

## Introduction to the Permit Scheme for Street Works and Roadworks

Kirklees Council, along with five other Yorkshire local authorities, has introduced the “Yorkshire Common Permit Scheme” for all works on roads that are reinstatement category 0, 1, 2 or that are traffic-sensitive.

The following is a guide that highlights some of the main changes to current arrangements. For more comprehensive guidance please refer to the Kirklees Permit Scheme Document and related supplementary information.

### Background to Permits

Part 3 of the Traffic Management Act 2004 allowed the introduction of a Permit Scheme to enable the better management of work activities on the highway. In particular it aimed to improve the ability of local authorities to control and coordinate utility company's street works and its own highway works in order to minimise disruption and congestion.

The scheme provides a change from the 'notification system' of the New Roads and Street Works Act 1991. This means that instead of informing the council (as the Street Authority) about its intention to carry out works in the area, a utility company would need to book time on the highway through a permit. The same requirement applies to the council (as the Highway Authority) for its own roadworks. The council can either grant a permit, with conditions attached, or refuse the permit application.

### What stays the same?

- Notice periods
- Notice Types (Major, Standard, Minor, Immediate – Emergency & Urgent)
- Notice Criteria
- Reinstatement Types
- EToN transfer
- Notifications Register
- NSG
- Information required in the notification, such as works description, accurate location, etc.

### What Changes?

1. On streets that are reinstatement category 0, 1, 2 or that are traffic sensitive, works promoters need to obtain a permit from the permit authority. Permit fees apply for works other than the Highway Authority's works – [See Permit Fees](#)

Road types are calculated using the “million standard axle's” formula and are categorised 0, 1, 2, 3 and 4.

- Type 0 = over 30 MSA (Motorways)

- Type 1 = between 10 and 30 MSA (majority will be A classified roads)
- Type 2 = between 2.5 and 10 MSA (majority will be B classified roads)
- Type 3 = between 0.5 and 2.5 MSA (key village roads / industrial estate roads)
- Type 4 = up to 0.5 MSA (estate roads)

Information on how MSA's are calculated can be found in the Design Manual for Roads and Bridges, Volume 7 (Pavement design and maintenance) Section 2 (Pavement design and construction)

2. End dates are now fixed, changes to end dates are subject to permit variations and potential overruns.
3. Permit durations are calculated in calendar days not working days.
4. Permit conditions are attached at the application stage to mitigate the chance of the permit being rejected.
5. The permit reference number must be displayed on the site information board

### **Permit Conditions:**

Permit conditions can be attached using the following categories.

- Timing and Duration of Activity
- Road Space
- Traffic Management Provisions
- Methodology for Carrying out Activities
- Consultation and Publicity
- Environmental Conditions
- Supplementary (Local) Conditions
- Vulnerable People and People with Disability
- Special Publicity

### **Permit Types:**

- Provisional Advance Authorisation (PAA). PAAs are applications served in advance (at least three months) before works are due to start – see Section 6.8.1 in the [Scheme Document](#).
- Major. Major applications are served three months before the works are due to start – see Section 6.8.2 in the [Scheme Document](#).
- Standard. Standard works have a planned duration of between 4 and 10 days and applications are made at least 10 days before works are due to start – see Section 6.8.3 in the [Scheme Document](#).
- Minor. Minor works have a planned duration of between 1 and 3 days and applications are made at least 3 days before works are due to start – see Section 6.8.4 in the [Scheme Document](#).
- Immediate: Emergency . These are works to deal with situations where there is a threat to people or property – see Section 6.8.5 in the [Scheme Document](#).

- Variations. Any changes made to the permit application – see Section 8.2.3 in the [Scheme Document](#).

### Additional Information that may be required for Permits:

- TM Plan
- Works Methodology
- Site Occupation
- Detailed description of activity
- Illustrations to compliment application

### Potential Penalties

1. Starting works without a permit – potential prosecution or fixed penalty notice charge of £500.
2. Breach of permit conditions – potential prosecution or fixed penalty notice charge of £120.
3. Works overrunning without a valid duration extension, section 74 overrun charges will be calculated at:

Maximum Daily Charges				
	Street having a road category other than 2, 3 or 4	Street of road category 2	Street of road category 3 or 4, (TS)	Street of road category 3 or 4 (not TS)
Major and Standard Works	£2,500	£2000	£750	£250
Minor and Immediate Works	£500	£500	£250	£100
All Street Categories				
Major, Standard, Minor and Immediate works	£100 charge for “one item” if removed within one day of being informed by the authority.			