days of receipt.”*

When an electronic permit variation is received via EToN at the Permit Authority, on some systems it is not obvious what information has been changed. This would necessitate all details of the permit having to be checked again prior to the variation being granted.

**Advice:**

It is recognised that work promoters would like a prompt response to variation requests. To expedite the process it is advisable for the work promoter to put details of the information that has been changed in the notice text of the variation request or as a works comment sent with the variation.

This Advice Note should be read in conjunction with YPAN/008, which provides advice about the procedure for promoters to follow in the event of unforeseen circumstances meaning that works on site would no longer comply with the Permit conditions.

End of Doc  
Yorkshire Common Permit Scheme Authorities