

Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

Attachments (Non-EToN)

Yorkshire Common Permit Scheme: Advice Note No. Six

Document Name:	<i>Attachments (Non-EToN)</i>	Document No: YPAN/006
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Related Documents:		

Background:

The issue was: A fundamental part of the permit process is the ability of works promoters to send attachments to support their permit application. It is recognised that not all parties will have the technology to send or receive attachments via EToN. Therefore, permit authorities will need to have an alternative option for receiving non-EToN attachments, and a protocol established to assist promoters in sending such attachments. This will also help to ensure a consistent approach.

Advice:

Each permit authority will set up its own generic email address specifically for the permit scheme. Details of authorities' email addresses are set out in Appendix A. Where an attachment cannot be sent or received via EToN, the attachment should be sent to the relevant authority's email address.

Where the email option is used, promoters will need to quote their **works reference** and **location** in the email title line as a minimum, along with the full permit reference and authority reference if these are available. Appendix J in the YCPS scheme document can be used for such occasions or just the relevant documentation, as long as this is clearly referenced.

To prevent ambiguity, all attachments received by email should contain a unique reference which is also referred to in the electronic permit application. The unique reference should appear on any drawings or other documents supplied and in the file name of the attachment.

For example:

- i. A permit application which requires a traffic management plan will make reference to a traffic management plan in the conditions in the application, e.g. *“traffic management plan TMP1 sent by email”*.
- ii. An e-mail should then be sent containing the traffic management plan with an attached file name containing “TMP1” and the same TMP1 reference appearing on the document or plan.
- iii. If an amendment to the traffic management plan is required, a permit variation should be sent with reference in the conditions to *“traffic management plan TMP2 sent by email”* and a further email sent with a file name containing “TMP2” with documents containing TMP2 as a title or label.

It is recommended that senders should request a “read receipt” for all attachment emails sent, unless the authority's system is already configured to acknowledge receipt.

Appendix A – Permit Authority Email Addresses

The email addresses for each permit authority are:

Authority	Email address
Barnsley	streetworkspermits@barnsley.gov.uk
Doncaster	streetworks.permits@doncaster.gov.uk
Kirklees	tma.permits@kirklees.gov.uk
Leeds	swpermits@leeds.gov.uk
Rotherham	streetpridepermitscheme@rotherham.gov.uk
Sheffield	sheffieldpermits@sheffield.gov.uk

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Yorkshire Common Permit Scheme Authorities