

Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

Permit Conditions

Yorkshire Common Permit Scheme: Permit Advice Note No. Four

Document Name:	<i>Permit Conditions</i>	Document No: YPAN/004
Date Issued:	<i>28 March 2012</i>	
Date Revised:		
Related Documents:		

1. Background:

In the “Statutory Instrument (SI) Traffic Management Permit Scheme (England) Regulations 2007 (No. 3372)”, in Part 3 - Permit Scheme Content, Regulation 10 provides that a permit scheme shall include provision for the Permit Authority to attach conditions to permits, and shall specify the types of condition which the Permit Authority may attach. Regulation 13 sets out that a permit scheme may also specify conditions which are to apply to works where the scheme allows the works to begin before a permit is obtained. Such conditions cease to apply once any required permit is granted.

The conditions that are attached by Permit Authorities to permits are derived from information drawn through from the permit application. The “Technical Specification for the Electronic Transfer of Notices” (section 3.17) sets out that the approach to dealing with conditions is based on the promoter including them in their Permit Application, and goes on (in section 4.7.16) to set out the DfT “condition types” to be used in EToN notifications. Within the EToN transmission for “Activity Conditions”, the ConditionText field allows for the use of up to 500 characters for text associated with the conditions specified.

This document has been prepared by Yorkshire Common Permit Scheme (YCPS) Authorities in order to (a) explain how the facility to attach conditions to permits is proposed to operate under the Permit Scheme; and (b) to provide promoters with an explanation about the conditions that authorities are likely to require including in permit applications and the circumstances where they might be required. This will assist promoters in making permit applications.

2. Advice:

Within the YCPS:

- Sections 6.10.1 to 6.10.11 set out the information which promoters must provide in their permit applications;
- Section 7.1.1 confirms that permits issued by Permit Authorities will include the conditions that have been imposed.
- Section 13.3.3 confirms that a promoter can begin immediate activities without a permit but must apply for a permit within 2 hours.

Within the YCPS there are three categories of conditions:

- a) Conditions (National Guidelines) - these conditions are referred to in this document as “standard conditions” because they are taken from the SI and the national guidelines in the “Permit Code of Practice”. Within these “standard conditions”, only some of the conditions will apply to all permits;
- b) Supplementary Conditions – these are “local conditions” that apply to the YCPS;

- c) Conditions for Immediate Activities – these conditions apply to the period between the commencement of the activity and the grant of a permit.

2.1 Standard Conditions

The YCPS “standard condition” types are set out in section 7.4 of the Scheme document.

2.2 Supplementary Conditions

There are two “supplementary conditions” in the YCPS and these are set out in section 7.4.7 of the Scheme document; the “supplementary conditions” are:

- Vulnerable People and People with Disability
- Special Publicity

2.3 Conditions for Immediate Activities

The “conditions for immediate activities” are set out in Appendix B of this document. These will also appear on Permit Authorities’ websites.

2.4 Model Conditions

YCPS Permit Authorities have produced a schedule of “model conditions” relating to the “standard condition” types. These “model conditions” have been set out in order provide an illustration to promoters of the kinds of issues that Permit Authorities will need to consider when dealing with, and to assist promoters in making, applications for permits. Promoters will already recognise many of these conditions from discussions that they currently have with potential Permit Authorities in the YCPS region regarding works under the present noticing arrangements.

The schedule is set out in Appendix A and provides the following information:

Condition Reference;

- a) Condition Type – this provides a link between the “model condition” and the “standard condition” type in the YCPS;
- b) Condition – this explains how the individual “model condition” applies, e.g. what activities are permitted, restricted or required when the permit is granted;
- c) Circumstances where applied – setting out whether the condition will apply to all permits or only under certain circumstances;
- d) Reason for condition – this explains why Permit Authorities would require the condition to be attached to a granted permit.
- e) Activity Conditions – this provides a link between the YCPS Condition Type and the “Technical Specification for the Electronic Transfer of Notices” (section 4.7.16), which sets out the value range for promoters to use in providing information about permit conditions.

This schedule of “model conditions” is not intended to be a comprehensive list. It is likely to be developed and modified taking into consideration experience gained by promoters and authorities in operating the Permit Scheme. Similarly, the wording of the conditions is not intended to be prescriptive, and promoters may chose to provide information about conditions in their own words.

2.5 Conditions Applicable to Immediate Works

Where promoters have to undertake Immediate works, the activity is likely to commence before a permit application has been made and a permit granted with conditions attached. In order to give information to promoters about the minimum requirements to be observed during this period, YCPS Permit Authorities have set out a number of “Conditions for Immediate Activities” that will apply as required to such works up to the subsequent grant of a permit. These conditions are set out in Appendix B of this document and they will also be accessible from permit authorities’ public websites.

It is not intended that the conditions set out in Appendix B will form part of the promoter’s subsequent permit application. Promoters will make their permit application in the normal way, either within two hours of starting or by 10.00 am the next working day, and the conditions that the promoter will include in their application will be drawn either from those set out in Appendix A or other such wording as might be required by the nature or location of the Immediate works.

As soon as a permit is granted, the conditions attached to the permit supersede the “Conditions for Immediate Activities”.

Appendix A – YCPS “Model Conditions”

YCPS Condition Ref:	YCPS Condition Type:	Condition	Circumstances where applied	Reason for condition	EToN Condition Type
Y001	Consultation & Publicity	The permit reference number (including cross-references to any linked permits) must be prominently displayed on the site information board for each set of works.	All Permits where an information board is required.	National requirement	11 - Consultation and Publicity
Y002	Consultation & Publicity	If there is a delay in starting the activity or if a permit is no longer required, the works promoter must inform the Permit Authority at the earliest opportunity and where possible no later than 10 am on the permit start date.	Where activities have the potential to be especially disruptive and advance publicity has been given	To enable public information to be accurate and up to date.	11 - Consultation and Publicity
Y003	Timing & Duration	The activities permitted will only take place on [weekdays][weekends][day]	Where the permit start and end date includes weekends / public holidays	So that the permit authority will be able to coordinate effectively with other activities.	1 - Date Constraints
Y004	Timing & Duration	Works under this permit will take place on consecutive calendar days without interruption.	Activities where works are to be 7-day working	To remove disruption at busy traffic locations as soon as practicable	1 - Date Constraints
Y005	Timing & Duration	The activities permitted shall not take place on [weekdays][weekends][day] [particular date]	When specific circumstances require it	Potential conflict with other activities or traffic use.	1 - Date Constraints
Y006	Timing & Duration	The activities permitted shall take place only outside traffic sensitive times, i.e. between [start time] and [end time] between the start and end dates of the permit.	Activities on traffic sensitive streets	Potential for excessive disruption.	2 - Time Constraints / 3 - Out of Hours Work
Y007	Timing & Duration	The activities permitted shall take place between [start time] and [end time] between the start and end dates of the permit.	Activities where a restriction on timing is required	Potential for excessive disruption.	2 - Time Constraints / 12 - Environmental
Y008	Road Space	[Materials] [Plant] may be stored on site only within the area marked "Y" in the plan attached to this permit. Once the [materials] [plant] are no longer required, they are to be removed from site as soon as practicable.	Activities where there is a requirement to specify that materials/plant may be stored on site	Potential for excessive disruption.	4 - Materials and Plant Storage

Y009	Road Space	[Materials] [Plant] may be used whilst operatives are on site but only within the area marked "Y" in the plan attached to this permit. They may not be stored on the highway when the site is unoccupied, and should not be stored elsewhere without a separate approval.	Activities where there is a requirement to specify that materials/plant may not be stored on site	Potential for excessive disruption.	4 - Materials and Plant Storage
Y010	Road Space	The activities permitted shall take place only within the area marked "X" in the plan attached to this permit; the highway outside this marked area will be kept available for traffic.	Activities where there is a requirement to specify the area that can be occupied	Potential for excessive disruption.	5 - Road Occupation Dimensions
Y011	Road Space	The activities permitted shall not encroach into the area marked "Z" in the plan attached to this permit. [At any time] [During {times}]	Activities where there is a requirement to specify the area that cannot be occupied	Potential for excessive disruption.	5 - Road Occupation Dimensions
Y012	Road Space	The activities permitted will take up [x.x] metres of the carriageway, leaving [x.x] remaining.	Activities where carriageway widths are to be reduced and traffic flows are likely to be affected	Potential disruption to traffic.	5 - Road Occupation Dimensions
Y013	Road Space	The activities permitted will occupy the footway and a walkway will be provided in the carriageway.	Activities where a pedestrian provision is required	Where disruption to pedestrian facility is caused by activity.	5 - Road Occupation Dimensions
Y014	Road Space	The activities permitted will take up [x.x] metres of the footway leaving [x.x] metres remaining for pedestrians on the existing footway.	Activities where footway widths are to be reduced where there is a high footfall	To assure the permit authority that pedestrian requirements have been considered.	5 - Road Occupation Dimensions
Y015	Road Space	The activities permitted and the provision for pedestrians will be accommodated wholly on the existing footway	Activities where footway widths are to be reduced	To assure the permit authority that pedestrian requirements have been considered.	5 - Road Occupation Dimensions
Y016	Traffic Management Provision	The activities permitted shall be carried out when the section of road marked on the map attached to this permit is closed to traffic by an [Order] [Notice] under the Road Traffic Regulation Act 1984	Activities where a temporary road closure is required	To ensure that legal obligations are covered.	7 - Road Closure
Y017	Traffic Management Provision	The activities permitted shall be carried out under [[2-way] [multi-way] portable traffic signals] [stop/go board]	Activities where portable traffic control is required	Traffic control required due to with restriction caused by activity.	8 - Light Signals and Shuttle Working
Y018	Traffic Management Provision	Portable traffic signals shall be manually operated between [am start/end time] and [pm start/end time]	Activities where portable traffic signals are to be manually operated at specified times	Potential for excessive disruption.	8 - Light Signals and Shuttle Working

Y019	Traffic Management Provision	The activities permitted shall be carried out under shuttle [convoy] working	Where required widths cannot be maintained	Safety provision where width available is restricted by the activity.	8 - Light Signals and Shuttle Working
Y020	Traffic Management Provision	The traffic management and/or traffic control for the activities shall be carried out in accordance with the agreed attachment reference [ref. no.].	Where traffic management/traffic control is agreed via attachments	To ensure that more complex traffic management / traffic control arrangements do not cause unnecessary disruption to road users.	5 - Road Occupation Dimensions
Y021	Traffic Management Provision	The traffic management for the activities permitted shall be subject to change during the progress of the works, i.e. [specified works and traffic management].	Activities where anticipated changes to traffic management during the progress of the works is required	Changing TM as work progresses to keep disruption to the maximum necessary at each stage of activity.	9 - Traffic Management Changes
Y022	Work Methodology	The activities permitted shall be as follows: [description as per the application].	Activities where a condition about the works methodology is required	Where works methodology has the potential to affect traffic disruption.	10 - Work Methodology
Y023	Work Methodology	Specialist materials will be available to ensure a first time permanent reinstatement during the permit start and end dates	Areas of high amenity and specialist paving or surfacing materials.	To assure the permit authority that a first-time permanent reinstatement can be effected.	10 - Work Methodology
Y024	Work Methodology	An interim reinstatement will be carried out because [reason] between the permit start and end dates.	Where first time permanent reinstatement cannot be carried out.	For the promoter to explain the reasons why a first-time permanent reinstatement cannot be implemented.	10 - Work Methodology
Y025	Consultation & Publicity	Notice as appropriate to all individual properties and businesses affected by the activity setting out where the works will take place; the nature of the works; the duration of the works and contact details of a representative of the promoter [has been] [will be] undertaken.	Activities where a condition about consultation and publicity is required	To assure the permit authority that adequate information has been given to affected premises in cases where disruption will directly affect occupiers.	11 - Consultation and Publicity
Y026	Consultation & Publicity	Where activities are completed and site cleared before the permit end date, the works promoter must inform the Permit Authority by [telephone call] [EToN comment] within 2 hours of clearing the site or by 10.00 am the next working day.	Activities which have involved a temporary road closure or significant traffic management	To enable public information to be accurate and up to date.	11 - Consultation and Publicity

Appendix B – YCPS Conditions Applicable to Immediate Works

The following conditions apply to Immediate works in the period between the commencement of the activity and the grant of a permit.

YCPS Condition Ref:	YCPS Condition Type:	Condition	Circumstances where applied	Reason for condition
YI01	Standard Condition for immediate works	The activity promoter shall apply for a permit within 2 hours of starting or by 10.00 am the next working day.	Immediate activities	National requirement.
YI02	Standard Condition for immediate works	The permit authority and a suitable provider of real-time traffic and travel information shall be contacted within an hour of attendance on site where the immediate works require an emergency traffic regulation notice or lane closure on a traffic sensitive street.	Immediate Activities where an emergency temporary traffic regulation notice or lane closure on a traffic sensitive street are required.	To ensure that the public have accurate and up to date information regarding disruptive and unexpected activities.
YI03	Standard Condition for immediate works	The permit authority shall be contacted within an hour of attendance on site where the immediate works require the use of portable traffic signals on a traffic sensitive street.	Immediate Activities where the use of portable traffic signals on a traffic sensitive street is required.	To ensure that the public have accurate and up to date information regarding disruptive and unexpected activities.
YI04	Standard Condition for immediate works	In circumstances where the immediate works require an emergency road closure the permit authority will be contacted at the first available opportunity during normal office hours to agree the correct diversion route and emergency temporary traffic regulation notice.	Immediate Activities where an emergency temporary traffic regulation notice is required.	To ensure that appropriate diversions are signed as soon as possible and that inappropriate routes are not used.
YI05	Standard Condition for immediate works	Portable traffic signals will be controlled manually during traffic sensitive hours as stated on the local street gazetteer.	Immediate activities where portable traffic signals are required.	To avoid undue disruption due to unexpected temporary restrictions.
YI06	Standard Condition for immediate works	For Immediate activities on streets designated in the National Street Gazetteer as requiring early notification, the activity promoter shall telephone the number specified on the Permit Authority's website immediately the activity has been identified. The call will be logged and a unique reference number provided to the applicant, and this number should be included in the subsequent permit application.	Immediate activities on streets where early notification is required	To enable the permit authority to have an input to the design and implementation of otherwise unplanned temporary traffic management on particularly sensitive parts of the network.

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Yorkshire Permit Scheme Authorities