

Cabinet

DOCUMENTS FOR THE MEMBERS ROOM

Tuesday, 21st October, 2014
at 4.30 pm

MEMBERS ROOM DOCUMENTS ATTACHED TO THE
LISTED REPORTS

Contacts

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MEMBERS ROOM DOCUMENTS

9 **LOCAL SUSTAINABLE TRANSPORT FUND** □ (Pages 1 - 56)

13 ***SOUTHAMPTON PERMIT SCHEME FOR MANAGEMENT OF ROADWORKS AND OTHER ACTIVITIES ON THE ROAD NETWORK** □ (Pages 57 - 398)

Monday, 13 October 2014

HEAD OF LEGAL AND DEMOCRATIC SERVICES

Local Sustainable Transport Fund 15/16 Revenue Application Form Checklist



Department
for Transport

Lead authority: Southampton City Council

Project Name: Southampton Sustainable Travel City – Phase 2

SECTION A

Item	Section / page
A3. Have you appended a map?	A3, page 2
A6. Have you enclosed a letter confirming the commitment of external sources to contribute to the cost of a specific package element(s)?	Appendix 1
A8. Have you included supporting evidence of partnership bodies' willingness to participate in delivering the bid proposals?	Appendix 1
A9. Have you appended a letter from the relevant LEP(s) supporting the proposed scheme?	Appendix 1

SECTION B

B3: Economic Case Assessment

Item	Section / Page
Assessment of Economic impacts	B2 & B3, pg 6-14
Assessment of Environmental impacts	B2 & B3, pg 6-14
Assessment of the Social and Distributional Impacts	B2 & B3, pg 6-14
Have you provided a completed Scheme Impacts Pro Forma?	Appendix 2

B5 - B9: Management Case Assessment

Item	Section / Page
Has a Project Plan been provided?	Appendix 3
Has a letter relating to land acquisition been appended to your bid (if required)?	N/A
Assessment of Statutory Powers and Consents (if required)	N/A
Has an organogram been appended to your bid?	B7, page 16

Has a Risk Management Strategy been provided?	B8, page 17 & Appendix 4
Assessment of Stakeholder Management	B9, pg 17-18, Appendix 5

B10: Commercial Case Assessment

Item	Section / Page
Have you attached a joint letter from the local authority's Section 151 Officer and Head of Procurement confirming that a procurement strategy is in place that is legally compliant and is likely to achieve the best value for money outcome?	N/A (as per email to Sharon Goodsell 27/03/2014)
Have you provided evidence that you are able to begin delivery at the start of the funding period?	B10, pg 18

SECTION D

Item	Section / page
D1. Has the SRO declaration been signed?	Page 20
D2. Has the Section 151 Officer declaration been signed?	Page 20

Local Sustainable Transport Fund 15/16 Revenue Application Form



Department
for Transport

Applicant Information

Local transport authority name(s):

Southampton City Council (SCC)

Bid Manager Name and position:

Adrian Webb, Local Sustainable Transport Fund Programme Manager
Paul Walker, Interim Travel & Transport Manager

Contact telephone number: 023 8083 4976

Email address: adrian.webb@southampton.gov.uk
paul.walker@southampton.gov.uk

Postal address: Southampton City Council
Transport Policy
4th Floor, One Guildhall Square
Above Bar Street
Southampton
SO14 7FP

Website address for published bid: <http://www.southampton.gov.uk/s-environment/transportplanning/funding.aspx>

When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.

SECTION A - Project description and funding profile

A1. Project name: Southampton Sustainable Travel City – Phase 2

A2. Headline description:

Southampton Sustainable Travel City Phase 2 continues the success of the Sustainable Travel City (tranche 1) project delivering a travel behaviour change programme in the city of Southampton with a focus on shifting journeys to walking and cycling. Programme scheme elements are split as follows:

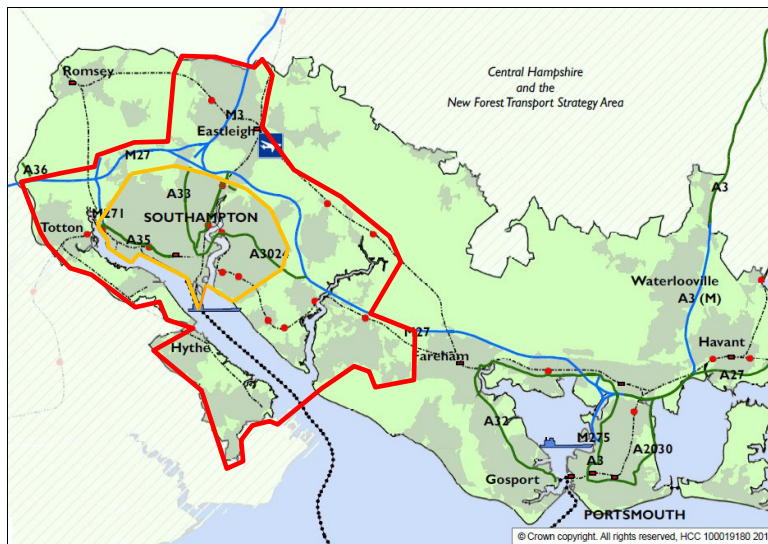
- Tranche 1 VIP projects – those with a proven track record of delivering change;
- Legacy projects – one year projects that will deliver lasting benefits.

The programme will be delivered in collaboration with Public Health, city partners (including community groups) and the Centre for Sustainable Travel Choices.

The project will:

- Continue to deliver against our 12 percentage points target of modal shift away from private car to other modes;
- Increase walking and cycling by 20%;
- Facilitate the development aspirations of the city.

A3. Geographical area:



Target area is within area shaded orange – Southampton City Council boundary – population 250,000.

Journey to work zone is within area shaded red – indirect beneficiaries – population 414,000.

Wider area is Solent Transport (formerly Transport for South Hampshire and the Isle of Wight) zone – population 1.1 million.

A4. Total package cost (£m): £1,564,450

A5. Total DfT revenue funding contribution sought (£m): £996,500

A6. Local contribution (£m):

Source	Revenue (£)	Capital (£)	Details	Letter attached
Southampton City Council	46,700	205,000	Staff time, Local Transport Plan	N/A
S106		38,000	Expanding Schools Programme	N/A
Low Emission Strategy	30,000		Defra Funding 15/16	Yes
Public Health Southampton	68,000		Public Health behaviour change 15/16 contribution	Yes
University Hospital Southampton	45,000		Budget for Travel Plan Coordinator	Yes
Sustrans	35,000		ERDF Funding (April to July 2015)	Yes
British Cycling	65,250		British Cycling Partnership 15/16	Yes
University of Southampton	35,000		2 x ESPRC EngD Students	Yes
Total	324,950	243,000		

A7. Equality Analysis

Has any Equality Analysis been undertaken in line with the Equality Duty?

Yes No

A8. Partnership bodies:

16 letters of support have been submitted and are included in Appendix 1.

Sustrans – a leading sustainable transport charity and partner in Southampton’s Centre for Sustainable Travel Choices and delivery partner.

Transport Research Group, University of Southampton – a nationally acclaimed department within one of the UK’s leading research Universities, partner in Southampton’s Centre for Sustainable Travel Choices and responsible for monitoring and evaluation.

British Cycling – national cycling organisation and partner with SCC, delivering led rides, training and support for Sky Ride.

Solent Transport formerly Transport for South Hampshire and the Isle of Wight– partnership body between Hampshire County Council, Portsmouth and Southampton City Councils, and Isle of Wight Council to improve transport in the region. Solent Transport has submitted a bid for LSTF 15/16 focused on strategic projects, which support this bid.

Hampshire Chamber of Commerce – an independent voice for business; representing 4,000 local businesses in the South Hampshire region and focusing on the issues which affect their ability to grow and prosper. The Chamber of Commerce will act as a delivery partner for the workplaces programme.

Southampton Businesses – a selection of local businesses/organisations that have benefitted from the workplaces support package in the tranche 1 LSTF and will act as

promoters (Carnival UK, Mayflower Theatre, National Oceanography Centre, WestQuay Shopping Centre, Solent University, Basepoint Business Centre, University Hospital Southampton)

Go South Coast – major bus operator in Southampton and body representing South Hampshire Bus Operators Association (SHBOA).

University Hospital Southampton (UHS) – a major acute hospital, the Trust employs over 9,500 staff in Southampton and contributes almost 9% to the local economy. UHS is a delivery partner in the workplace travel plan scheme element.

Public Health Southampton – public health body for Southampton, deliver partner and board member in the Centre for Sustainable Travel Choices.

Regulatory Services, SCC – air quality management team, board member in the Centre for Sustainable Travel Choices and delivery partner.

A9. Local Enterprise Partnership:

This bid is supported by the Solent Local Enterprise Partnership. A letter of support is included in Appendix 1.

The contact is Stuart Baker, Head of Local Growth, Solent LEP, Ground Floor, Building 1000, Lakeside North Harbour, Western Road, Portsmouth, PO6 3EZ.

Solent LEPs Strategic Economic Plan provides continued support for the sustainable transport through the Solent Transport Fund. Reference to transport commitments in relation to improving connectivity and reducing congestion can be found in chapter 5, pages 39, 42-46 and 52.

SECTION B – The Business Case

B1. The Scheme - Summary

The high level aims are:

- Continue to deliver against our 12 percentage points target of modal shift away from private car to other modes;
- To promote walking and cycling and develop supporting infrastructure to deliver a 20% increase in these modes;
- Facilitate the development aspirations of the city.

LSTF 15/16 programme will achieve this by implementing the following output objectives:

- To complete the Legible Bus Network (180 bus stops) improving information at interchange for frequent and non-frequent bus users;
- To deliver at least 60 events (roadshows, led rides, Sky Ride) that promote and provide information on walking and cycling;
- To provide travel and transport support or advice to Southampton businesses reaching 45,000 of the workforce*;

- To ensure 80% of schools (67) have a travel plan through the national STARS system that is at least bronze accredited**;
- To achieve an average mode share of at least five percentage points in cycling and scooting at schools;
- To increase bike ownership from the 51% base (October 2013) to 55% by October 2016;
- To improve journey times and efficiency of HGV movements into the port, reducing congestion and improving air quality;
- To deliver positive health outcomes and increased walking and cycling through targeted community based physical activity projects.

* Approximately 25,000 had been reached by March 2014.

** 45 are due to have accreditation by July 2014. See www.modeshift.org.uk.

These will be delivered under the umbrella of My Journey Southampton, the city's and wider region's behaviour change campaign (www.myjourneysouthampton.com).

This bid is comprised of 10 schemes including one on monitoring and evaluation and project management. A long list of projects was initially put forward from a wide range of partners. These were then reduced to the final list of a schemes contained in this bid following a stakeholder workshop and applying each project against an assessment criteria as follows:

- Whether the scheme is consistent with **local policies** and priorities.
- Its linkages to the **Solent LEP Growth Strategy**.
- Their linkage to the DfT's **door to door policy**.
- Its **benefits to the local economy**.
- Does it **support local businesses** and **skills**?
- How it leads to **reduced congestion**.
- Whether it promotes **active travel** and **healthier lifestyles**.
- Does it support the **cycle revolution**?
- How it **reduces carbon** and **improves air quality**.
- It's **support for communities** and whether it is **inclusive**.
- How it demonstrates Southampton's **ambition** and ensures there is a lasting **legacy**

The table below provides an overview of each of the schemes proposed:

Scheme	Delivery	Scheme aims
1. Urban Freight Strategy	Develop a 'Freight Traffic Control' system and pilot whereby freight uses a dynamic routing system and information is fed to the driver optimising route choice. The scheme is driven through the existing Urban Traffic Management Centre.	<ul style="list-style-type: none"> • To optimise route information to reduce air pollution and improve access time to and from the port. • To ensure freight journey times are more reliable.
2. Workplace Travel Planning	Continue to provide travel and transport support and advice to Southampton businesses (this includes appointing a Transport Coordinator at the University Hospital employing 9,500). Expand the successful city centre travel plan network and develop a range of resources and toolkits for businesses beyond LSTF. Work with Public Health on delivering walking and cycling initiatives to SMEs as part of the Well & Working Charter.	<ul style="list-style-type: none"> • Increase the use of cycling and walking for the commute to work. • Reduce costs of business travel. • Reduced sickness and absenteeism.

Scheme	Delivery	Scheme aims
3. School Travel Planning	Ensure at least 80% of schools receive STARS national accreditation. Deliver a programme of interventions linked to Public Health's Health Improvement Plans. Deliver Bike It, 16-19 bus pass programme and a pedestrian training campaign.	<ul style="list-style-type: none"> To increase active travel for the journey to school (mode share of at least 5%).
4. Increasing Physical Activity	Deliver a community based physical activity project using walking and cycling. Target areas in the city of inactivity/deprivation/worklessness in partnership with Public Health and the voluntary/charity sector.	<ul style="list-style-type: none"> To continue to increase walking and cycling levels amongst participants by 30%. Improved health outcomes.
5. Bike Ownership For All	Develop a Bike Exchange Portal (allowing free exchange of bikes from charities, shops, Police, residents), discounted bike offers; Try A Bike and links with training opportunities.	<ul style="list-style-type: none"> Increase bike ownership to 55% in specific geographical areas and key segments.
6. My Journey - products & services	Partnership with British Cycling delivering 35 led rides, training and support. Continuation of Bike Dr, Bike Maintenance courses and Cycle Training. Run at least 20 My Journey Roadshows and Sky Ride 2015.	<ul style="list-style-type: none"> Provide a range of products and services which help residents access and enjoy sustainable travel methods and address barriers to entry.
7. Legible Bus Networks	Deliver Phase 3 (180 bus stops) and completion of network (phase 1 & 2 funded from current LSTF). Standardisation of the physical appearance of bus stop poles and flags as well as creating legible maps, network diagrams and timetables which are location specific and easily updateable in line with regular service changes. Phase 3 includes stops that are served by multi operators and/or considered to be in 'safe' bus territory and unlikely to have the current services discontinued. Stops are across nine wards.	<ul style="list-style-type: none"> To increase bus patronage through improved user experience, particularly infrequent travellers. To improve connectivity.
8. Legible Cycle Networks	Phase 1 roll out of Legible Cycle Network project. Design and production costs for signage and revision of cycle mapping, in line with Southampton's Legible Cities branding.	<ul style="list-style-type: none"> To encourage new cyclists through providing better information on routes and cycle facilities within the City.
9. My Journey Marketing	Deliver a My Journey marketing programme: <ul style="list-style-type: none"> 1) A campaign focusing on visitor tourism and on public transport, walking and ferry use. 2) Direct marketing / smarter choices to key segments of residents and businesses in proximity to recently completed infrastructure (Eastern Cycle Route (ECR), Station Quarter & Southampton stations, bus corridors) 3) People in Transition - follow on from New Movers pilot targeting people moving house, moving school, moving jobs, starting university. 	<ul style="list-style-type: none"> To support the visitor economy through sustainable access. Increase walking and public transport use to/from ferries. Increase usage of new infrastructure (e.g. increase in cycling over ECR). Promote My Journey website as one stop shop for all travel information.
10. Monitoring & Evaluation (including project management)	High level, aggregate baseline and evaluation. The emphasis would be on changes in traffic volumes and modal split at a corridor and city wide level and analysis of the 2015 attitudinal survey. Some repeat survey work around station initiatives, marketing, existing data sources. Development of a 'realistic evaluation model' to allow measurement of project interdependencies and outcomes with health.	<ul style="list-style-type: none"> To provide programme management and finance capability. Robust and independent monitoring.

B2. The Strategic Case

Current state of play & local context

2011 saw two successful *Local Sustainable Transport Fund Bids* realise an injection of £4million for Southampton and £18m for the wider Solent area, for behaviour change programmes and some physical infrastructure investment. This is being delivered through the My Journey initiative. The impact of the programmes is now just beginning to show. A background to the project and recent evaluation can be found in the last annual report: <http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx>.

The council is committed to becoming a leading sustainable city (Low Carbon City Strategy, 2011) and a key driver to achieve this is increasing the use of sustainable methods of transport for every day journeys. This is a key component of the city's development aspirations and to its commitment for sustainable economic growth.

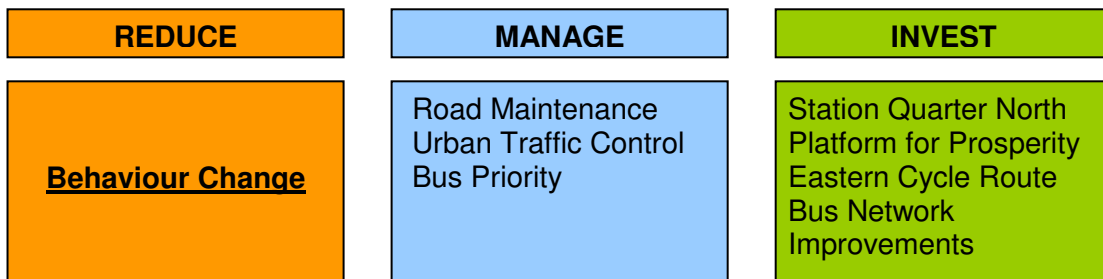
Southampton is an important transport and retail hub. The Port of Southampton is an international gateway owned and operated by Association of British Ports (ABP), currently one of the major cargo ports in the UK and largest cruise port. It is estimated to employ 10% of Southampton's workforce. Southampton International Airport carries over 1.7 million passengers per annum. WestQuay is a major retail centre in the south attracting millions of visitors each year. Works are due to start shortly on the WestQuay Watermark development, which will expand operations further. All of these are constrained by congestion.

The recently signed City Deal (joint with Portsmouth) aims to maximise the economic strengths of the two coastal cities and wider Solent area, by supporting growth in the area's maritime, marine and advance manufacturing sectors. Across Southampton, Portsmouth and the Solent, the marine and maritime sector already accounts for over 20% of gross value added and provides 40,000 jobs locally. Over the next 12 years this sector is expected to grow by 5% driven by assets such as the Port of Southampton and the Solent Marine Cluster – which includes Lloyds Register and the Southampton Marine and Maritime Institute.

Why should Southampton receive investment from 15/16 LSTF?

Manage-Reduce-Invest

Southampton's Local Transport Plan 3 (2011) and the Joint Strategy for South Hampshire (2013) puts the philosophy of **Reduce – Manage – Invest** at the centre of its plans. This focuses on reducing the need to travel (reduce reliance on private car and shift to sustainable modes), maximising the use of existing infrastructure and delivering targeted improvements. This programme of behaviour change forms a fundamental pillar to this strategy for Southampton (see below).



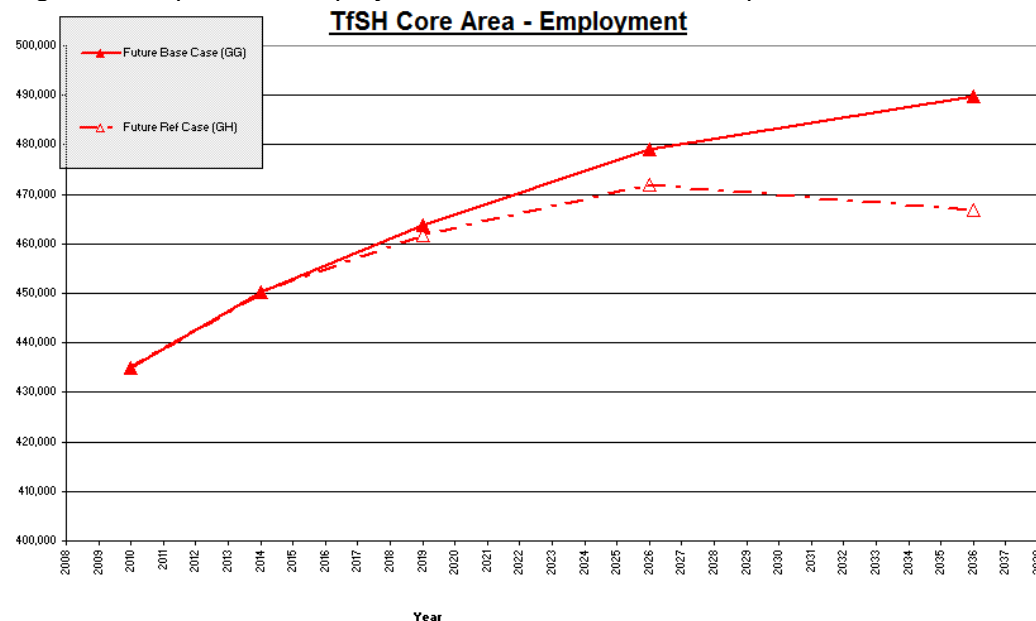
Our track record

- Southampton has shown it can deliver LSTF on time and on budget;
- Southampton is the Transport City of the Year (National Transport Awards 2013) for its “ambitious transport vision” and successful delivery of transport schemes to date;
- The My Journey (www.myjourneysouthampton.com) behaviour change programme set up through LSTF is award winning (highly commended at the national Public Relations and Communication Association Awards 2013);
- A skilled behaviour change unit already in place;
- Strong partnership with Sustrans and the University of Southampton through the Centre for Sustainable Travel Choices working with a committed Local Authority team capable of rapid delivery.

Economic Growth

A core transport problem constraining economic growth in the city centre is traffic dominance, as forecast in the Sub-Regional Transport Model. This leads to transport inefficiencies that impact negatively on businesses and threatens jobs growth. Solent Transport reports that without investment travel conditions will decline and act as a barrier to growth. The reduction in GVA to the Solent area from congestion would be at least 1.3% and future job creation will also be constrained accounting for 1.7% of future output.

Figure 1: Impacts on employment with and without transport barrier removal in Solent area



The draft Solent Strategic Economic Plan (SSEP) highlights the following key priorities for transport:

- Connectivity – for Southampton this relates particularly to the port and the east to west rail networks;
- Infrastructure; and
- Quality and reliability of transport.

A CBI / KPMG (2013) survey in the Solent area found that 62% of firms (82% for large multinationals) said that the quality of domestic transport connections has an impact on their investment decisions. There is particular concern about local roads, with their highest priorities for maintenance and tackling congestion.

A Deloitte (2013) study also reported that the tourism economy is set to grow at 3.8% per annum, faster than manufacturing, construction and retail.

The Port of Southampton is identified as a strategic location in SSEP. The focus of activity in these locations generates a concentration of transport activity. In order to be competitive in UK and world markets, it is important that these sites have high quality accessibility with the minimum of congestion, the importance of which was noted in the CBI / KPMG Infrastructure Report. Access to many of these sites is through existing urban areas and local access will be important, particularly for employees. LSTF will provide important investment to increase the proportion of local journeys made by alternative modes to the private car. This minimises overall congestion, particularly for those important journeys that have no choice but to access Strategic Sector sites by road.

Skills

The Draft SSEP has specifically recognised the need to address skills for young and longer term unemployed people. Transport clearly has an important role to play, providing accessibility to training and employment opportunities.

The Draft SSEP notes that *raising the aspirations of our young people and building their skills and employment opportunities is a key priority for the Solent*. The 2012 National Travel Survey indicates that a high proportion of young people do not hold a driving licence, including 64% of 17-20 year olds and 35% of 21-29 year olds. The proportion is noticeably higher than 20 year ago, when the respective figures were 52% and 25%. For a significant proportion of younger people trying to gain access to either training or employment opportunities, travelling by car is simply not an option and they have no choice but to walk, cycle or use public transport.

The Draft SSEP also recognises the need to address wider unemployment issues, including long term unemployed people. The parts of the Solent area with the highest levels of overall unemployment are in Portsmouth, Southampton, Gosport and Havant. These areas also have the highest proportion of households without access to a car, with around a third in both cities (33% Portsmouth, 29% Southampton) and around a fifth in Gosport and Havant (23% and 21% respectively).

To conclude, a significant proportion of young and longer term unemployed people do not have access to a car. Improving the quality of walking, cycling and public transport accessibility is essential to help young and longer term unemployed people access necessary training and employment opportunities.

Future Development

Southampton city centre has been identified as an area with potential for significant economic growth. The Core Strategy 'Partial Review' has identified the following development targets over the 2006 to 2026 twenty year period:

- 110,000 m² net increase in B1 offices;
- 100,000 m² net increase in comparison retail; and
- 5,450 new homes.

Impact of Transport

The [City Centre Action Plan Transport Background Paper](#) provides transport evidence in support of the revised Core Strategy development targets and City Centre Action Plan. This predicts:

- That without any behaviour change applied, the predicted increases in traffic flow are between 11 and 41%;

- An overall increase in busy peak direction hour radial route traffic flows of 5.7% in the AM peak and 13.4% in the PM peak between 2010 and 2026; and
- That applying a realistic behaviour change package to increase public transport, walking and cycling would keep peak hour traffic flows on radial routes at 2012 levels in 2026.

The Transport Delivery Plan (TDP) for South Hampshire identified that over the mainland Solent area as a whole, 38% of highway trips are under 5km and this proportion is even higher (68%) within the most densely populated areas like Southampton. Short trips are also having a demonstrable impact on the Strategic Road Network, with 28% of journeys on the M27 under 5km in length.

This is supported by a recent Travel Attitudes Survey (October, 2013), which showed that average travel distance per person per day in Southampton is 5.5 miles. This compares to 7.1 miles nationally. The TDP report states:

Creating a sustainable transport network in South Hampshire depends upon making the most efficient use of the finite infrastructure that is available. With demand exceeding capacity and delay occurring at several locations in the network it is important that the movements that really need to travel by road are able to do so, while shorter trips that could feasibly be made by active modes or public transport are kept to a minimum.

Inefficient use of the South Hampshire road network for trips that could be made more sustainably by active modes and public transport will adversely affect more economically important movements.

Air Quality

SCC has a responsibility under Part IV of the Environment Act 1995 to monitor and identify sources of air pollution within its area. Where standards are not being met the council must designate an Air Quality Management Area (AQMA). The council declared an AQMA to cover the Western Approach because measures concentrations of nitrogen dioxide exceeded the air quality limit value of 40 ug/m³ as an annual mean. The designated area runs from Redbridge Road to the west through Millbrook Road and Mountbattern Way through to the junction with West Quay Road at the eastern edge of the boundary. This runs along the main access way to the Port.

Large contributions from the port activities mean that waiting for better Euro standards in the road fleet may not deliver full compliance with NO₂ limit values at all locations. The city is developing a City-wide Low Emission Strategy (LES), capable of optimising public sector policies and influencing public private partnerships, to reduce road transport emissions of NO_x and reduce concentrations of NO₂. The objective is to reduce nitrogen dioxide annual mean levels in the city to below the EU limit value of 40 ug/m³ without compromising the competitiveness of the City's economy. Travel behaviour change initiatives are one of the key objectives of this strategy.

Public Health

In Southampton 22.3% of adults are estimated to be obese with 7.4% recorded as obese on GPs registers. Only 21% of adults are considered physically active, participating in 30 minutes of moderate intensity activity three times per week (Sport England 2011 survey). The National Institute for Health and Care Excellence (NICE) has reported that if every local authority was able to reduce inactivity levels (e.g. through walking and cycling) by one per cent year on year over a five year period they would save local tax payers £44 per household.

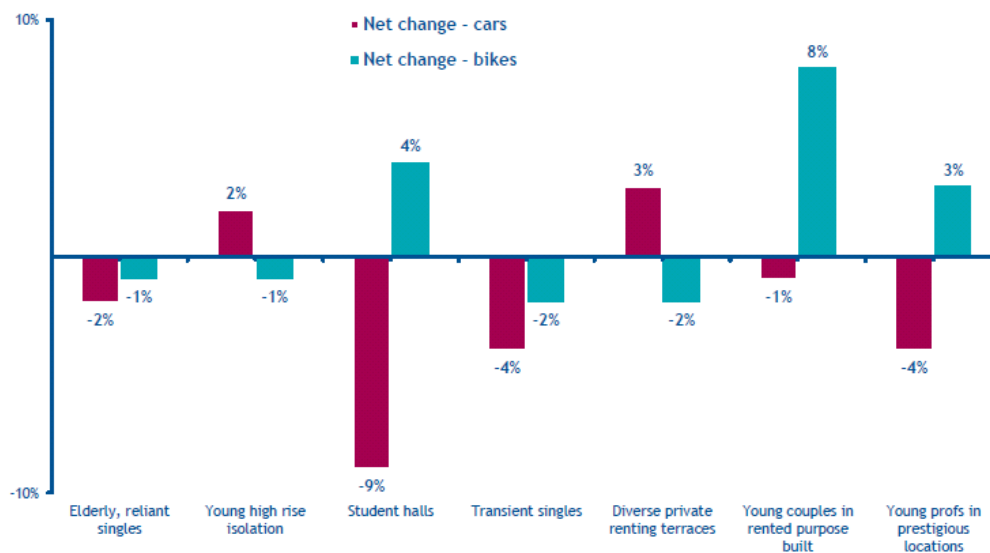
There is also strong correlation between fine particulate concentrations and cardiovascular and respiratory diseases, such as strokes and heart disease¹. Defra has stated that the evidence suggests that there is no “safe” limit for exposure to PM 2.5, and that this type of man-made pollution cuts the average life expectancy of people living in the UK by seven to eight months. Public Health England has published data showing that 6.3% of deaths in Southampton are attributable to PM2.5 exposure – the national average being 5.6%².

Current behaviour and attitudes

A Travel Attitudes Survey conducted to a representative sample of 1,500 households in Southampton (ICM, October 2013) highlighted the following key findings:

- The mean number of days a bike is ridden per year is 33 days compared to Portsmouth at 46. 11% of respondents cycled several plus days a week with 22% cycling less frequently. There is potential to shift some of this 22% to become more regular cyclists.
- Access to a bicycle (one or bikes) stands at 53% compared to 61% for Portsmouth and 67% for South Hampshire. This is low and should be increased to give more residents the opportunity to cycle. Quick wins appear to be students, young couples in purpose built flats and young professionals, whilst segments that should be targeted include young hi-rise isolation, diverse private renting terraces (see below).

Figure 2: Southampton cars/bikes ownership: last year vs now (top results)

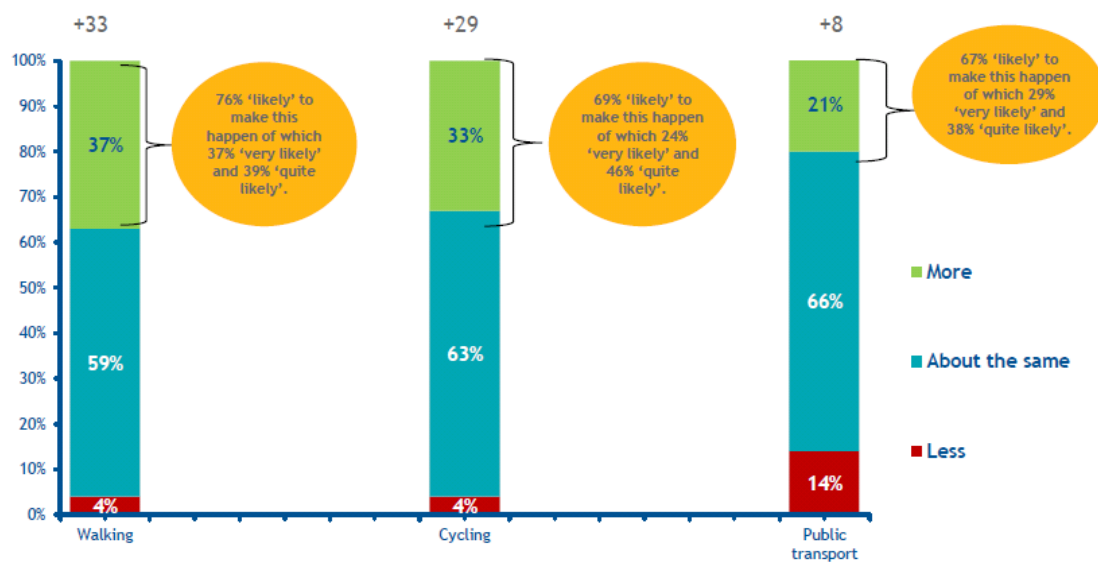


- The mean number of walking days per year is relatively high at 213. However, the average walking distance low at 0.9 miles compared to 1.1 miles in south Hampshire and 1.3 miles in Portsmouth. Walking levels are also low in outer wards and segments often where there are high levels of deprivation.
- 88% of respondents said they support investment in this type of programme.
- Lack of confidence and information were often cited as reasons for not walking, cycling or using public transport more.
- Over third of respondents indicated that they intend to cycle or walk next year. Public transport was less popular (see below).

¹ <http://www.comeap.org.uk/air/pollutants/97-health-effects-of-particles>

² <http://www.phoutcomes.info/public-health-outcomes-framework#gid/1000043/pat/6/ati/101/page/3/E12000008/are/E06000045>

Figure 3: Mode use: next year vs. now (propensity to change behaviour over the next year)



The opportunities

- Cycle levels and access to bicycles is still currently low compared to similar cities on the south coast;
- Latent demand levels for walking and cycling are high as evidenced by the 2013 Travel Attitudes Survey;
- Southampton has one of the shortest average journey-to-work distances of any comparable city in the south of England;
- Like many successful cities around the world, the inner city population has risen while car ownership has declined - making comfortable access to work by cycle a positive attribute for potential city dwellers in higher value occupations;
- A relatively flat geography and compact city centre;
- An emerging walking and cycling culture;
- Locking-in the benefits of work being carried out through the two current LSTF programmes;
- A focussed Local Enterprise Board with a clear vision for economic growth;
- A dynamic Public Health Director who is proactive in his approach to promote Active Travel through his work on the LSTF Project Board over the past 18 months;
- With two large universities, a high proportion of young people who respond to cycling initiatives;
- A very high level of containment – internal commuting trips divided by total trips;
- A young demographic offering huge potential for a cycling and walking revolution.
- Green routes capillaries and filtered permeability, especially through parks and Common.

SCC feel that by delivering a further year of the high intensity behaviour change programme it will help to ensure the original targets are met and a lasting legacy is in place. Significant progress has already been made to ensure economic growth continues and the balance between assisting traffic flows to the port and cruise terminals are balanced with continuing improvements to air quality, public health and the vitality of the city.

The scheme elements have been ranked against key objectives in the LSTF bidding guidance (see below). Three ticks equal very strong links.

Criteria	Urban Freight Management	Workplace Travel Planning	School Travel Planning	Increasing Physical Activity	Bike Ownership for All	My Journey Products & Services	Legible Bus Networks	Legible Cycle Networks	My Journey Marketing
Local Policy	✓✓✓	✓✓✓	✓✓	✓✓✓	✓	✓✓	✓✓	✓✓	✓✓
LEP Growth Strategy	✓✓✓	✓✓✓	✓✓	✓✓	✓	✓✓	✓✓✓	✓✓	✓✓
Door to Door	✓	✓✓✓	✓	✓	✓✓	✓✓	✓✓✓	✓✓	✓✓✓
Local Economy	✓✓✓	✓✓✓	✓✓	✓✓	✓	✓✓	✓✓	✓✓	✓✓
Support Skills & Jobs	✓✓	✓✓✓	✓	✓✓	✓✓	✓	✓✓	✓✓	✓✓✓
Reduces Congestion	✓✓✓	✓✓✓	✓✓✓	✓	✓✓	✓✓	✓✓✓	✓✓	✓✓
Health Outcomes	✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓✓✓	✓	✓✓	✓✓
Cycling Revolution	✓	✓✓	✓✓	✓✓	✓✓✓	✓✓✓	✓	✓✓✓	✓✓
Air Quality & CO2	✓✓✓	✓✓	✓✓	✓✓	✓	✓✓	✓	✓✓	✓✓
Social Inclusion	✓	✓	✓✓	✓✓✓	✓✓✓	✓✓	✓✓	✓✓✓	✓✓
Ambition & Legacy	✓✓✓	✓✓	✓✓	✓✓	✓✓✓	✓✓	✓✓	✓✓✓	✓✓

B3. The Economic Case – Value for Money

As the interventions funded through this project are less than £2m in cost, a detailed WebTAG compliant analysis has not been undertaken. However, evidence from other projects, shows that sustainable travel interventions (focused on travel behaviour change) generally offer very high value for money, when assessed using a WebTAG compliant analysis.

In 2010 Solent Transport commissioned an independent review of their Reduce Strategy (Phil Goodwin, June 2010). The Reduce Strategy aims to reduce the amount of car travel in the sub-region by use of a package of Smarter Choice measures and the use of land planning. Of relevance was the conclusion that Smarter Choice measures can deliver:

“... very high benefits in terms of value for money ... resulting in wide-ranging improvements in congestion, quality of life and environmental impacts.”

The measures might be expected to deliver a Benefit:Cost Ratio of 3.6:1. However, if other relevant benefits (Health, CO2, Noise, and the direct benefit of improved travel conditions) are considered, the BCR could be expected to increase by a factor of between 2 and 8 i.e. the real BCR would be between 7.2:1 and 29:1).

The 2010 Government Office for the South West and Department for Health study Value for Money: An Economic Assessment of Investment in Walking and Cycling identified that the median BCR for active travel (walking and cycling) interventions in the UK was **19:1**.

Additional benefits derived:

- Impacts on cost of travel for individuals: these are likely to be due to small reductions in the cost of travel, as cycling and walking (cost free) is cheaper than motorised transport;

- Impacts of cost for organisations such as the reduction in demand for parking;
- Efficiency and multiplying infrastructure and operation benefits: by helping to bring about modal shift away from the private car, this project improves the efficiency and journey time savings of the existing network;
- Public health benefits: economic impact from increased physical activity and associated health benefits - NICE has reported that if every local authority was able to reduce inactivity levels (e.g. through walking and cycling) by one per cent year on year over a five year period they would save local tax payers £44 per household;
- Wider economic benefits: the City Centre Masterplan identifies the importance of improving cycling and pedestrian facilities to drive local economic growth and contribute to the future vision for the city;
- Impacts on climate change and noise: climate change represents a major threat to Southampton with several AQMAs across the city. Behaviour change of residents to sustainable methods of transport will have a positive impact on air quality of Southampton, by encouraging less private car use.

Outcomes

The programmes interventions are designed to contribute towards the following outcomes:

1. Modal shift from the private motor vehicle towards public transport, walking and cycling - improved network reliability enhances business efficiency, raises competitiveness, and encourages higher levels of job creating businesses locate in the city;
2. Shorter Travel-to-Work Journey Times - improved productivity;
3. Journey Time Reliability Improvements - improved transport-related economic efficiency for business users and transport providers;
4. Widened Sustainable Travel Options - improved transport environment for retail consumers and leisure trips including tourism;
5. Higher frequency of public transport services through demand management - improved transport related economic efficiency for business users and transport providers; agglomeration & cluster opportunities taken up;
6. Improved Freight Movement Efficiency - reduced business costs, raised competitiveness, higher levels of related job creating businesses locate in the city; Southampton recognised as a leader in 'greenfleet' management; reduced carbon footprint of providing goods and services;
7. Reduction in CO₂ Emissions from ground-based transport - reduced carbon footprint of providing goods and services; Southampton recognised as the UK's leading low-carbon city attracting green businesses and related entrepreneurial activity and jobs;
8. Improvements in Air Quality - Southampton recognised as a clean place to live and work; reduced costs to the NHS from poor air quality;
9. Reduction in Obesity-Related Health Problems - reduced costs to the NHS, reduced absenteeism, higher productivity;
10. Business confidence in performance of the transport network - measured through the PUSH Annual Review and surveys of the Solent LEP members.

Although still early in terms of evaluation of the current LSTF, the programme is already showing value for money as a result of the modal shift impacts starting to be realised (see LSTF 12/13 annual report – link given in previous section).

This scheme, as with the LSTF, has been developed from a strong evidence base and will add another tool to allow sustainable travel levels move past the critical 'tipping' point after which cycling becomes the cultural norm rather than the exception.

As requested, a Scheme Impacts Pro Forma has been completed for each scheme element (for those possible to complete one) and these are located in Appendix 2.

B4. The Financial Case – Project Costs

Table A: Funding profile (Nominal terms)

£000s	2015-16	2016-17	2017-18	2018 - 19	2019 - 20	2020 - 21	Total
DfT funding sought	996.5						996.5
Local Authority contribution	289.7						289.7
Third Party contribution including LGF	267.0	11.3					278.3
TOTAL	1,553.2	11.3					1,564.5

Notes:

- 1) See Appendix 1 for letters of support outlining the third party contributions.
- 2) **A detailed breakdown by scheme element is given in Appendix 3 – Project Plan.**

B5. Management Case - Delivery

A project plan and forecast spend profile is included in Appendix 3. Southampton has the resources in place to deliver the proposals in time and to a high quality. The team has effectively delivered its current LSTF projects on time, to its funding profiles and with quality outputs to date.

SCC has a defined project management system following principles of PRINCE II and using a staged gateway system.

B6. Management Case – Statutory Powers and Consents

- a) Please list separately each power / consents etc obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them. Any key dates should be referenced in your project plan.

N/A

- b) Please list separately any outstanding statutory powers / consents etc, including the timetable for obtaining them.

N/A

B7. Management Case – Governance

Governance arrangements will continue as per the existing situation for managing the LSTF programme on time and to budget. In 2012 the council created the Centre for Sustainable Travel Choices (CSTC) – a partnership between Southampton City Council, Sustrans and the University of Southampton to oversee and deliver the programme. The partners signed a Memorandum of Understanding to agree roles and responsibilities and to meet quarterly at a Project Board. The board consists of the following members:

- Cabinet Member of Environment and Transport;
- Head of Transport, Highways and Parking;
- Head of Planning, Sustainability and Transport;
- Director of Public Health, Southampton;
- Team Leader, Regulatory Services (Air Quality)

- Head of Civil, Maritime and Environmental Engineering and Science at the University of Southampton;
- South East Region Programme Director, Sustrans.

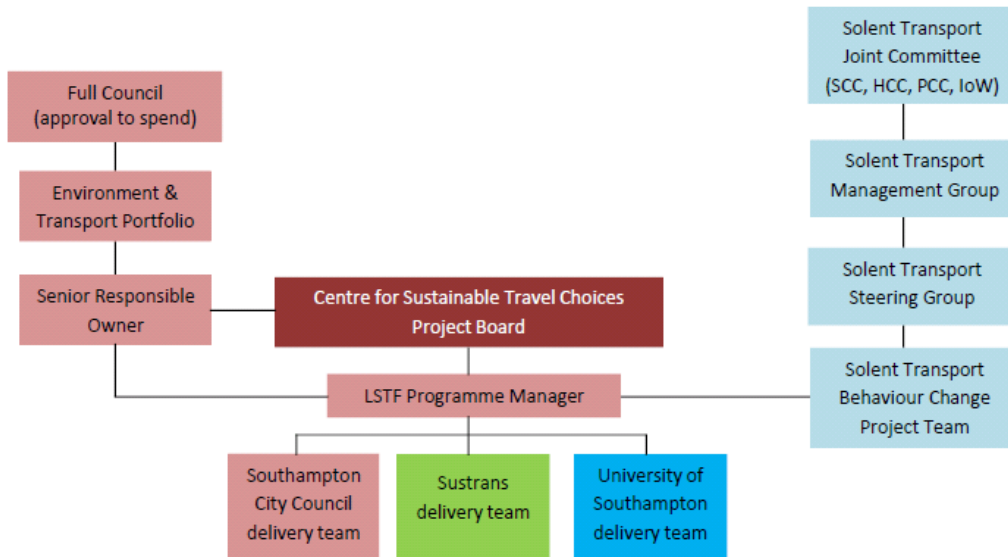
The Chair has changed through political changes at SCC but there has been no reduction in the support and commitment to the programme that was signed up to by all parties at the outset.

The SRO is Frank Baxter, Head of Transport, Highways and Parking and the Programme Manager is Adrian Webb, both of SCC. The LSTF Programme Manager takes direct responsibility for the delivery of the programme, according to the budget, as authorised by the Project Board, and within the timescales and parameters as agreed by the DfT. The Programme Manager also reports to the Solent Transport Behaviour Change Group and Solent Transport Steering Group to ensure strategic objectives and synergies across the partnership are being met.

Projects are delivered through the CSTC team comprised of staff from all three partners or via SCC’s Transport Partnership with Balfour Beatty Living Places. Where specialist support is required this is obtained via open tenders following the Council’s standard procurement process.

There is a close fit with the wider Solent Transport LSTF programme with SCC members also being on the Senior Management Board and ensuring both LSTF programmes are complementary to one another.

An organogram for the programme is as follows (a detailed organogram of the delivery team can be found in the last annual report):
<http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx>:



B8. Management Case - Risk Management

Responsibilities for risk management are clearly defined within the Programme Manager job description. The Risk Management Strategy is summarised in the diagram below and is in place for the current LSTF. A risk assessment is included in Appendix 4.



B9. Management Case – Stakeholder Management

The success of the programme depends on the engagement and support of a wide array of stakeholders acting either as promoters, advocates or delivery agents to various projects and initiatives. The Steering Group has attendance from not only the main partners – Sustrans and the UoS but also representation from Public Health, Sustainability, environmental health and Solent Transport. Solent LEP has also been presented with a summary of this LSTF extension bid and has written with their support.

An annual report is produced each summer and uploaded onto the council website and the My Journey website. It is disseminated to all stakeholders and a public facing document is disseminated to residents and Members. Weekly updates and consultation requests on sustainable transport are also sent out to residents via the council’s Stay Connected e-bulletin. There are 11,000 residents currently signed up to this service.

The business community is well engaged through a Workplace Travel Plan Forum covering large businesses (see Appendix 1 for letters of support), organisations and SMEs as well as an annual conference aimed at all businesses within the city. An e-bulletin is sent to businesses every two months with updates on the programme. The Programme Manager also liaises with Southampton’s Chamber of Commerce. The bid contains a scheme to improve freight traffic to and from the port and is supported by the Port of Southampton’s operators DP World.

Schools, colleges and the two main universities are also key stakeholders. An annual school conference is held to engage and update schools and schools receive regular newsletters. All the main colleges now have an active travel plan and both the UoS and Solent University are heavily involved in the delivery and monitoring of the LSTF programme.

Sustrans lead on community activities and are responsible for engaging a wide range of community groups and voluntary sector bodies.

Southampton has a good relationship with its public transport operators, having secured a Better Bus Area Fund bid in 2011 and delivering schemes within this programme through the South Hampshire Bus Operator Alliance (SHBOA).

All of the above stakeholders are regularly updated on the progress of the LSTF programme and have had the opportunity to influence the bid for the extension. A bid workshop was held on 4th March with key stakeholders to help shape the bid for LSTF funds in 2015/16.

Stakeholder management is undertaken in accordance with RACI principles. Stakeholders are identified according to their role in project delivery and the extent to which they are directly involved into one of four categories.

- 1) Responsible – The Stakeholder is directly involved in delivery of the project
- 2) Accountable – The Stakeholder is accountable for delivery and spend
- 3) Consultee – The Stakeholder has a direct interest in the project and needs to be formally consulted as part of the project delivery
- 4) Informed – The Stakeholder has no direct interest in the project but is informed of progress as part of a regular dialogue on delivery of the overall programme.

A Responsibility Assignment Matrix (RACI) has been developed identifying key partners and their roles within delivery of each element of the programme. This is attached as Appendix 5.

a) Can the scheme be considered as controversial in any way?

Yes No

b) Have there been any external campaigns either supporting or opposing the scheme?

Yes No

B10. The Commercial Case

SCC has shown from tranche 1 LSTF that the team can consistently deliver on time and to budget. This is further evidenced by the city winning Transport City of the Year at the National Transport Awards 2013.

This bid builds upon the current LSTF programme and partners and stakeholders have reviewed the proposed schemes. The Centre for Sustainable Travel Choices operates by an existing legal agreement in place between SCC, Sustrans and the University of Southampton. This can be extended in line with this bid to ensure the core resources from these bodies can continue to be provided. For projects that are not able to be delivered in house or through these partners, they will either be delivered via the Highway Partnership with Balfour Beatty Living Partnership, the Public Health behaviour change procurement scheduled to start in summer 2014 or subject to the council's standard procurement procedures. Procurement for any projects that require external expertise outside this remit can begin immediately after announcement of the funding.

SECTION C – Monitoring, Evaluation and Benefits Realisation

C1. Monitoring and Evaluation

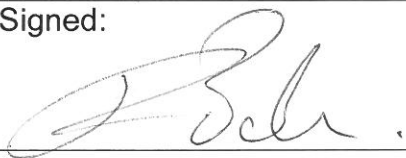
Evaluation of the programme will be undertaken primarily by the Transport Research Group at the University of Southampton through the Centre for Sustainable Travel Choices. This follows the same model used for our LSTF tranche 1 bid and ensures consistent and robust independent evaluation.

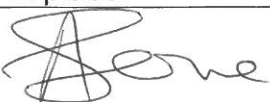
High level, aggregate baseline and evaluation focuses on Local Transport Plan data collected by SCC, supplemented by appropriate national data sets (Census Journey to Work, National Travel Survey etc). The emphasis is on changes in traffic volumes and modal split at a corridor and city wide level and analysis of attitudinal data collected and analysed by MOSAIC geo-demographic groups. Data was collected in 2011, October 2013 with a further survey scheduled for March 2015. In addition, speed surveys and data collation will be considered. The work would cover both passenger and freight transport, including the proposed consolidation centre.

For tranche 1 LSTF in-depth, disaggregate monitoring and evaluation of passenger transport was undertaken to examine individual behavioural response. A randomised controlled trial (RCT) has been conducted to cover individuals subject to (i) targeted marketing (ii) specialist interventions (e.g. station travel plans) (iii) none of these interventions across each year and supplemented by data from other surveys such as the iCONNECT project. The benefits of this data collection are not as evident. For this bid, a high level independent evaluation of the programme including set up of a 'realistic evaluation model' is proposed to allow continued measurement of project interdependencies and outcomes beyond LSTF. This will be developed with Public Health.

Internally, the SCC team collects behavioural change data through the school travel plan and workplace travel plan programmes and awareness/impact surveys for marketing campaigns (a recent marketing survey received 2,700 responses). Output reports are prepared each quarter, with input from all officers and reported to the Project Board. An annual report is published each summer on the SCC website.

SECTION D - Declarations

D1. Senior Responsible Owner Declaration	
As Senior Responsible Owner for Southampton Sustainable Travel City Phase 2 I hereby submit this request for approval to DfT on behalf of Southampton City Council and confirm that I have the necessary authority to do so.	
I confirm that Southampton City Council will have all the necessary statutory powers in place to ensure the planned timescales in the application can be realised.	
Name:  FRANK BAXTER	Signed: 
Position: Head of Transport Highways + Parking	

D2. Section 151 Officer Declaration	
As Section 151 Officer for Southampton City Council I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that Southampton City Council	
<ul style="list-style-type: none">- has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution;- accepts responsibility for meeting any costs over and above the DfT contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties;- accepts responsibility for meeting any ongoing revenue and capital requirements in relation to the scheme;- accepts that no further increase in DfT funding will be considered beyond the maximum contribution requested and that no DfT funding will be provided after 2015/16;- confirms that the authority has the necessary governance / assurance arrangements in place and the authority can provide, if required, evidence of a stakeholder analysis and communications plan in place.	
Name: ANDREW LOWE	Signed: 

**This is only required from the lead authority in joint bids*

Appendix 1 – Letters of Support



**SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP**

Solent LEP Office
Ground Floor
1000 Lakeside
Western Road
Portsmouth
PO6 3EZ

Adrian Webb
Southampton City Council
One Guildhall Square
Southampton

Sent via email only

Date: 28th March 2014

Dear Adrian,

Re: Southampton City Council LSTF 2015-16 Revenue Application

The Solent LEP is a partnership organisation between the business community, the Further Education and Higher Education sector, three unitary authorities, eight district councils and one county council, all of whom are actively working together to secure a more prosperous and sustainable future for the Solent area. These make up a fully-elected board of 15 directors.

Transforming Solent is the Strategic Economic Plan (SEP) for the Solent LEP area. It sets out a Plan for growth which will build on our strengths, and plan towards a more ambitious future. *Transforming Solent* seeks to harness the drivers for growth and addresses the barriers, which if not addressed, will constrain growth. At the core of the Plan are six strategic priorities:

- Supporting new businesses, **enterprise** and ensuring SME survival and growth;
- Enabling **infrastructure** priorities including land assets, transport and housing, reducing flood risk and improving access to superfast broadband;
- Establishing a single **inward investment** model to encourage companies to open new sites in the region, supported by effective marketing;
- Investing in **skills** to establish a sustainable pattern of growth, ensuring local residents are equipped to take up the jobs that are created and businesses can source local skills and labour to underpin growth;
- Developing **strategic sectors** and clusters (interconnected groups and businesses) of marine, aerospace and defence, advanced manufacturing, engineering, transport and logistics businesses, low carbon and the visitor economy – establishing the area as a business gateway, at both local and international levels and developing local supply chains;

- Building on our substantial knowledge assets to support **innovation** and build innovative capacity in the Solent area to stimulate growth in Solent businesses and in new high growth sectors, particularly linked to our HE excellence.

The Solent LEP views an effectively functioning transport network as critical to the future prosperity of the Solent economy. Congestion and under-utilisation of the key transport assets such as the M27 and the rail network have been identified by business as key barriers to growth. In particular unlocking of the key constraints on the strategic networks will enable our three international gateways to compete and, in the case of the Port of Southampton, provide an ever-increasing role in supporting the growing UK car manufacturing industry.

Accordingly our transport priorities, as presented within our Strategic Economic Plan (SEP), target improving the connectivity of businesses in the Solent with their markets (customers, supply-chains, and labour). Key transport priorities for the Solent LEP are improving Portsmouth to Southampton connectivity by motorway and rail, tackling the congestion bottleneck at M3 Junction 9 on the strategic freight route between the Solent and the Midlands, unlocking new housing and new jobs at North Whiteley, Welborne, and at the Solent Enterprise Zone, and improving cross-Solent connectivity. Supporting these priorities are four schemes that were identified by the Solent Local Transport Body that aim to unlock new development opportunities.

In addition, the Solent LEP draft SEP includes a Solent Transport Fund, which will provide a capital programme of local sustainable, integrated transport and network resilience interventions across the Solent area and forms an essential component of the overall proposed transport investment programme for the area. We view the LSTF revenue fund, which is open to Local Transport Authorities, as an important opportunity to provide revenue funded measures to improve the value for money of capital investments through the Solent Transport Fund component of the SEP.

In consideration of this, the Solent LEP supports the bid by Southampton City Council to the Department for Transport's Local Sustainable Transport Fund for funding for the 2015-16 year, which includes programmes that aim to support the local economy through an urban freight strategy project (looking at dynamic freight routing) and that provide travel and transport advice and support to SMEs and large businesses.

We wish you well with you application.

Yours sincerely,



Gary Jeffries
Chairman, Solent LEP

TOGETHER.STRONGER

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

14th March 2014

Dear Adrian,

Re. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

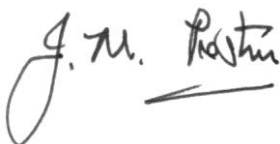
We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

The University has been an active partner with the City and Sustrans in the Centre for Sustainable Travel Choices and is leading the ongoing monitoring and evaluation work of the current LSTF programme in the city. We would hope to be able to undertake equivalent research for the 2015/16 programme, building on our current work for the City, Solent Transport/Transport for South Hampshire and for the Department for Transport.

Although we are not able to provide cash contributions, we will have two EPSRC funded EngD students working on relevant topics with the City in 2015/16, which may be costed as a contribution equivalent to £35,000. We would also be able to align undergraduate and taught postgraduate student projects with the programme and host meetings and dissemination events at our new Boldrewood Engineering Centre of Excellence.

We look forward to working in partnership with Southampton City Council to support the delivery of this programme.

Yours sincerely,



Professor John Preston,
Head of the Civil, Maritime and Environmental Engineering and Science Academic Unit
Email: J.M.Preston@soton.ac.uk
Tel: 023 8059 4660

Ref: NJ140324

24 March 2014

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

Planning Directorate
Strategy and Business Development
Management Offices,
Tremona Road,
Southampton,
SO16 6YD,

Dear Adrian,

R.e. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

University Hospital Southampton NHS Foundation Trust (the Trust) would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue) by committing £45,000 of revenue match-funding.

The Trust contributes almost 9% to the Southampton economy. Last year the Trust's 9500 staff treated 140,000 in-patients and 460,000 out-patients, as well as dealing with 120,000 cases in our Emergency Department. The demand for our services is increasing and we are committed to managing the traffic and travel impact of this in a sustainable manner.

The Trust has been an active partner with the City on the current LSTF programme in the city receiving invaluable advice and support for our car sharing project and cycling.

The Trust will work closely with Southampton City Council's Workplace Travel Planning Officer to further develop our Travel Plan Strategy in 15/16 by appointing a Travel Plan Coordinator. This will unlock a minimum of £45,000 of revenue funding from the Trust to continue this work for at least a further year. It is our ambition to fund the post on an ongoing basis with the benefits realised from these first two years.

We look forward to working in partnership with Southampton City Council to support the delivery of this programme.

Yours sincerely,



Mike Murphy
Executive Director of Strategy and Business Development

Strategy & Business Development

Mailpoint 18
Trust Management Offices
Southampton General Hospital
Tremona Road
Southampton SO16 6YD

Tel: 023 8120 5271

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

24th March 2014

Dear Adrian,

Re. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Southampton City Council and the My Journey Workplaces team have been very helpful to us as an organisation, assisting us to explore different opportunities on how we can improve transport and travel solutions to and from our site. We fully support their continuing work with local employers.

As the second largest employer in Southampton, SCC and the My Journey Workplace team have been our "critical friend" by enabling us to implement actual travel behaviour change especially in our large workforce of NHS staff.

We look forward to continue working in partnership with Southampton City Council.

Yours sincerely,

Sarah Jones
Assistant Project Manager

BY EMAIL

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

21 March 2014

Dear Adrian

Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

Sustrans is pleased to support Southampton City Council's bid to the Local Sustainable Transport Fund, which we feel meets the key criteria for the fund and complements the Strategic Economic Plan. We have a long history of successful partnership working with the Council, developing the National Cycle Network, jointly working on Links to Communities and most recently helping deliver the LSTF programme in schools, workplaces and communities across the city.

In November 2013 Sustrans commenced a workplace engagement programme with SMEs across the South East part-funded by the European Regional Development Fund (ERDF), with dedicated officers based in Southampton. The aim is to increase the competitiveness of small and medium sized businesses by saving on their transport costs.

During 2013/14 our local team engaged with more than 5000 school pupils, 500 employees and 1000 residents on walking and cycling activities in the city. We have worked with Aviva, Skandia, Ikea and many other employers over the last year.

We are pleased to confirm that Sustrans is able to offer £35,000 in match funding towards the City Council's LSTF bid. We look forward to continuing our productive partnership with the City Council in 2015/16.

Yours sincerely,



Simon Pratt
Regional Director, South East

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

19 March 2014

Dear Adrian

Re: Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Southampton City Council and the My Journey Workplaces team have been very helpful to us as a business, assisting us to explore different opportunities on how we can improve transport and travel solutions to and from our site. We fully support their continuing work with local employers.

The Council and My Journey Team have facilitated our collaboration with other transport users and providers in the City, leading to a wider understanding of the issues faced and solutions available. Your assistance has also been invaluable in our campaigns to widen awareness of Sustainable Transport options for students and staff. We are keenly anticipating completion of the various Projects that have been funded to improve our on-campus cycling facilities.

We look forward to continued working in partnership with Southampton City Council.

Yours sincerely



Martin Walton
Environmental and Sustainability Manager

East Park Terrace
Southampton
SO14 0YN
UK

Telephone + 44 (0)23 8031 9000
Fax + 44 (0)23 8022 2259
www.solent.ac.uk



Phil Marshall
Principal Transport Planner
Solent Transport

*Economy, Transport and Environment Department
The Castle
Winchester
Hampshire
SO23 8UD*

www.tfsh.org.uk

[Sent by email]

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

Enquiries to Phil Marshall
Direct Line 01962 847122
Date 24 March 2014

My reference
Your reference
E-mail philip.marshall@hants.gov.uk

Dear Adrian

Re: Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Solent Transport is submitting a 2015/16 LSTF Revenue bid for a range of measures across the Solent area, which will complement the proposals included in the Southampton bid. These include measures to:

- Get People into Work;
- Support Better Health Outcomes;
- Embed Sustainable Transport;
- Deliver sustainable infrastructure; and
- Support Innovation and Skills

Solent Transport is also hoping to secure £5m of capital funding in 2015/16 for the Solent Transport Fund (STF), through the Local Growth Deal. This funding will be used to implement a range of integrated transport and network resilience measures, which can complement LSTF revenue funding investment. If funding is secured for the STF, Solent Transport will be inviting bids for programmes and / or schemes later in September 2014.

We look forward to working in partnership with Southampton City Council to support the delivery of this programme.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Phil Marshall', written in a cursive style.

Phil Marshall
Principal Transport Planner
Solent Transport

Regulatory Services Division
Southampton City Council
Floor 5, One Guildhall Square
Southampton, SO14 7FP



Direct dial: 023 8091 7525
Text Relay: Dial 18001 before full telephone number
Email: steve.guppy@southampton.gov.uk
Please ask for: Steve Guppy

Fax: 023 8083 3079
Our ref:
Your ref:

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

24 March 2014

Dear Adrian,

Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

The proposals will further support our commitment to improving local air quality and will form an integral part of the council's Air Quality Action Plan. Southampton City Council has declared 11 Air Quality Management Areas (AQMAs) in accordance with Part IV of The Environment Act 1995. All are due to exceedances of the nitrogen dioxide (NO₂) annual mean threshold and road transport is recognised as the most significant contributor. Activities to date have resulted in improvements in some areas but further work is needed if we are to achieve satisfactory standards.

Regulatory Services is currently looking to develop a Low Emissions Strategy (LES) for the City. This project will look at a variety of work packages over the next two years with the aim to improve transport related emissions. We have been able to identify a significant number of opportunities to integrate this work with that being proposed in the LSTF bid, in particular the urban freight management scheme.

I can confirm that a commitment of £30,000 has been made for 2015/16 to fund the LES project and support the LSTF programme.

We look forward to working with you.

Yours sincerely

Steve Guppy
Team Leader – Scientific Services
Environmental Health
Regulatory Services Division

If you would like this letter sent to you in another format or language, please contact the number at the top of this letter.

Public Health
Southampton City Council
Civic Centre
Southampton SO14 7LT



Direct dial: 023 8083 3204
Email: andrew.mortimore@southampton.gov.uk
Please ask for: Dr Andrew Mortimore

Fax: 023 8083 4952
Our ref: AM/jb/20140324/AW

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

Monday 24th March 2014

Dear Adrian

Re. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

The themes of the bid provide us with an exciting opportunity to join up some of our public health programmes and initiatives in the Council around Workplace health, health improvement in schools and our broader efforts around the promotion of physical activity.

I can confirm a commitment of £68k of revenue match funding to the project.

We look forward to working in partnership with our colleagues leading the Bid in the City Council to support the delivery of this programme.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Andrew Mortimore'.

Dr Andrew Mortimore
Director of Public Health



National Oceanography Centre, Southampton
University of Southampton Waterfront Campus,
European Way,
Southampton
SO14 3ZH

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

19th March 2014

Dear Adrian,

R.E. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Southampton City Council and the My Journey Workplaces team have been very helpful to us as a business, assisting us to explore different opportunities on how we can improve transport and travel solutions to and from our site. We fully support their continuing work with local employers.

The My Journey Workplaces team have visited the National Oceanography Centre on several occasions and have actively supported the development of our new travel plan. Their assistance has been invaluable.

We look forward to continue working in partnership with Southampton City Council.

Yours sincerely,

Candice Snelling
Energy and Environment Manager
National Oceanography Centre, Southampton
c.snelling@noc.ac.uk

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

17th March 2014

Dear Adrian,

R.e. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Southampton City Council and the My Journey Workplaces team have been very helpful to us as a business, assisting us to explore different opportunities on how we can improve transport and travel solutions to and from our site. We fully support their continuing work with local employers.

When I accepted the responsibility for helping develop The Mayflower Theatre's green travel credentials I had no prior experience in the field. The time, effort and patience that everyone at Southampton City Council has put in to help my understanding of the subject has been absolutely invaluable. I think it's safe to say that I'd be lost without them!

We look forward to continue working in partnership with Southampton City Council.

Yours sincerely,



Alex MacArthur
Assistant House Manager



INVESTORS
IN PEOPLE | Champion

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

26 March 2014
ARW LH ST1

Dear Adrian

Re: Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

Go South Coast can confirm its support for Southampton's LSTF revenue bid.

Go South Coast has supported the Legible Bus Network and Real Time Information implementation across the City. This has been an excellent example of partnership working through the mechanisms of the Quality Bus Partnership which has greatly enhanced the travel information available to the public transport user. Fundamentally the delivery of these projects has been made possible by the standardisation of data and the uniform format in which it is presented.

It is vital that the work to promote modal shift in favour of the bus continues, particularly around the completion of the Legible Bus Network project. This will continue to build on the objective of delivering 5% growth in passenger numbers across South Hampshire per annum. I am therefore delighted to re-confirm the full support of Go South Coast for your revenue bid for 2015 / 2016.

Yours sincerely



AW

ANDREW WICKHAM
Managing Director



HAMPSHIRE
chamber of commerce

Supporting growth & prosperity for all

Ground Floor, Wates House
Wallington Hill
Fareham PO16 7BJ
01329 242420
www.hampshirechamber.co.uk

Our ref: AW/SD/lmh

Tuesday 25th March 2014

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton SO14 7FP

Dear Adrian,

Re: Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

The Hampshire Chamber of Commerce, together with the Future Solent Board, have worked closely with Southampton City Council in promoting the current My Journey project and have witnessed the difference it has made to the City environs (less congestion), the employees involved (healthier workforce) in the scheme and the carbon savings that have accrued as a result.

Southampton City Council and the My Journey Workplaces team have been very helpful to businesses, enabling them to explore different opportunities on how they can improve transport and travel solutions for their staff, visitors and for deliveries. We fully support their continuing work with local employers.

We look forward to working in partnership with Southampton City Council to support the delivery of this programme.

Yours sincerely,

Stewart Dunn
Chief Executive
Telephone Number: 01329 242420
Email: stewart.dunn@hampshirechamber.co.uk

Hampshire Enterprise Limited
(trading as Hampshire Chamber of Commerce)
53 Bugle St, Southampton, Hampshire SO14 2LF
Registered in England and Wales 00009806
Vat. Reg. 188055635



CARNIVAL UK

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

20th March 2014

Dear Adrian,

R.e. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Southampton City Council and the My Journey Workplaces team have been very helpful to us as a business, assisting us to explore different opportunities on how we can improve transport and travel solutions to and from our site. We fully support their continuing work with local employers.

We look forward to continue working in partnership with Southampton City Council.

Yours sincerely,

Lindsay Passfield
Head of Facilities





British Cycling
Stuart Street
Manchester M11 4DQ

T: +44 (0) 161 274 2000
F: +44 (0) 161 274 2001
E: info@britishcycling.org.uk
britishcycling.org.uk

12th March 2014

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

Dear Adrian,

Support of the Southampton LSTF bid 2015/16

This letter is to express our support of Southampton's bid for funding through the Local Sustainable Transport Fund (LSTF).

British Cycling is formally working in partnership with Southampton City Council during 2014/15 to increase recreational cycling participation in the area. We are working closely with the Transport Team to ensure a solid foundation and a joined up approach to cycling promotion in the area. We would like to continue with this successful partnership in future years as part of this bid.

With the Olympic & Paralympic success of 2012 and Tour de France successes of 2012 & 2013, we continue to successfully inspire further participation at grass-roots level. British Cycling will continue to work alongside Local Authority partners and PTE's in the strategic planning for cycling in the area. Therefore, a sustained partnership during 2015/16 will capitalise on the momentum and inspiration we have already and will continue to create.

Through our own research and insight from the DfT we know that over 70% of commuters were already recreational cyclists before they started to cycle to work, over 80% cycle to work to keep fit and that regular commuting sustains a regular cycling habit in general.

Therefore our approach of mobilising a range of recreational cycling initiatives such as Mass Participation Events, Guided Rides and Social Cycling Groups is uniquely placed to increase and sustain cycling participation, commuting and a healthy local cycling economy.

As such I can confirm, on behalf of British Cycling, our support to you in your application to the next phase of LSTF. This would enable more infrastructure development to provide even more opportunities and places for people to cycle and subsequently with our partnership work increase and inspire sustained cycling participation in the area.

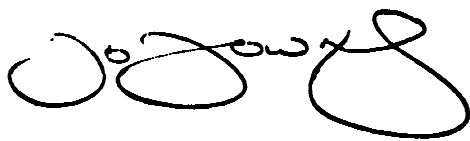


The table below demonstrates the required Local Authority investment and the British Cycling commitment to funding the partnership.

LA Partner	£22,250
	£25%
British Cycling	£65,250
Total Partnership Contribution	£87,500

We look forward to working in partnership with Southampton City Council to support the delivery of these objectives.

Yours sincerely,



Jo-Anne Downing
Recreation Manager (South)
British Cycling



BASEPOINT
business centres

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

17/03/2014

Dear Adrian,

R.e. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Southampton City Council and the My Journey Workplaces team have been very helpful to us as a business, assisting us to explore different opportunities on how we can improve transport and travel solutions to and from our site. We fully support their continuing work with local employers.

We look forward to continue working in partnership with Southampton City Council.

Yours sincerely,

James Money
Centre Manager



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Basepoint Southampton, Andersons Road, Southampton, Hampshire, SO14 5FE
t: 023 8068 2444 f: 023 8068 2445 e: southampton@basepoint.co.uk w: basepoint.co.uk

Page 42

Basepoint Centres Limited, 61 Thames Street, Windsor, Berks, SL4 1QW reg no: 03048451

Adrian Webb
LSTF Programme Manager
Southampton City Council
One Guildhall Square
Southampton
SO14 7FP

18/03/2014

Dear Adrian,

R.e. Southampton 2015/16 Local Sustainable Transport Fund Revenue Bid

We would like to offer our support for your bid to the Department for Transport's call for proposals for the 2015/16 Local Sustainable Transport Fund (revenue).

Southampton City Council and the My Journey Workplaces team have been very helpful to us as a business, assisting us to explore different opportunities on how we can improve transport and travel solutions to and from our site. We fully support their continuing work with local employers.

The My Journey Workplaces team have been particularly helpful to us in the planning and implementation of our 2013 travel survey along with the development of our resulting travel plan produced by Systra. Their on-going support and input is essential to the success of implementing a variety of measures to help improve transport and travel solutions relevant to our site.

We look forward to continue working in partnership with Southampton City Council.

Yours sincerely,



Andy Collyer
General Manager, WestQuay



Appendix 3 – Scheme Impacts Pro Formas

Scheme Impacts Pro Formas enclosed:

No	Scheme	Enclosed	Comment
1	Aggregated Package	Y	
2	Urban Freight Strategy	N	Pro forma not relevant
3	Workplace Travel Planning	Y	
4	School Travel Planning	Y	
5	Increasing Physical Activity	Y	
6	Bike Ownership for All	N	Supporting package
7	My Journey Products & Services	Y	
8	Legible Bus Networks	Y	
9	Legible Cycle Networks	Y	
10	My Journey Marketing	Y	Supporting package – linked to aggregate package pro forma
11	Monitoring & Evaluation	N	Supporting package

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma- My Journey and Aggregate Package

For cycling/walking elements of your bid, please provide the following data - if available			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	There is only basic signage and mapping available for cyclists in Southampton.	The Legible Cycle Network brings a consistent and clear signage and accompanying mapping system to support new cyclists	Legible Cycle Network report - Maynards.
Route length (km)	80km	80km	Southampton Cycle Survey Report 2011 - http://www.southampton.gov.uk/s-environment/transportplanning/cyclesurvey2011.aspx
Average trip length (km)	5.92km	5.92km	Southampton Travel Attitudes Survey 2013 - http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx
Average cycling speed (kph)	16kph	16kph	Visual inspection
Number of users (per day)	6,935	7,628	Centre for Sustainable Travel Choices First Annual Report 2013 - http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx http://www.southampton.gov.uk/s-environment/transportplanning/transportdata.aspx
Percentage of additional users that would have driven a car otherwise.	N.A.	N/A	Refer to evidence for this assumption.

If you are expecting your project to reduce car travel, please provide the following information			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	134,039	117,954	<p>The modal share impact has been calculated from the aggregate of the other scheme pro formas. This compares with the city's wider modal share aims from the 2011 baseline:</p> <ul style="list-style-type: none"> - Car driver: 58.60% to 45.40% (the Travel Attitudes Survey 2013 put current driver levels at 49%) - includes car passenger - Bus: 15.9% to 22.6% - Rail: 6.5% to 8.5% - Cycle: 2.6% to 4.6% - Walk: 13.6% to 15.9% <p>The impact of these activities were derived from the original economic case for the wider Transport for South Hampshire LSTF bid in 2011 using a behaviour change model. The data was also calibrated by referring to the impacts from the DfT Sustainable Demonstration Town projects and Smarter Travel Sutton. The information is contained within the Centre for Sustainable Travel Cities First Annual Report - 2013 (http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx). Traffic level figures from original LSTF bid</p>
Traffic levels (Vehicle hours) in the affected area	No data	No data	
Average Speed in the Morning Peak	No data	No data	
Mode share (in person trips)			
Car Driver	74,767	71,733	
Car Passenger	10,882	10,675	
Bus passenger	13,315	13,946	
Rail Passenger	4,723	4,980	
Cyclist	5,826	7,607	
Walking	40,175	41,566	

For Bus elements of your bid please fill in the following table			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Annual number of passenger trips	18.3 million	23 million	<p>The forecasted growth in bus passengers is calculated using a variety of data sources and modelling undertaken as part of the original LSTF bidding round and the Better Bus Area Fund. Southampton City Council is a member of SHBOA - South Hampshire Bus Operators Alliance who share forecast data and work in partnership to grow bus passenger numbers.</p>
Average trip distance (km)	5km	5km	
Average wait time (mins)	5 minutes	5 minutes	
Average fare per trip (£)	£2	£2	
Average in-vehicle time (mins)	15 minutes	15 minutes	
Description of your intervention	<p>To provide phase 3 of the Legible Bus Network covering 180 stops. This continues the programme currently underway for phases 1 and 2 (360 stops) and involves the standardisation of bus stop poles and flags as well as creating legible maps, network diagrams and timetables which are location specific and easily updateable in line with regular service changes.</p>		

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma - Workplace Travel Planning

For cycling/walking elements of your bid, please provide the following data - if available			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	N/A	N/A	N/A
Route length (km)	N/A	N/A	N/A
Average trip length (km)	N/A	N/A	N/A
Average cycling speed (kph)	N/A	N/A	N/A
Number of users (per day)	N/A	N/A	N/A
Percentage of additional users that would have driven a car otherwise.	N/A	N/A	N/A

If you are expecting your project to reduce car travel, please provide the following information			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	No data	No data	<i>Figures taken from the 'method of transport to work' data set from the 2011 Census. Persons not in work discounted from the calculations. Assume on average minor increases in walking and cycling from private car use as result of the interventions. 1.32% reduction distributed onto walking and cycling trips.</i>
Traffic levels (Vehicle hours) in the affected area	No data	No data	
Average Speed in the Morning Peak	No data	No data	
Mode share (in person trips)			
Car Driver	61,164	59,682	
Car Passenger	7,555	7,883	
Bus passenger	10,433	11,261	
Rail Passenger	3,229	3,378	
Cyclist	5,243	5,630	
Walking	18,536	19,143	

For Bus elements of your bid please fill in the following table			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Annual number of passenger trips	N/a	N/A	N/A
Average trip distance (km)	N/a	N/A	
Average wait time (mins)	N/a	N/A	
Average fare per trip (£)	N/a	N/A	
Average in-vehicle time (mins)	N/a	N/A	
Description of your intervention	N/A		

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma - School Travel Planning

For cycling/walking elements of your bid, please provide the following data - if available			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	N/A	N/A	N/A
Route length (km)	N/A	N/a	N/A
Average trip length (km)	N/A	N/A	N/A
Average cycling speed (kph)	N/A	N/A	N/A
Number of users (per day)	N/A	N/A	N/A
Percentage of additional users that would have driven a car otherwise.	N.A.	N/A	N/A

If you are expecting your project to reduce car travel, please provide the following information			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	No Data	No Data	<p>Figures based on monitoring data through the School Census. Without Scheme figures based on School Census 2012/13 collected in January 2013. Survey is directed at parents. Car driver is in terms of parent and one child. Car passenger represents parent and two or more children. Figures for cycling and walking should take into consideration seasonality affects (i.e. cycling likely to increase in summer). Also, it is not easy to distinguish scooting trips, whether these have been recorded under walking or cycling options.</p> <p>With scheme figures have been calculated as follows: - assuming a 5% points across all schools in cycling/scooting. This correlates with the project objectives and current progress (http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx). - increase/decreases in line with historic trends for walking - assume no increase in pupil numbers - bus use compensates observed recent declines with project increases from use of the 16-19 bus pass.</p>
Traffic levels (Vehicle hours) in the affected area	No Data	No Data	
Average Speed in the Morning Peak	No Data	No Data	
Mode share (in person trips)			
Car Driver	5,061	3,890	
Car Passenger	493	379	
Bus passenger	1,789	1,736	
Rail Passenger	0	0	
Cyclist	371	1,075	
Walking	20,955	21,590	

For Bus elements of your bid please fill in the following table			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Annual number of passenger trips	N/A	N/A	N/A
Average trip distance (km)	N/A	N/A	
Average wait time (mins)	N/A	N/A	
Average fare per trip (£)	N/A	N/A	
Average in-vehicle time (mins)	N/A	N/A	
Description of your intervention	E.g. provision of Real time information at bus stops/ through a website, announcements of next stop on board/ CCTV at stops/on boars, improved bus shelters. Or increased frequency - impact on wait time / Bus priority - impact on travel time		

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma - Increasing Physical Activity

For cycling/walking elements of your bid, please provide the following data - if available			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	N/A	N/A	N/A
Route length (km)	N/A	N/A	N/A
Average trip length (km)	N/A	N/A	N/A
Average cycling speed (kph)	N/A	N/A	N/A
Number of users (per day)	N/A	N/A	N/A
Percentage of additional users that would have driven a car otherwise.	N.A.	N/A	N/A

If you are expecting your project to reduce car travel, please provide the following information			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	N/A	N/A	<p>Surveys have been conducted by Sustrans as part of Southampton's current LSTF active travel project (01/01/2012 to 14/10/2013). There were 4,580 participants in some form of community activity. Baseline and follow up surveys were completed with 90 individuals:</p> <ul style="list-style-type: none"> - 45% of respondents had increased the number of days per week they do 30 minutes physical activity; - 44% of respondents had increased the hours per week that the cycle; - 52% of respondents had increase the hours per week they walk; - the total time spent doing any type of physical activity increased from 7.4 hours at baseline to 9.2% hours at follow up. <p>Assume 1,060 receive support through the physical activity project and a 25% increase in the prevalence of walking and cycling (based on the increase in physical activity). Increase is represented by a proportional reduction in the use of other modes. Trip mode prevalence is based on survey results from the 2013 Travel Attitudes Survey conducted in October 2013.</p>
Traffic levels (Vehicle hours) in the affected area	N/A	N/A	
Average Speed in the Morning Peak	N/A	N/A	
Mode share (in person trips)	N/A	N/A	
Car Driver	490	424	
Car Passenger	110	95	
Bus passenger	70	61	
Rail Passenger	20	17	
Cyclist	30	38	
Walking	340	425	

For Bus elements of your bid please fill in the following table			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Annual number of passenger trips	N/A	N/A	N/A
Average trip distance (km)	N/A	N/A	
Average wait time (mins)	N/A	N/A	
Average fare per trip (£)	N/A	N/A	
Average in-vehicle time (mins)	N/A	N/A	
Description of your intervention			N/A

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma - My Journey Products & Services

For cycling/walking elements of your bid, please provide the following data - if available			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	N/A	N/A	N/A
Route length (km)	N/A	N/A	N/A
Average trip length (km)	N/A	N/A	N/A
Average cycling speed (kph)	N/A	N/A	N/A
Number of users (per day)	N/A	N/A	N/A
Percentage of additional users that would have driven a car otherwise.	N.A.	N/A	N/A

If you are expecting your project to reduce car travel, please provide the following information			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	284.34 km per week (across all modes)	299.56 km per week (across all modes)	Assume for commuting. Calculated using an in-depth behavioural response survey into current LSTF activities in 2013 conducted by the Transport Research Group (TRG), University of Southampton and survey data from British Cycling. Calculations made across three groups of people:
Traffic levels (Vehicle hours) in the affected area	10.45 hours per week (across all modes)	7.78 hours per week (across all modes)	
Average Speed in the Morning Peak	No data	No data	
Mode share (in person trips)			1) My Journey travel information roadshows (in 2013/14 there were 2,500 quality interactions with the public e.g. in depth travel planning advice) and recipients of adult cycle training or maintenance training (299)
Car Driver	8,052	7,737	2) Expected participants in British Cycling partnership led rides = 1,000 (based on attendees to 2013 rides)
Car Passenger	2,724	2,318	3) Expected participants at Sky Ride = 10,000 (based on 2013 participants)
Bus passenger	1,023	888	Figures based on outputs reported in 2012/13 annual report (available at http://www.southampton.gov.uk/s-environment/transportplanning/default.aspx).
Rail Passenger	1,474	1,585	TRG survey analysed travel behaviour responses (from a postal survey) to an exposed group (those who had been targeted by some form of My Journey activity) and a control group in Woolston ward (who hadn't been exposed to My Journey activity). This behaviour has been attributed to recipients listed under point 1. Sky Ride participants assumed to exhibit control group behaviour.
Cyclist	182	864	For point 2, British Cycling (Participant Survey & BC Commuting Survey 2014) estimate that 39% of participants become regular cyclists as a result of the programme.
Walking	344	408	Caveat: cycling numbers maybe over reported as a result of exposure group.

For Bus elements of your bid please fill in the following table			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Annual number of passenger trips	N/A	N/A	N/A
Average trip distance (km)	N/A	N/A	
Average wait time (mins)	N/A	N/A	
Average fare per trip (£)	N/A	N/A	
Average in-vehicle time (mins)	N/A	N/A	
Description of your intervention			N/A

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma - Legible Bus Networks

For cycling/walking elements of your bid, please provide the following data - if available			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	N/A	N/A	N/A
Route length (km)	N/A	N/A	N/A
Average trip length (km)	N/A	N/A	N/A
Average cycling speed (kph)	N/A	N/A	N/A
Number of users (per day)	N/A	N/A	N/A
Percentage of additional users that would have driven a car otherwise.		N/A	N/A

If you are expecting your project to reduce car travel, please provide the following information			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	N/A	N/A	N/A
Traffic levels (Vehicle hours) in the affected area	N/A	N/A	
Average Speed in the Morning Peak	N/A	N/A	
Mode share (in person trips)	N/A	N/A	
Car Driver	N/A	N/A	
Car Passenger	N/A	N/A	
Bus passenger	N/A	N/A	
Rail Passenger	N/A	N/A	
Cyclist	N/A	N/A	
Walking	N/A	N/A	

For Bus elements of your bid please fill in the following table			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Annual number of passenger trips	18.3 million	23 million	The forecasted growth in bus passengers is calculated using a variety of data sources and modelling undertaken as part of the original LSTF bidding round and the Better Bus Area Fund. Southampton City Council is a member of SHBOA - South Hampshire Bus Operators Alliance who share forecast data and work in partnership to grow bus passenger numbers.
Average trip distance (km)	5km	5km	
Average wait time (mins)	5 minutes	5 minutes	
Average fare per trip (£)	£2	£2	
Average in-vehicle time (mins)	15 minutes	15 minutes	
Description of your intervention	To provide phase 3 of the Legible Bus Network covering 180 stops. This continues the programme currently underway for phases 1 and 2 (360 stops) and involves the standardisation of bus stop poles and flags as well as creating legible maps, network diagrams and timetables which are location specific and easily updateable in line with regular service changes.		

LSTF 15/16 Revenue Competition - Schemes Impact Pro-Forma - Legible Cycle Network

For cycling/walking elements of your bid, please provide the following data - if available			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Description of infrastructure/facilities	There is only basic signage and mapping available for cyclists in Southampton.	The Legible Cycle Network brings a consistent and clear signage and accompanying mapping system to support new cyclists	Legible Cycle Network report - Maynards.
Route length (km)	80km	80km	Southampton Cycle Survey Report 2011 - http://www.southampton.gov.uk/s-environment/transportplanning/cyclesurvey2011.aspx
Average trip length (km)	5.92km	5.92km	Southampton Travel Attitudes Survey 2013 - http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx
Average cycling speed (kph)	16kph	16kph	Visual inspection
Number of users (per day)	6,935	7,628	Centre for Sustainable Travel Choices First Annual Report 2013 - http://www.southampton.gov.uk/s-environment/transportplanning/lstf.aspx http://www.southampton.gov.uk/s-environment/transportplanning/transportdata.aspx
Percentage of additional users that would have driven a car otherwise.	N.A.	N/A	N/A

If you are expecting your project to reduce car travel, please provide the following information			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Traffic levels (Vehicle km) in the affected area	N/A	N/A	N/A
Traffic levels (Vehicle hours) in the affected area	N/A	N/A	
Average Speed in the Morning Peak	N/A	N/A	
Mode share (in person trips)	N/A	N/A	
Car Driver	N/A	N/A	
Car Passenger	N/A	N/A	
Bus passenger	N/A	N/A	
Rail Passenger	N/A	N/A	
Cyclist	N/A	N/A	
Walking	N/A	N/A	

For Bus elements of your bid please fill in the following table			
Input data	Without Scheme	With Scheme	Reference to supporting information (e.g. section of Economic Assessment Report).
Annual number of passenger trips	N/A	N/A	N/A
Average trip distance (km)	N/A	N/A	
Average wait time (mins)	N/A	N/A	
Average fare per trip (£)	N/A	N/A	
Average in-vehicle time (mins)	N/A	N/A	
Description of your intervention	N/A		

Appendix 3 - Project Plan

Task No.	Task	LSTF 15/16 funding allocation (£)	Match funding allocation (£)	Lead Officer	Principle Partners	LSTF Tranche 1 (2011-2015)												LSTF 15-16 Revenue Bid												
						Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
1 Urban Freight Strategy																														
1.1	Commissioning of data set for HGV routing	n/a	n/a	CM	P, H																									
1.2	Preparatory/feasibility work & mapping analysis			CM / UoS	P, H																									
1.3	Set up back office of freight control system	150,000	130,000	CM / UoS	P, H																									
1.4	Make intelligent trial body of HGV vehicles			CM	P, H																									
1.5	Pilot period			CM	P, H																									
2 Workplace Travel Planning																														
2.1	Maintain City Centre Travel Plan Network	10,000	n/a	WTP	Sus, PH			E			E																			
2.2	My Journey: The Best Way to Work Conference	10,000	n/a	WTP	Sus, PH																									
2.3	Workplace travel plan support programme (incl. UHS)	55,000	100,000	WTP	Sus, PH, UHS																									
2.4	Deliver Well & Working Charter project	17,000	17,000	PH	CC																									
2.5	Develop workplaces toolkit & resources	12,000	n/a	WTP	TFB																									
3 School Travel Planning																														
3.1	STARS programme & accreditation	69,000	93,000	STP																										
3.2	Bike It	56,000	n/a	STP	Sus, PH																									
3.3	16-19 bus pass programme	40,000	n/a	Skills / STP	Bus																									
3.4	School pedestrian training campaign	10,000	n/a	STP	Pol																									
4 Increasing Physical Activity																														
4.1	Scoping and procurement	n/a	n/a	PM / PH	LCV																									
4.2	Community pilot 1 - east of city	17,500	10,000	PM / PH	LCV																									
4.3	Community pilot 2 - west of city	17,500	10,000	PM / PH	LCV																									
5 Bike Ownership for All																														
5.1	Stakeholder consultation & scoping	n/a	n/a	CM	SCO, CS, CG																									
5.2	Bike Share Portal	30,000	n/a	CM	SCO, CS, CG																									
6 My Journey Products & Services																														
6.1	British Cycling Partnership - Local Rides	22,500	65,250	CM	BC			E	E	E	E	E																		
6.2	My Journey services (training, roadshows)	50,000	15,000	CM	Sus, TP																									
6.3	Sky Ride 2015	40,000	n/a	EvtS	Sky, BC																									
7 Legible Bus Networks																														
7.1	Mobilisation	n/a		CM	SHBOA																									
7.2	Roll out of equipment	120,000	27,400	CM	SHBOA																									
8 Legible Cycle Networks																														
8.1	Local stakeholder and community consultation (pre bid)	n/a	n/a	CM	CG, BBLP																									
8.2	Strategic network review	50,000		CM	BBLP																									
8.3	Pilot Phase	40,000	11,700	CM	BBLP																									
9 My Journey Marketing																														
9.1	Sustainable Transport Visitor Campaign	40,000	n/a	SCO	FO, NA																									
9.2	Smarter Choices & New Infrastructure Campaign	30,000	n/a	SCO	BBLP																									
9.3	People in Transition	30,000	n/a	SCO	Bus, CS																									
10 Monitoring & Evaluation (including project Management)																														
10.1	Programme Management (includes current LSTF)	40,000	6,000	PM	CSTC																									
10.2	Travel Attitudes Survey	n/a	n/a	TPO	HCC, PCC																									
10.3	Local Transport Plan Monitoring - Traffic / Cycle Counts	n/a	20,800	TPO	HCC, UoS																									
10.4	Local Transport Plan Monitoring - Multi Modal Surveys	n/a	20,800	TPO	HCC, UoS																									
10.5	LSTF Monitoring & Evaluation	40,000	41,000	UoS	CTSC																									
10.6	Annual Report	n/a	n/a	PM / UoS	CSTC																									

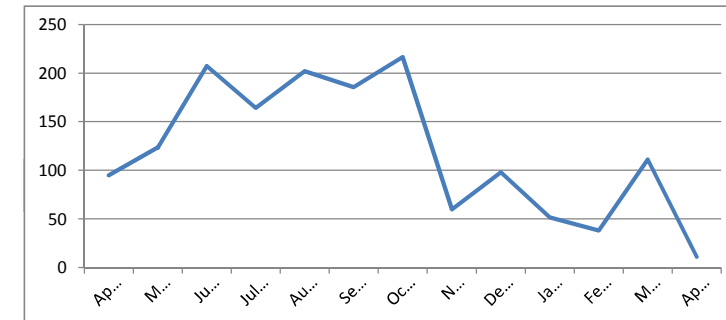
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KEY:

- CM Client Managers, Southampton City Council
- UoS Southampton University
- WTP Workplace Travel Plan Officer
- PH Public Health
- STP School Travel Plan Officer
- Skills Skills & Regeneration team
- BC British Cycling
- Evt Events Team, Southampton City Council
- Sus Sustrans
- SCO Senior Communications Officer, Sustainable Travel, SCC
- SHBOA South Hampshire Bus Operators Association
- BBLP Balfour Beatty Living Partnership
- CG Local Cycling Groups
- Sky Sky
- TP Transport Policy Officer, Southampton City Council
- PM LSTF Programme Manager
- HCC Hampshire County Council
- Bus Bus Operators
- CS Cycle Shops
- LCV Local charity & voluntary partners

- Pol Police
- CC Chamber of Commerce
- TfB Travel Forum Businesses
- CSTC Centre for Sustainable Travel Choices
- PCC Portsmouth City Council
- UHS University Hospital Southampton
- P Port
- H Hauliers
- ◆ Centre for Sustainable Travel Choices Project Board Meeting
- R Report (survey report, final report, quarterly reports)
- S Survey
- E Major Pre-Scheduled Events
- Re Review

- Design / consultation / procurement
- Delivery / Promotion
- Monitoring & Evaluation



Above: Indicative Spend Profile (Spend by month 15/16)

Appendix 4 - Risk Assessment

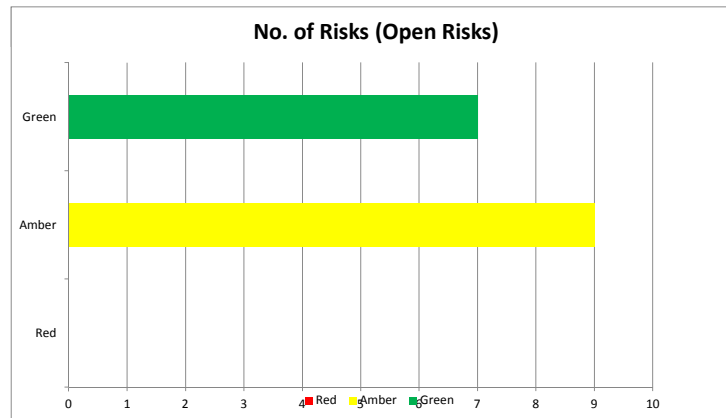
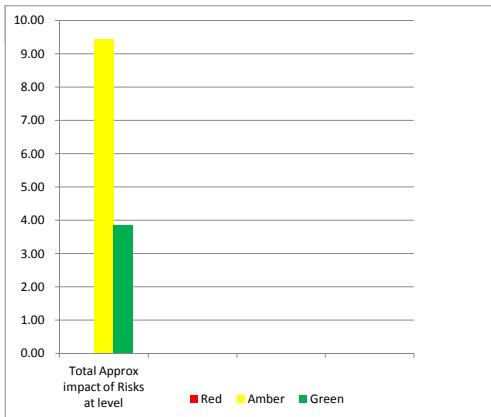
Project Name:	Southampton Sustainable Travel City - Phase 2		No. of Risks (Open Risks)	Total Approx impact of Risks at level
Project No:	EN374	Red	0	0.00
Project Manager:	Adrian Webb	Amber	9	9.45
Project Board:	Centre for Sustainable Travel Choices	Green	7	3.86

Risk Register

Risk ID	Author	Date Registered	Risk Category	Description	Risk Owner	Probability (%)	Impact	Total Score	Expected Value	Proximity	Risk Response Categories	Action / Mitigation	Risk Actionee	Risk Status
1	AW	26/03/2014	General / Strategic	Projects fail to achieve modal shift targets	CSTC Board	40%	4.00	8.00	1.60	Long term	Accept	The programme is based on best practice. Regular monitoring and reviews in place to ensure progress against targets - using the University of Southampton. Quarterly reports and annual report to show progress against targets. Good progress already reported in 2012/13 LSTF annual report.	LSTF Programme Manager	Open
2	AW	26/03/2014	General / Strategic	Budget underspend	LSTF Programme Manager	20%	2.00	2.00	0.40	Medium term	Reduce	Robust programme management process in place. The core team includes a Financial Officer on secondment and Monitoring & Compliance Officer who ensure the programme spend is on track. The Programme Manager will regularly review project process through bi-weekly team meetings and maintains a spend profile to keep track.	LSTF Programme Manager	Open
3	AW	26/03/2014	General / Strategic	Projects not delivered on time	LSTF Programme Manager	20%	3.00	3.00	0.60	Medium term	Accept	SCC uses a corporate project management system will all Project Managers (PMs) trained to deliver projects in a consistent fashion. The system allows for early warning of any potential risk to delivery and ensures all PMs are supported throughout. Ensure all PMs working on this project follow this protocol.	LSTF Programme Manager	Open
2	AW	26/03/2014	General / Strategic	Projects not supported by the public	CSTC Board	12%	3.00	3.00	0.36	Short term	Reduce	The 2013 Travel Attitudes Survey showed that 88% of respondents supported this type of programme. All board members to ensure project outputs and outcomes disseminated through their channels. Project team to put a Resident Comms and PR Plan into place.	Senior Communications Officer	Open
3	AW	26/03/2014	General / Strategic	Political changes result in loss of support for the programme	CSTC Board	15%	4.00	4.00	0.60	Short term	Avoid	All parties signed up to original LSTF bid and subsequent programme. The council has experienced a change in political leadership which has not resulted in any change of support for the programme. The Programme Manager and Senior Responsible Officer (SRO) will continue to ensure all parties are kept informed of progress and consulted on the delivery aspects of programme.	SRO, LSTF Programme Manager	Open
4	AW	26/03/2014	General / Strategic	Staff resource reduced to turnover	LSTF Programme Manager	40%	3.00	6.00	1.20	Medium term	Accept	SCC and its partners, through the Centre of Sustainable Travel Choices, have access to sufficient trained staff should any of the project team members leave before the programme ends. SCC also has a Highway partnership with Balfour Beatty Living Partnership and can utilise an array of external support should there be a need.	LSTF Programme Manager	Open
5	AW	26/03/2013	General / Strategic	Projects undeliverable - technical, political, financial reasons	LSTF Programme Manager	20%	4.00	4.00	0.80	Short term	Reduce	All projects put forward for funding in 2015/16 have already undergone an element of scoping to consider their deliverability. The sifting process has removed those projects deemed unsuitable for inclusion in the programme or those that may be difficult to be successfully delivered.	LSTF Programme Manager	Open
6	AW	26/03/2014	Urban Freight Management	Data providers refuse to provide access to the data	Project Manager	25%	3.00	3.00	0.75	Long term	Reduce	Within the feasibility study Service Level Agreements will be established with all key data providers.	Project Manager & partners	Open
7	AW	26/03/2014	Urban Freight Management	The regional ITS structure is not fit for purpose	Project Manager	25%	4.00	4.00	1.00	Long term	Reduce	The UTM and particularly the traffic signal network will be assessed during the feasibility study and appropriate measure taken to improve where necessary the physical infrastructure.	Project Manager & partners	Open
8	AW	26/03/2014	Urban Freight Management	End-users and information entrepreneurs do not interpret the data as having commercial value	Project Manager	25%	5.00	4.00	1.25	Long term	Reduce	The exploitation and dissemination work packages require a commercial steer from Business South and other commercial consortium members. Proving commercial validity through the intelligent freight worked example will add credence.	Project Manager & partners	Open
9	AW	26/03/2014	Workplace Travel Planning	Businesses do not engage in programme	LSTF Programme Manager	30%	3.00	6.00	0.90	Medium term	Reduce	There is already a communication plan in place for business engagement including networking events, regular e-bulletins and a PR plan. Continue to follow this and use partner contacts (e.g. Public Health - Well & Working Charter) and brokers (e.g. Chamber of Commerce) to engage with businesses.	Workplace Travel Plan Officer	Open
10	AW	26/03/2014	School Travel Planning	Schools (previously not worked with) do not engaged in the school travel plan programme	LSTF Programme Manager	40%	3.00	6.00	1.20	Medium term	Reduce	Work with partner projects to engage schools which are not yet looking at transport issues (e.g. through Public Health's Health Improvement Plan project). Approach schools through existing networks/partners such as SCC Children Services team.	School Travel Plan Officer	Open

11	AW	26/03/2014	Increasing Physical Activity	Target communities prove hard to identify and engage with resulting in low take up of offer	LSTF Programme Manager	25%	3.00	3.00	0.75	Long term	Accept	Early engagement with health and local community group/charity partners to identify target communities. Use existing channels, networks and stakeholder resources to engage.	Project Manager & Public Health	Open
12	AW	26/03/2014	Legible Bus Networks	Operators do not agree to collaborative approach	Travel & Transport Manager	10%	5.00	4.00	0.50	Medium term	Reduce	None – two phases of the Legible Bus Networks project has already been implemented with the support of the bus operators	Client Manager (Public Transport)	Closed
13	AW	26/03/2014	Legible Bus Networks	DDA Compliance does not allow for Legible Bus Network format	Public Transport Manager	20%	5.00	4.00	1.00	Medium term	Reduce	Design consultants are briefed at an early stage that guidelines must be DDA compliant	Client Manager (Public Transport)	Closed
14	AW	26/03/2014	Legible Bus Networks	Revenue costs are higher than expected due to increase in service change frequency.	Travel & Transport Manager	50%	4.00	12.00	2.00	Long term	Reduce	Through the PIP and Quality Bus Partnership a Service Level Agreement has been developed to guarantee a fixed amount of SCC funded service changes per operator, per year.	Client Manager (Public Transport)	Closed
15	AW	26/03/2014	Legible Cycle Networks	Stakeholders and public not in favour with elements of the project	Travel & Transport Manager	30%	3.00	6.00	0.90	Short term	Reduce	Extensive community and stakeholder consultation exercise taking place in 2014/15 prior to the design phase.	Client Manager	Open
16	AW	26/03/2014	Legible Cycle Networks	Ecology identifying areas of risk at sign locations	Travel & Transport Manager	20%	2.00	2.00	0.40	Medium term	Reduce	Work in close partnership with Ecology officer to implement mitigation measures. This has been done successfully in the preparatory work for the University Cycle Corridor route. This is not likely to be a risk for this project.	Client Manager	Closed
17	AW	26/03/2014	Legible Cycle Networks	Land ownership	Travel & Transport Manager	10%	4.00	4.00	0.40	Short term	Accept	It has been identified that all land is managed by SCC Highways therefore there is likely to be no issues.	Client Manager	Closed
18	AW	26/03/2014	Bike Ownership for All	Bike shops do not engage in the Bike Ownership for All project	LSTF Programme Manager	20%	3.00	3.00	0.60	Medium term	Accept	Bike shops, recycling charities and other stakeholders already engaged in the current LSTF programme. Continue to keep informed and organise a consultation exercise in quarter 3 of 2014/15 if successful with funding.	LSTF Programme Manager	Open
19	AW	26/03/2014	My Journey Marketing	Lack of engagement from external partners	LSTF Programme Manager	20%	2.00	2.00	0.40	Medium term	Accept	Some engagement already taken place. Consult partners on Campaign Plan.	Senior Communications Officer	Open

Insert new risks above



Appendix 5 - Stakeholder Management (RACI Assessment)

Stakeholders

No	Project	Headline	SCC Transport	SCC Members	Residents	Public Health Southampton	Regulatory Services, Air Quality	Other SCC departments	Solent Transport	Neighbouring Local Authorities	Solent LEP	PUSH	Sustrans	University of Southampton	Hampshire Chamber of Commerce	Federation of Small Businesses	Business Solent	British Cycling	SHBOA	South West Trains	Ferry Operators	SCC Tourism Team	Southampton Businesses	University Hospital Southampton	Cycling Campaign Groups & Cycle Shops	Estate Agents & Housing Associations	Southampton Voluntary Services	Catch 22	
1	Urban Freight Strategy	Develop a 'Freight Traffic Control' system	A	I		I	C	I	C	I	C	I	I	C	C	I	C		I					I	I				
2	Workplace Travel Planning	City Centre Travel Network, resources & toolkits, Well & Working Charter	A	I	I	R	I	I	I	I	I	I	C	I	C	C	C	I	I	I				C	R		I	I	I
3	School Travel Planning	STARS, Bike It, 16-19 bus pass	A	I	I	R	I	I	I	I	I	I	R	I	I	I	I	I									I	I	
4	Increasing Physical Activity	Community focused physical activity project	A	I	I	R	I	I	I	I	I	I	R	I	I	I	I	C						I	I	I		C	C
5	Bike Ownership For All	Develop a Bike Exchange Portal and Try A Bike scheme	A	I	I	I	I	I	I	I	I	I	C	I	I	I	I	C						I	I	C		I	I
6	My Journey - products & services	British Cycle Partnership, led rides, training, events	A	I	I	C	I	I	I	I	I	I	R	I	I	I	I	R	I	I				I	I	I	I	I	I
7	Legible Bus Networks	Phase 3 roll out - timetable, bus stops, map improvements	A	I	I	I	I	I	I	I	I	I	I	I	I	I	I		C	I				I	I		I		
8	Legible Cycle Networks	Pilot phase - cycle signage, mapping and wayfinding	A	I	I	I	I	I	I	I	I	I	C	I	I	I	I	I						I	I	I	I		
9	My Journey Marketing	My Journey marketing campaign	A	I	I	I	I	I	I	I	I	I	C	I	I	I	I	I	C	C	C	C		I	I	I	C	I	I
10	Monitoring & Evaluation (including project management)	City wide and corridor level analysis, programme management	R	I	I	C	C	I	C	I	C	I	I	R	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I

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Annex B

The application form

Southampton Permit Scheme

Procedural requirements for submitting new permit schemes.

For references:

- ❖ DMD = the relevant part of the Department for Transport Guidance on Permit Schemes – Decision- making and development (2nd edition) November 2010.
- ❖ AAN = the Additional Advice Note – for developing and operating future Permit Schemes’ document issued January 2013.

No.	DfT Ref	Subject	Yes/No	Ref in scheme doc
1	DMD 8.1 All AAN	Covering Letter: <ul style="list-style-type: none"> ❖ Legal name of the authority / authorities ❖ list of documents; ❖ Confirms the scheme meets the requirements contained in the ‘Additional Advice Note’ guidance document. ❖ EToN compliance Letter ❖ Table showing Regulations compliance. 	YES YES YES YES YES	Covering Letter Covering Letter Scheme Annex EToN Letter Annex B
2.	DMD 7 AAN para 11	The Permit Scheme document <ul style="list-style-type: none"> ❖ Clearly defines the streets scheme applies to as set out in the Additional Advice Note. ❖ Details the team that will be in place to operate scheme. ❖ Approach to post-implementation evaluation ❖ Demonstrates benchmarking undertaken & completed (DMD 1.2,3 &4) 	YES YES YES YES	2.6.6 CBA 6.3 Section 22 Scheme Annex
		Demonstration of compliance with the non-discrimination obligation – Regulation 4 (c) & Regulation 40.	YES	2.8.3 + 22.1.1

4.	DMD 2	Permit Scheme Objectives (including improvements expected) – Regulation 4 (b)	YES	Section 3 of Scheme Doc
5.	DMD 3	Type of Permit Scheme decided and the name of every person who is a highway authority for one or more of the specified streets – Regulation 4 (a).	YES	Section 1.1.1 of Scheme Doc
6.	DMD 6	How and when the Permit Authority proposes to evaluate the scheme so as to measure it continually against its objectives Regulation 4 (d) [by written statement from senior manager].	YES	Section 17.5 of Scheme Doc
7.	DMD 8	The costs and benefits (whether or not financial) which the Permit Authority anticipates will result from that permit scheme – Regulation 4 (e)	YES	CBA
8.	DMD 8 AAN - para 12 & 23	<p>The evidence considered by the Permit Authority as to the fees which may be charged, and the reasons for its decision (fees matrix) - Regulation 4 (f).</p> <p>LA Undertaking - Fee self-certification.</p> <p>To confirm that the fees and costs are developed in line with the Regulations (Regulation 15.3.1) and proportionate to the value added by issuing a permit and as reflected in the Additional Advice Note.</p> <p>That the scheme conforms to the revised fee structure (i.e. that the category of 'major works' is split into three based on duration, with separate fees attached to each sub category.)</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Fees Matrix and CBA Letter</p> <p>CBA</p> <p>Section 24</p>
9.	DMD 8	Proposed Implementation date – Regulation 4 g).	YES	2.3.6
10.	DMD 8	Details of any transitional arrangements which the Permit Authority would wish to apply in relation to the permit scheme coming into effect - Regulation 4 (h).	YES	Section 21 of Scheme Doc
11.	DMD 8	Consultation Report – Regulation 3 and 4 (g) – changes to scheme (track changes) post consultation.	YES	Report and Tracked Doc
12.	DMD	Memorandum of Understanding (MOU)	YES	Signed

13.		<p>References to Nationally significant initiatives for example:</p> <ul style="list-style-type: none"> ❖ Implementation of Superfast Broadband ❖ HS2 	YES	Section 2.3.5 the Scheme Doc
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Place Directorate
Southampton City Council
PO Box 1098
Southampton
SO14 7WE

Direct dial: 023 8091 7713
Text Relay: Dial 18001 before full telephone number
Email: stuart.love@southampton.gov.uk
Please ask for: Stuart Love

Fax:
Our ref: SL/jlh
Your ref:
Minicom:

FAO. Mr. Robert Moloney
Regulatory Services & Information
Traffic Division
Department for Transport
3/27 Great Minster House
33 Horseferry Road
SW1P 4DR

Date: 31st July 2014

Dear Secretary of State,

SOUTHAMPTON PERMIT SCHEME

Part 3 of the Traffic Management Act 2004 and The Traffic Management Permit Scheme (England) Regulations 2007 gave local authorities powers to produce and operate a permit scheme to improve the management of works in the public highway undertaken by highway authorities and utilities companies. Southampton City Council propose to exercise these powers to introduce a system of permits for street works and road works.

This is a scheme in the form of a "Single" Permit Scheme. The Permit Scheme will require permits to be obtained for all road and street works, whether they are undertaken by or on behalf of utility companies or highway authorities themselves.

Southampton City Council is submitting this application pack for your approval under section 34 of the Traffic Management Act (2004).

For reference the submission comprises the following documents:

1. Finalised Southampton Permit Scheme document for the creation of the statutory instrument
2. An annex to the Southampton Permit Scheme document providing additional detail in relation to Southampton City Council's application
3. Cost Benefit Analysis (CBA)
4. Permit Fee Cost Matrix
5. Signed Scheme Undertaking Letter as required under section 39 (7) of the TMA and satisfies Test 2 in Section 6.6 of the Department for Transport document "Traffic Management Act 2004 – Permit Schemes – Decision making and development (2nd Edition)".
6. A copy of the Formal Consultation Letter
7. Consultee List
8. A document showing all consultation responses and Southampton City Council's comments
9. A "Track changes" version of the scheme document following consultation
10. EToN Compliance letter from Yotta (Mayrise) to satisfy Test 4 in Section 6.6 of the Department for Transport document "Traffic Management Act 2004 – Permit Schemes – Decision-making and development (2nd Edition)"

11. Memorandum of Understanding
12. Completed 104 point DfT Checklist
13. Completed application form high level checklist, referencing scheme document and the annex

I trust that this information is sufficient for you to consider Southampton City Council's application to operate the Southampton Permit Scheme.

Please contact our consultant Jason Setford-Smith on 07944 298 029 or email jason@swiftargent.com, in the first instance, should you have any questions with regards to the scheme or the application pack.

I look forward to hearing from you in due course.

A handwritten signature in black ink that reads "Stuart Love". The signature is written in a cursive style with a large, stylized 'S' and 'L'.

Stuart Love
Director Place

FEES UNDERTAKING

SOUTHAMPTON PERMIT SCHEME UNDERTAKING:

This undertaking is made in consideration of section 37(9) of the Traffic Management Act 2004 and regulations 29 and 32 of the Traffic Management Permit Scheme (England) Regulations 2007 (SI 2001 / 3372) ("the regulations") .

THIS UNDERTAKING is given on 31st July 2014

BY:

- (1) Southampton City Council whose registered office is situated at The Civic Centre
Southampton SO14 7LY

IN FAVOUR OF:

- (2) The Secretary of State for Transport, Department for Transport, Great Minster House,
76 Marsham Street, London, SW1P 4DR.

I certify on behalf of Southampton City Council that the proposed fees payable under the Southampton Permit Scheme have been calculated in accordance with the Department for Transport Permit Fees Guidance (dated July 2008) ("the guidance"). To the best of my knowledge and belief, the permit scheme is compliant with the guidance and with regulations 29 and 32 of the regulations and the income from the proposed fees will not exceed the prescribed costs of operating the permit scheme.

Southampton City Council undertakes to identify and evaluate the sums paid by way of fees and the prescribed costs of operating the scheme. The evaluation shall take place within 6 months of the coming into force date of the permit scheme and thereafter on an annual basis. Following each evaluation, if fee income has exceeded the prescribed costs, Southampton City council undertakes to make the necessary adjustments to fee levels for the subsequent year in order to comply with the regulations.

Signature.....

Name STUART LOVE

Director Place

On behalf of Southampton City Council

Date.....

MEMORANDUM OF UNDERSTANDING

I confirm that Southampton City Council's current application to implement a Permit Scheme relates to the version of the Southampton Permit Scheme submitted to the Department for Transport (DfT) on 31st July 2014.


I confirm also that the costs and benefits statement submitted to DfT on 31st July 2014 encompasses a reasonable assessment of the costs and benefits of the implementation of the Southampton Permit Scheme on its road network.

I further confirm that, should the Secretary of State decide to approve this authority's application, this authority would:

- ensure that baseline and post-implementation data relating to the network covered by its proposed Permit Scheme is collected, to enable the detailed objectives for the Southampton Permit Scheme to be measured;
- ensure baseline and post-implementation data from its network is analysed to enable the delivery of this authority's objectives on the network covered by its proposed Permit Scheme to be monitored at least once a year;

This Authority furthermore understands that the Secretary of State may make an order under section 36 of the Traffic Management Act to vary or revoke any implemented Permit Scheme that he considers has not performed as effectively as anticipated and has not delivered, over the long term, benefits that significantly outweigh its costs.

Signature:



Name (block capitals): STUART LOVE

Position: Director Place

Authority: Southampton City Council

Date: 31st July 2014

**Southampton City Council
Permit Scheme For
Road Works and Street Works**

July 2014

Appendix 1

Additional Information

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1 Introduction and Design of the Permit Scheme

The Southampton Permit Scheme for Road Works and Street Works is based on Part 3 of the TMA and the Traffic Management Permit Schemes (England) Regulations 2007, (the Regulations).

Part 3 of the Traffic Management Act 2004, (TMA), introduced permit schemes as a new way in which activities in the public highway could be managed to improve authorities' abilities to minimise disruption from street and road works.

Permit schemes provide an alternative to the notification system of the New Roads and Street Works Act 1991, (NRSWA), whereby instead of informing a street authority about its intention to carry out works in its area, a statutory undertaker would have to apply and obtain a permit from the permit authority.

Under a permit scheme, activities carried out by the street authority, its partners or agents would be treated in exactly the same way as a statutory undertaker. A street authority may choose to implement a permit scheme on all or some of the roads under its control.

After consideration of the local needs and discussion with internal stakeholders, operational partners, consultants and neighboring Highway Authorities, Southampton City Council has decided that the most appropriate scheme for Southampton is one that will operate on all streets.

A discussion was held with Brighton & Hove City who had already embarked on developing a Permit Scheme due to similar findings and a decision was made to use their scheme document as the core of the Southampton Permit Scheme. This was discussed with the local Utilities and received a positive response.

The Southampton Permit Scheme has been designed to assist the Council to manage the existing local road network for the benefit of all road users. The permit scheme will support existing activities and priorities of the Council and will provide a positive benefit. The scheme will also encourage the undertakers, including those working for and on behalf of the highway authority to work in collaboration.

The permit scheme will be operationally and proactively focused on Strategically Significant Streets and to further the overall cultural shift to better management of the network. However, coordination of all activities on all streets will be undertaken to deliver effective and proactive management of the entire network and give consideration to the needs of all highway users and stakeholders such as local community bus operators.

Lower fees will be charged for activities on non-traffic sensitive streets and category 3 and 4 roads.

Discounted fees will also be given in the following circumstances:

- Where several Permit applications for works that are of part of the same project but which are carried out on more than one street, but on a scale comparative to one street, are submitted at the same time.
- Where several Promoters are working within the same site submit applications at the same time. Where the Highway Authority Promoter is collaborating with Statutory Undertakers, those Undertakers will be eligible for the discount.
- Where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets.
- A discount may be applied where it is demonstrated that an activity provides significant economic benefit to the local authority or Council. For instance supplies for a new development, or where it is demonstrated that a network investment programme is being undertaken to meet customer demand.

The improvements in the planning processes will benefit the operational

management of the road network and undertakers needing to carry out works.

2 Initial Outline Appraisal

The dominant benefit of all Permit Schemes is expected to be the reduction in unnecessary delays for road users. The dominant cost will be the cost of the additional staffing and facilities necessary for implementation of a Permit Scheme.

An outline appraisal was undertaken to estimate the reduction in road user delay that would be achieved through implementing a Permit scheme Southampton's road network.

In July 2004, Halcrow produced a report for the DfT on the impact of road works. The results estimate an overall cost of disruption caused by Utility works in England in 2002/03 at £4.36 billion.

Using the DfT sanctioned report, it is possible to get an idea for the likely implication of the Southampton Permit Scheme either using a 'top down' approach from the overall saving or a 'bottom up' calculation based upon the implied rate per road works.

From a top down perspective, with an estimated 1.60% of utility road works occurring in Southampton and a 5% reduction in road works associated with the Permit Scheme, it may be expected to produce annual societal savings of £3.49m in 2002 prices, (£5.83 million in 2010 prices).

However, working up from the actual number of Noticed Works in Southampton and using the 'rule of thumb' estimate from the DfT report of £600 per works per day and an average 6 days, the projected annual savings would be £3.44m in 2002 prices (£5.74 million in 2010 prices).

The figures above give an estimate of the upper and lower expectations from the Southampton Permit Scheme of between £5.74m and £5.83m in 2010 prices. As the two methods are within 5% this is considered a reliable estimate of the positive impact of introducing a Permit Scheme in Southampton.

3 The Objectives of the Permit Scheme

The Permit Scheme has been developed to reflect the strategic transport aims for Southampton City Council, as set out within the Local Transport Plan.

The main objective of the Permit Scheme is to delivering collaboration to ensure optimised capacity of the highway network and reliable access to City destinations.

The objectives and benefits of the Southampton Permit Scheme are:

- Reduced disruption on the road network
- Improvements to overall network management
- A reduction in delays to the travelling public
- A reduction in costs to businesses caused by delays
- Promotion of a safer environment
- Reduced carbon emissions

The Permit Scheme objectives will be facilitated by improving performance in line with the Authorities' Network Management Duty in relation to the following key factors:

- Enhanced coordination and cooperation
- Encouragement of partnership working between the Permit Authority, all Promoters and key stakeholders
- Provision of more accurate and timely information to be communicated between all stakeholders including members of the public
- Promotion and encouragement of collaborative working

- Improvement in timing and duration of activities particularly in relation to the busiest streets within the network
- Promotion of dialogue with regard to the way activities are to be carried out
- Enhanced programming of activities and better forward planning by all Promoters

4 Cost Benefit Analysis

Southampton City Council is a major investor of public resources and as such, should ensure that new developments make a positive contribution to the local economy and society.

A detailed and comprehensive Cost Benefit Analysis of the proposed Permit Scheme was undertaken.

The Cost Benefit Analysis determined the following key impacts of the Southampton Permit Scheme:

- The total number of works impacted by the scheme amounted to 19,089 of various length and duration.
- The annual delay cost for Utility works undertaken in Southampton was £82.5m including a 20% uplift in time reliability costs for urban roads.
- The number of permits including an allowance of 20% for phased works and reduction factor of 5% amounted to 22,325.
- The permit scheme benefit at 5% is £123.8m with costs of £23.7m and a Net Present Value (NPV) of £100m giving a Benefit:Cost Ratio of 5.21:1

The central assumption of the analysis is that the introduction of the Permit Scheme will cause a 5% fall in Permit applications, and have a commensurate effect on roadwork activity and all associated aspects of the analysis.

The key general economic assumptions included with the CBA are as follows:

- The scheme is anticipated to open in 2015.
- A 25 year appraisal length is assumed in accordance with DfT guidance.
- A Discount Rate of 3.5%, Combined Risk and Optimism Bias Factor 38% in accordance with DfT guidance

The costs associated with the scheme include the following capital, operating and revenue expenditure in 2010 prices in accordance with the Department for Transport's WebTAG.

- Total Capital Expenditure £107,600
- Year 1 Operating Expenditure £1,075,208
- Annual Operating Expenditure (After Year 1) £1,060,447
- Year 1 Revenue Expenditure £1,175,840
- Annual Revenue Expenditure (After Year 1) £1,173,332

Southampton City Council will incur the capital and operating expenditure with the capital cost for the first year only.

Revenue is the permit fees charged to Utility companies. The capital and operating expenditure are offset by the revenue from the permit fee with full capital costs recovered at Year 3.

Allowable costs are limited to the proportion of direct costs and overheads attributable to operating the scheme for undertakers and the element of those costs that are over and above the cost of the Authority's coordination duty under NRSWA.

5 Consultation

The formal consultation regarding the proposed Southampton Permit Scheme (SPS) ran for a period of eight (8) weeks beginning on the 17th April 2014. The deadline for receipt of responses was no later than 5pm on 12th June 2014.

A total of 344 individual comments on the proposed Permit Scheme were received by the deadline.

Meetings with Utility companies to discuss the scheme prior to and during consultation were held on the 30th April 2014 and 10th June 2014

Southampton City Council is committed providing all activity promoters operating within the permit area, and all those consulted on the proposed scheme, with the details of post consultation changes before the scheme goes live

6 Scheme Monitoring and Evaluation of the Permit Scheme

The scheme will be monitored using the KPIs set out in Section 22 but it is intended that additional measures will be developed in agreement with work promoters to monitor specific aspects of works performance and the operation of the scheme.

The Southampton City Council Permit Scheme will ensure that all activity promoters are treated equally.

Southampton City Council will also adopt any nationally agreed KPIs and or Score Cards developed and approved by HAUC (England).

We recognize that this monitoring may be subject to change and may develop over time. Any future changes to the monitoring ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme.

The intention is that the monitoring will be relevant, meaningful and beneficial to all parties and help with future development of the scheme.

The Permit Authority will establish a group to discuss and plan the implementation of the scheme. It is intended that this group will continue to work together in the future develop the detailed processes for monitoring, reporting and evaluation.

In addition to monitoring of KPIs fees and costs should be matched over a financial year. However, it is recognized that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. The Cost Benefit Analysis has been developed with this in mind so financial risks are managed appropriately.

In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.

Mandatory and supplementary indicators have been selected from the statutory guidance and the Code of Practice.

The performance data will be published and will be available to all works undertakers and to any interested party.

Southampton City Council, as the Permit Authority, intends to work with work promoters to develop additional indicators. To do this the Southampton City Council will need to retain the flexibility to develop further KPIs as experience of operating the scheme is acquired. For this reason, only the mandatory KPIs are included within the body of the Permit Scheme document. To include other KPIs would prevent amendments once the Statutory Instrument had been made other than by making an application to the Secretary of State for a scheme variation or revocation.

7 Proposed Implementation Date

It is proposed to implement the Permit Scheme in mid-March 2015.

8 Transitional Arrangements

Southampton City Council will liaise closely with all promoters before and during the transition period.

Southampton City Council will advise all statutory undertakers and other works promoters; and all of the consultees as and when a formal decision has been made and provide the nominated start date (no less than 10 working weeks from the date of the response).

Further notification, following the Statutory Instrument giving effect to the Permit Scheme, will confirm the start of the minimum four week period and will confirm the start date of the Permit Scheme.

Any specified activity that is planned to start after the commencement date stated in the Statutory Instrument will be required to comply with the appropriate administrative processes defined in the Permit Scheme.

9 Compliance with EToN

The Southampton Permit Scheme is fully compliant with the Technical Specification for the Electronic Transfer of Notices, (EToN).

The IT System set-up to receive applications and issue PAAs and Permits will be subject to testing between the Permit Authority and the statutory undertakers so as to ensure that when the Permit Scheme is implemented systems will function correctly.

10 Conditions

Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.

11 Traffic Sensitivity

Southampton City Council will offer lower fees, or a discount to scheme standard fees, applied to all works taking place on traffic-sensitive streets where those works take place wholly outside of traffic sensitive times.

This will encourage Utility Companies to work on the Authority's road network outside of the traffic sensitive times thus promoting behaviours in line with the authority's transport objectives.

12 Major Works

The category of 'major works' is split into three by duration so that the fee reflects the duration of the Major works.

13 Nationally Significant Infrastructure Projects

Southampton City Council recognizes the local economic benefits of nationally significant infrastructure projects, including the improved timing, co-ordination and delivery of works for the roll out of the Superfast Broadband project and other significant projects in the region. We are committed to ensuring that the commencement of the Southampton Permit Scheme will not have a detrimental impact on the implementation of any such projects within, or adjacent to, the Permit Scheme area.

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Southampton City Council Permit Scheme

Cost Benefit Analysis Summary – July 2014

Costs

The costs associated with the scheme include the following capital, operating and revenue expenditure in 2010 prices in accordance with the Department for Transport's WebTAG.

- Total Capital Expenditure **£107,600**
- Year 1 Operating Expenditure **£1,075,208**
- Annual Operating Expenditure (After Year 1) **£1,060,447**
- Year 1 Revenue Expenditure **£1,175,840**
- Annual Revenue Expenditure (After Year 1) **£1,173,332**

SCC will incur the capital and operating expenditure with the capital cost for the first year only. Revenue is the permit fees charged to Utility companies. The capital and operating expenditure are offset by the revenue from the permit fee with full capital costs recovered at Year 3.

Business Case

The development of a detailed Cost Benefit Analysis (CBA) is a requirement of the formal application to the Secretary of State for a Permit Scheme.

The analysis assesses the impact of Permits over the full range of required social and economic variables that have been specifically agreed in consultation with the UK Department for Transport (DfT).

An effective CBA is a mechanism to assess the benefits and costs of an investment both in terms of its overall viability and in relation to other options.

The legislative guidance used for the study is contained within:

- Traffic Management Act 2004, Permit Schemes, Decision-making and development (2nd Edition), November 2010;
- Traffic Management Act 2004, Code of Practice for Permits, March 2006; and
- WebTAG guidance Values of Time and Operating Costs (TAG Unit 3.5.6 October 2013).
- Department of Transport's (DfT) Halcrow study "Assessing the Extent of Streetworks and Monitoring Effectiveness of Section 74 in Reducing Disruption Volume 3 – Estimation of Cost of the Delay from Utilities' Street Works, June 2004"
- Chapter 8 of the Traffic Signs Manual DfT 2009
- Design Manual for Roads and Bridges Volume 14 Economic Assessment of Road Maintenance

QUADRO software is able to appraise individual works that are planned in the future on different types of road by modelling the delay experienced by road users, quantify the delay and estimate the cost of the delay.

The software is able to calculate and convert delays in to monetary figures as detailed in WebTAG Unit 3.5.6. with assumptions in regard to valuation of time, operating costs and accidents.

Users are required to input base link specific details including network classification, traffic flows, road type characteristics and any diversion routes. Street work details including site length, works type such as lane closures and shuttle working. The latest version released in January 2014 Version 4 release 12 was used for the CBA. The QUADRO Manual is included in the Design Manual for Roads and Bridges Volume 14 Economic Assessment of Road Maintenance DfT 2002.

The central assumption of the analysis is that the introduction of the Permit Scheme will cause a 5% fall in Permit applications, and have a commensurate effect on roadwork activity and all associated aspects of the analysis. This 5% reduction is known as the Permit Scheme reduction factor.

The key general economic assumptions included with the CBA are as follows:

- The scheme is anticipated to open in **2015**.
- A **25** year appraisal length is assumed in accordance with DfT guidance.
- A Discount Rate of **3.5%**, Combined Risk and Optimism Bias Factor **38%** in accordance with DfT guidance

Summary of Appraisal

The CBA determined the following key impacts of the Southampton Permit Scheme:

- The total number of works impacted by the scheme amounted to **19,089** of various length and duration.
- The annual delay cost for Utility works undertaken in Southampton was **£82.5m** including a **20%** uplift in time reliability costs for urban roads.
- The number of permits including an allowance of **20%** for phased works and reduction factor of **5%** amounted to **22,325**.
- The permit scheme benefit at 5% is **£123.8m** with costs of **£23.7m** and a Net Present Value (NPV) of **£100m** giving a Benefit:Cost Ratio of **5.21:1**. A breakdown of benefits is shown on Table 1 below.
- A summary of the CBA consistent with WebTAG is shown on Table 2 below.

Table 1 Benefits Summary Values and Percentage 5% reduction in works impact 25 Years

Benefits	Value	Percentage of Total Benefit
Consumer Travel Time	£67,772,447	55%
Consumer Vehicle Operating Costs	£4,148,835	3%
Business Travel Time	£47,967,719	39%
Business Vehicle Operating Costs	£1,692,168	1%
Private Sector Provider Operating Costs	£654,866	1%
Reduction in Fuel Revenue	£567,030	0%
Greenhouse Gases	£744,886	1%
Accidents	£1,384,507	1%
Net Present Value of Benefits	£123,798,398	

Table 2: Summary of CBA

Analysis of Monetised Costs and Benefits (5% Work Saving) 25 Years

Noise	-	-12
Local Air Quality	-	-13
Greenhouse Gases	744,886	-14
Journey Quality	-	-15
Physical Activity	-	-16
Accidents	1,384,507	-17
Economic Efficiency: Consumer Users (Commuting)	71,921,282	(1a)
Economic Efficiency: Consumer Users (Other)	-	(1b)
Economic Efficiency: Business Users and Providers	50,314,753	-5
Wider Public Finances (Indirect Taxation Revenues)	567,030	- (11) - sign changed from PA table, as PA table represents costs, not benefits
Present Value of Benefits (see notes) (PVB)	123,798,398	(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)
Broad Transport Budget	23,771,254	-10
Present Value of Costs (see notes) (PVC)	23,771,254	(PVC) = (10)
OVERALL IMPACTS		
Net Present Value (NPV)	100,027,144	NPV=PVB-PVC
Benefit to Cost Ratio (BCR)	5.21	BCR=PVB/PVC

Note : This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions. All values in £s.

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Southampton permit scheme for roads and street works

Traffic Management Act 2004

Cost Benefit Analysis – July 2014

Southampton Permit Scheme – Cost Benefit Analysis

Document Information	
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Southampton Permit Scheme – Cost Benefit Analysis

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Southampton Permit Scheme – Cost Benefit Analysis

1 EXECUTIVE SUMMARY

Southampton City Council is a major investor of public resources and as such, should ensure that new developments make a positive contribution to the local economy and society.

Any new proposal should always answer these two basic questions:

- What are the specific outcomes sought?
- Will these outcomes deliver a positive benefit to the local economy and society?

Cost Benefit Analysis (CBA) is a decision-making tool that helps provide assurance around these questions by quantifying all costs and benefits in monetary terms.

Southampton City Council's Highways Team has been working on just such a new development and this CBA supports its introduction by demonstrating the positive financial outcome delivering its objectives will provide.

Minimising congestion is a key transport challenge for any Council and especially for a busy City like Southampton.

The ability of people and goods to move freely around the City, meeting the needs of business, accessing essential services and for social and leisure purposes depends largely on the City's road network operating effectively.

The proposed Southampton Permit Scheme tackles head-on one the major causes of congestion, road and street works, in a robust and positive way and is a major opportunity to positively reduce congestion and the disruption it causes on the road network.

The proposed Southampton Permit Scheme is designed to deliver effective coordination and management of essential road works by introducing a new Permit Authority in Southampton.

The new Permit Authority is not intended to prevent activities necessary for the maintenance or improvement of the road network or the services running underneath it. It is designed to make available the necessary resources to achieve an appropriate balance between the interests of the various parties and where possible, bring about effective coordination between all the different competing interests.

Summary findings of the Southampton Permit Scheme Cost Benefit Analysis

Values based on 25 Year Operation of the proposed Scheme (2010 prices)

Value of benefits to economy and society	£123,798,398
Set-up and operating costs	£23,771,254
Financial benefit to the local economy from introducing the Scheme	£100,027,144
Benefit to Cost Ratio	5.21

Southampton Permit Scheme – Cost Benefit Analysis

2 INTRODUCTION

2.1 PERMIT SCHEME OBJECTIVES

Swift Argent Ltd was commissioned by Southampton City Council (SCC) in 2014 to develop a road works Permit Scheme known as the Southampton Permit Scheme (SHPS), part of which includes the development of a detailed Cost Benefit Analysis (CBA).

The principal objective of the Southampton Permit Scheme is to improve the strategic and operational management of the highway network through better planning, scheduling and management of activities to minimise disruption to road users.

The Southampton Permit Scheme will enable better coordination of activities throughout the highway network, ensuring those competing for space or time in the street, including traffic, to be resolved in a positive and constructive way.

The objectives and benefits of the Southampton Permit Scheme are:

- Reduced congestion on the road network
- Improvements to overall network management
- A reduction in delays to the travelling public
- A reduction in costs to businesses caused by delays
- Promotion of a safer environment
- Reduced carbon emissions

2.2 SCOPE OF WORK

The development of a detailed Cost Benefit Analysis is a requirement of the formal application to the Secretary of State for a Permit Scheme.

The analysis assesses the impact of Permits over the full range of required social and economic variables that have been specifically agreed in consultation with the UK Department for Transport (DfT).

An effective Cost Benefit Analysis is a mechanism to assess the benefits and costs of an investment both in terms of its overall viability and in relation to other options.

In this analysis, all benefits and costs are quantified in monetary terms and discounted over the length of the proposal to allow comparison on a common basis.

The output of the Cost Benefit Analysis is the presentation of a Benefit to Cost Ratio (BCR) which presents a scale of the Scheme benefits over costs and a Net Present Value (NPV) that is the sum total of the discounted benefits and costs.

This report will identify the additional costs of operating the Scheme, which are to be met by the Permit fees charged to Utility companies and from the Southampton City Council existing budget, against the value of the benefits it will deliver to the wider City of Southampton.

It will identify the data used and the methodology undertaken to prepare the Cost Benefit Analysis and present the statutory outputs including the BCR and NPV of the Scheme.

2.3 REPORT STRUCTURE

After this introduction, the report is set out as follows:

- Section 3 Analysis and Context;
- Section 4 Input Data;
- Section 5 Delay Modelling;
- Section 6 Permit Scheme Operation;
- Section 7 Financial Calculations;
- Section 8 Statutory Outputs; and
- Section 9 Southampton Permit Scheme CBA Results

Southampton Permit Scheme – Cost Benefit Analysis

3 ANALYSIS AND CONTEXT

3.1 INTRODUCTION

This section presents the legislative and research context for the Southampton Permit Scheme Cost Benefit Analysis.

3.2 LEGISLATIVE CONTEXT

The legislative guidance used for this study is contained within:

- Traffic Management Act 2004, Permit Schemes, Decision-making and development (2nd Edition), November 2010;
- Traffic Management Act 2004, Code of Practice for Permits, March 2006; and
- WebTAG guidance Values of Time and Operating Costs (TAG Unit 3.5.6 October 2013).
- Department of Transport's (DfT) Halcrow study "Assessing the Extent of Streetworks and Monitoring Effectiveness of Section 74 in Reducing Disruption Volume 3 – Estimation of Cost of the Delay from Utilities' Street Works, June 2004"
- Chapter 8 of the Traffic Signs Manual DfT 2009
- Design Manual for Roads and Bridges Volume 14 Economic Assessment of Road Maintenance

3.3 TRAFFIC MANAGEMENT ACT 2004

The Traffic Management Act 2004 (TMA 2004) establishes the guidelines for street works. It has been in operation since April 2008 throughout the United Kingdom. The second edition states that any parties wishing to work on a road will require a Permit from the Highway Authority, who in turn will have additional powers to refuse or specify conditions associated with Permit permission for the overall efficiency of the operation of the road network.

3.4 WEBTAG

WebTAG was first issued by the UK Department for Transport in 2003. It is based upon the 'New Approach to Appraisal' developed in the late 1990s and is an internet based multimodal guidance on appraising transport projects. WebTAG was recently updated in October 2013 including changes in value of time and operating costs, accident costs, carbon emissions and traffic growth forecasts as described in Road Transport Forecasts 2013.

3.5 RESEARCH

The benchmark study for Permit Scheme appraisal was produced by the Halcrow Consultancy at the time of the TMA in 2004.

3.6 HALCROW STUDY

In July 2004, Halcrow produced a report for the DfT on the impact of road works. The results (Table 1) estimate an overall cost of disruption caused by Utility works in England in 2002/03 at £4.36 billion.

Table 1 Halcrow study results summary

Impact of Roadworks	Electric	Gas	Telco	Water	Total
Number of Roadworks (000s)	234	223	244	499	1200
Average cost (£000) per Roadworks	£5.30	£5.40	£2.20	£2.80	£15.70
Annual Roadwork Disruption cost (£bn)	£1.24	£1.20	£0.54	£1.40	£4.38

Source: Halcrow Group, quoted in DfT draft Permit Schemes Regulatory Impact Assessment (RIA), July 2007

3.7 IMPLICATIONS FOR SOUTHAMPTON PERMIT SCHEME

Using the DfT sanctioned report, it is possible to get an idea for the likely implication of the Southampton Permit Scheme either using a 'top down' approach from the overall saving or a 'bottom up' calculation based upon the implied rate per road works.

Southampton Permit Scheme – Cost Benefit Analysis

From a top down perspective, with an estimated 1.60% of utility road works occurring in Southampton and a 5% reduction in road works associated with the Permit Scheme, it may be expected to produce annual savings of £3.49m in 2002 prices, (£5.83 million in 2010 prices).(Table 2)

Table 2 Forecast Benefits – Top Down approach

Halcrow Study	£
Annual UK cost of roadworks (£bn)	£ 4.36
Proportion of roadworks in Southampton	1.60%
Annual Southampton cost of roadworks (£m)	£ 69.76
Roadwork Reduction from Permit Scheme	5%
Estimated Permit Scheme saving (2002 prices) (£m)	£ 3.49
Estimated Permit Scheme saving (2010 prices) (£m)	£ 5.83

However, working up from the actual number of Noticed Works in Southampton and using the ‘rule of thumb’ estimate from the DfT report of £600 per works per day and an average 6 days, the projected annual savings would be £3.44m in 2002 prices (£5.74 million in 2010 prices). (Table 3)

Table 3 Forecast Benefits – Bottom up approach

Annual Number of Utility Works	Total
Pre-scheme Number of Utility Works	19,089
Utility Works after 5% reduction	18,135
Total Utility Permit reduction	954
Average Days Duration from Halcrow Study	6
Number of road work days saved	5,727
Total Cost at £600 per works per day (£ m) (2002 prices)	£ 3.44
Total Cost at £600 per works per day (£ m) (2010 prices)	£ 5.74

The figures above give an estimate of the upper and lower expectations from the Southampton Permit Scheme of between £5.74m and £5.83m in 2010 prices. As the two methods are within 5% this is considered a reliable estimate. Both methods do have a degree of uncertainty as they are based on sample national data which may not be a correct representation at a local level.

4 INPUT DATA

4.1 INTRODUCTION

This section outlines the information sources and assumptions used in the Southampton Permit Scheme Cost Benefit Analysis. The Cost Benefit Analysis has been prepared with 2010 as the price base year for presentation values as set out in WebTAG.

4.2 COST BENEFIT ASSUMPTION

The objective of the Southampton Permit Scheme is a reduction in the disruption caused by road works through improved control and coordination.

Southampton Permit Scheme – Cost Benefit Analysis

The central assumption of the analysis is that the introduction of the Permit Scheme will cause a 5% fall in Permit applications, and have a commensurate effect on roadwork activity and all associated aspects of the analysis. This 5% reduction is known as the Permit Scheme reduction factor.

Table 4 Central Assumptions

CBA modelled variable	Rate
Permit Scheme Reduction Factor	5%
Target year for reduction in works	1
Ratio of Utility permits to overall permits	50%

The analysis worked on the operating assumption that the effects of the Permit Scheme will start on Scheme opening with reductions occurring after operational lead-time in the second month. The breakdown of annual Permit numbers are presented in Table 5 below.

Table 5 Annual Permit Summary

Annual Permits	Total
Pre-scheme Number of Utility Permits	19,089
Utility Permits after 5% reduction	18,135

4.3 DATA SOURCES

The Cost Benefit Analysis has been produced from four sources of information:

- Government guidance;
- A completed Permit Fees Matrix in a format provided by the DfT;
- Local data provided by Southampton City Council; and
- DfT Traffic Flow Data

Standard Cost Benefit Analysis assumptions and sensitivity factors have been used in line with recommendations in DfT's Annex C of TMA 2004 Decision-making and development (2nd edition).

The Local data provided by Southampton City Council contained both the number of permits by type and specific information on Scheme operation and costs.

4.4 DISCOUNT AND RISK FACTORS

The study uses the DfT recommended discount rate for assessment periods under 30 years of 3.5%.

The risk factors are applied to capital expenditure costs and are taken from standard values in Annex C of TMA 2004 Decision-making and development (2nd Edition) and shown in 6.

Table 6 Discount and Risk Factors

CBA modelled variable	Rate
Discount Rate	3.5%
Risk Bias Factor	20%
Optimism Bias Factor	15%
Combined Risk-Optimism Bias Factor	38%

4.5 MODEL VARIABLE SPECIFICATION

This section identifies the treatment of costs in the period after Scheme implementation. All values used are standard values taken from Annex C of TMA 2004 Decision-making and development (2nd edition) and shown in Table 7.

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Table 7 Model Variable specification

CBA modelled variable	Rate
Cost reduction based on permit reduction	50%
Reliability benefit factor	20%
Allowance for Phased Works	20%
Proportion of Annually recurring set up costs	0%

The introduction of the Permit Scheme will bring about a reduction in Permit applications, which in turn will mean lower Scheme costs. The TMA 2004 suggested 50% proportion used means that the reduction in Permit numbers of 5% will produce a 2.5% reduction in Scheme costs.

The reliability benefit factor is an approved standard uplift to the time benefit attributed to the reduction of road works on urban roads. The allowance for phased works is a factor applied to the number of Permits applications to get a total number of Permits upon which the calculations are based.

No costs associated with the establishment of the Permit Scheme are projected to extend beyond the Scheme opening.

4.6 STATUTORY INFORMATION ASSOCIATED WITH PERMIT SCHEMES

This study uses the guidance outlined in the TMA 2004 at the time of the study. The maximum charge per Permit type is shown in Table 8 below.

Table 8 Statutory Permit Fee rates

Revised maximum fee structure for each category of works and for a hierarchy of main and minor roads - Road category refers to the reinstatement category of the street under the New Roads and Street Works Act 1991		
Work Type	Road Category 0-2 or Traffic-sensitive	Road Category 3-4 and non traffic-sensitive
Provisional Advance	£105	£75
Major works – over 10 days <u>and</u> all major works requiring a traffic regulation order.	£240	£150
Major works – 4 to 10 days	£130	£75
Major works – up to 3 days	£65	£45
Activity Standard	£130	£75
Activity Minor	£65	£45
Immediate Activity	£60	£40
Permit Variation	£45	£35

4.7 SOUTHAMPTON CITY COUNCIL DATA

Southampton City Council supplied the following data and policy decisions:

- Policy data; and
- Road works Data.

4.8 POLICY DATA

The policy decisions related to Permit Scheme operation outlined in Table 9 were obtained from Southampton City Council.

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Table 9 Operational Variables

CBA modelled variable	Period
Number of months to establish Permit Scheme	1
Number of months to implement Permit Scheme	1
Recovery period for set-up costs (Years)	3
Debtor days	30

4.9 ROAD WORKS DATA

Southampton City council provided the information on the number of road works and shown on Table 10 below.

Table 10 Roadwork Totals

Southampton Notice Volumes						
Work Type	RC 0-2		RC 3-4		Total Volume	
	Number	%	Number	%	Number	%
Major	54	2%	189	1%	243	1%
Standard	318	11%	828	5%	1,146	6%
Minor with Exc	2,352	79%	13,582	84%	15,934	83%
Minor without Exc	-	0%	-	0%	-	0%
Urgent	204	7%	1,161	7%	1,365	7%
Special Urgent	-	0%	-	0%	-	0%
Emergency	65	2%	336	2%	401	2%
Totals	2,993	16%	16,096	84%	19,089	

The table expresses work type by two types RC 0-2 Traffic Sensitive Streets and RC 3-4 Non Traffic Sensitive Streets. RC is an abbreviation of Reinstatement Category which is a function of Commercial Vehicles (CV) traffic volumes.

4.10 DFT DATA

The following data was obtained from the Halcrow Study, traffic management requirements and published traffic count data:

4.11 WORKS DATA

The Halcrow Study found that the average size of carriageway works is 2 metres width by 20 metres length. Data was collected from 25 authorities across the whole of England on permit notices and the percentages of notices by reinstatement category and excavation length is summarised on Table 11 below. This shows that there is a very high proportion of works on minor roads RC 3-4.

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Table 11 Percentage of Notices by Reinstatement Category and Excavation Length

DfT Study Table 2 - Percentages of Notices by RC and Excavation Length Vol 3: Extents of Works and Monitoring Disruption						
RC		10m	30m	50m	100m	200m
RC 0-2	% of all works	16.3%	0.1%	1.0%	0.8%	1.0%
	% of RC 0-2	85%	1%	5%	4%	5%
RC 3-4	% of all works	70.0%	4.2%	2.6%	2.1%	1.7%
	% of RC 3-4	87%	5%	3%	3%	2%

The study also reported the average duration by work type and utility. The average for each utility was proportioned by the number of notices to derive an average duration by work type and is summarised in Table 12 below. It was noted that there was a high percentage of water utility works.

Table 12 Average duration by work type by utility

DfT Study Average duration by work type by utility					
Work Type	Elec	Gas	Telecom	Water	Avg Duration All Utilities
Major	41	40	23	30	33
Standard	7	7	9	15	9
Minor with Exc	3	4	2	2	2
Minor without Exc	3	4	6	2	3
Urgent	6	5	3	3	4
Special	3	3	3	2	2
Emergency	6	7	2	3	7

Works require traffic management to keep workers safe and the requirements are detailed in Chapter 8 of the Traffic Signs Manual DfT 2009 and is summarised in Table 13 below for different road types.

Table 13 Traffic Management for Street works

Traffic Management for Street works Traffic Signs Manual Chapter 8							
Road Type	Single 30mph or less (m)	Single 40mph (m)	Single 50mph or more (m)	Dual 40mph or less (m)	Dual 50mph or 60mph (m)	Dual NS (m)	Dual NS Congested (m)
Taper	50	80	100	100	150	200	200
Approach signs	45	110	450	300	800	1609	3218
Min vis to sign	60	60	75	60	75	120	120
End of works sign from end	30	45	45	45	90	90	90
Totals excl works	185	295	670	505	1115	2019	3628

The Halcrow study reported the daily cost of street works by road type and excavation length and is summarised in Tables 14 and 15 below.

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Table 14 Daily Cost of Rural Works

DfT Study Table 4					
Daily Cost of Rural Works (£) by Reinstatement Category and Length					
Reinstatement Category	Typical AADT	10m	50m	100m	200m
0	<32,000	2,500	3,000	3,300	4,000
1	16000	7,850	9,050	10,250	11,000
2	12000	1,610	2,100	2,600	3,530
3	8000	780	970	1,200	1,625
4	4000	335	415	515	700

Table 15 Daily Cost of Urban Works

DfT Study Table 5					
Daily Cost of Urban Works (£) by Reinstatement Category and Length					
Reinstatement Category	Typical AADT	10m	50m	100m	200m
0	40000	25,000	25,000	25,000	25,000
1	24000	9,000	12,000	15,000	17,000
2	16000	3,450	5,150	7,000	8,800
3	10000	385	535	710	1,025
4	6000	200	280	375	550

4.12 TRAFFIC DATA

Traffic data was obtained from the DfT who monitor annual traffic flows for all authorities in the UK, For Southampton City there are 54 site locations on 'A' principal roads and minor roads for Annual Average Daily Flow (AADF) classified by vehicle type.

The latest data for 2012 is shown on Tables 16 to 19 below and location plan shown on Figure 1.

The RC has been derived from the typical AADT flows as shown in Table 14 and 15.

Table 16 DfT Traffic Flow Site Data 2012 (Sheet 1 of 4)

Southampton DfT Traffic Flow Site Data 2012 (Sheet 1 of 4)												
Ref No	Road	Start Junction	End Junction	All Motor Vehicles	%Lights	%Heavy	% Car	% LGV	%OGV1	%OGV2	%PSV	Type
1	A27	A335	Allington Lane	14794	0.991	0.009	0.843	0.142	0.008	0.001	0.006	S2AP
2	A33	A3024	A3035	22886	0.977	0.023	0.871	0.095	0.012	0.011	0.011	D2AP
3	A35	A33	Stoneham Lane	10945	0.982	0.018	0.847	0.126	0.016	0.003	0.008	S2AP
4	A35	M271	A3024	70423	0.920	0.080	0.789	0.123	0.021	0.058	0.008	D3AP
5	A33	A3024 roundabout	A3024/A33 Kingsway	21130	0.971	0.029	0.859	0.109	0.012	0.017	0.003	D2AP
6	A3035	A3024	A335	15318	0.987	0.013	0.826	0.155	0.009	0.004	0.006	S2AP
7	A3057	A3024	A35	10702	0.982	0.018	0.771	0.155	0.017	0.001	0.056	S2AP
8	A35	A35 split	A33	14186	0.991	0.009	0.866	0.120	0.007	0.001	0.005	S2AP
9	A3024	A3035	A334	26169	0.977	0.023	0.828	0.146	0.015	0.008	0.003	D2AP
10	A335	A335	A27/A35	33114	0.974	0.026	0.844	0.124	0.019	0.006	0.006	D2AP
11	A3024	A334	A27	14460	0.956	0.044	0.824	0.118	0.030	0.014	0.014	S2AP
12	A33	A33 Threefield Lane/Marsh Lane	A3024	16013	0.966	0.034	0.838	0.112	0.015	0.018	0.016	D2AP
13	A33	A35	A35	20388	0.978	0.022	0.870	0.095	0.009	0.013	0.013	D2AP
14	A3035	A335	A33	9016	0.994	0.006	0.859	0.126	0.006	0.000	0.009	S2AP
15	A335	A27/A35	M27	31231	0.969	0.031	0.834	0.130	0.000	0.009	0.005	D2AP
16	A27	A33	A35	13319	0.987	0.013	0.864	0.117	0.011	0.002	0.006	S2AP
17	A33	A35	A27	37743	0.980	0.020	0.883	0.091	0.013	0.007	0.006	D2AP
18	A35	A33	A3057	13234	0.981	0.019	0.836	0.140	0.013	0.006	0.005	D2AP
19	A3057	A35	Lower Brownhill Rd	10764	0.995	0.005	0.865	0.120	0.005	0.000	0.010	S2AP
20	A334	A3024	A27	15718	0.984	0.016	0.828	0.144	0.015	0.001	0.011	S2AP
21	A3025	A33	B3033 Botley Rd	12554	0.974	0.026	0.832	0.120	0.018	0.007	0.022	S2AP
22	A33	B3039	A33 split	20980	0.971	0.029	0.825	0.123	0.015	0.014	0.023	S2AP
23	A35	A3057	A35 split	16671	0.986	0.014	0.878	0.104	0.011	0.003	0.004	S2AP
24	A3024	A33	A3035	24132	0.985	0.015	0.830	0.132	0.011	0.004	0.023	D2AP
25	A335	A3035	A35	21962	0.973	0.027	0.817	0.151	0.017	0.010	0.005	D2AP
26	A33	A3025	A33 Evans St	10620	0.970	0.030	0.831	0.138	0.019	0.011	0.002	S2AP
27	A33	A33 Bernard St	A3025	11403	0.978	0.022	0.843	0.127	0.017	0.006	0.007	S2AP
28	A33	A33 Evans St	A33 Terminus Terrace	7190	0.957	0.043	0.838	0.116	0.028	0.015	0.003	S2AP
29	A3024	A35	West Quay Rd	52907	0.971	0.029	0.852	0.108	0.014	0.015	0.010	D3AP
30	A33	A3035	A35	30811	0.980	0.020	0.878	0.092	0.012	0.008	0.009	D2AP
31	A33	A33 West Quay Rd	A3024	7749	0.983	0.017	0.778	0.204	0.012	0.005	0.001	D2AP
32	A33	Town Quay	Terminus Terrace	11548	0.948	0.052	0.797	0.118	0.026	0.026	0.033	S2AP
33	A33	Town Quay	Queen's Terrace	13989	0.946	0.054	0.814	0.101	0.031	0.022	0.031	S2AP

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Table 17 DfT Traffic Flow Site Data 2012 (Sheet 2 of 4)

Southampton DfT Traffic Flow Site Data 2012 (Sheet 2 of 4)								
Ref No	Road	Start Junction	End Junction	2-way/1-way/bus lane	Data Type	Road Class	RC	Speed Limit (mph)
1	A27	A335	Allington Lane	2-way	URBAN	10	2	60
2	A33	A3024	A3035	2-way	URBAN	11	1	30
3	A35	A33	Stoneham Lane	2-way	URBAN	7	3	30
4	A35	M271	A3024	2-way	URBAN	7	0	50
5	A33	A3024 roundabout	A3024/A33 Kingsway	2-way	URBAN	7	1	30
6	A3035	A3024	A335	2-way	URBAN	7	2	30
7	A3057	A3024	A35	2-way	URBAN	8	3	30
8	A35	A35 split	A33	2-way	URBAN	7	2	30
9	A3024	A3035	A334	2-way	URBAN	7	1	30
10	A335	A335	A27/A35	2-way	URBAN	7	0	30
11	A3024	A334	A27	2-way	URBAN	7	2	40
12	A33	A33 Threefield Lane/Marsh Lane	A3024	2-way	URBAN	7	2	30
13	A33	A35	A35	2-way	URBAN	11	1	40
14	A3035	A335	A33	2-way	URBAN	7	3	30
15	A335	A27/A35	M27	2-way	RURAL	2	1	40
16	A27	A33	A35	2-way	URBAN	7	2	30
17	A33	A35	A27	2-way	URBAN	7	0	40
18	A35	A33	A3057	2-way	URBAN	7	2	50
19	A3057	A35	Lower Brownhill Rd	2-way	URBAN	8	3	40
20	A334	A3024	A27	2-way	URBAN	7	2	30
21	A3025	A33	B3033 Botley Rd	2-way	URBAN	7	2	30
22	A33	B3039	A33 split	1-way	URBAN	7	1	30
23	A35	A3057	A35 split	2-way	URBAN	7	2	30
24	A3024	A33	A3035	2-way	URBAN	7	1	30
25	A335	A3035	A35	2-way	URBAN	7	1	60
26	A33	A3025	A33 Evans St	1-way	URBAN	8	3	30
27	A33	A33 Bernard St	A3025	1-way	URBAN	8	3	30
28	A33	A33 Evans St	A33 Terminus Terrace	1-way	URBAN	8	3	30
29	A3024	A35	West Quay Rd	2-way	URBAN	7	0	50
30	A33	A3035	A35	2-way	URBAN	7	1	40
31	A33	A33 West Quay Rd	A3024	2-way	URBAN	7	3	70
32	A33	Town Quay	Terminus Terrace	1-way	URBAN	8	1	30
33	A33	Town Quay	Queen's Terrace	1-way	URBAN	7	1	30

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Table 18 DfT Traffic Flow Site Data 2012 (Sheet 3 of 4)

Southampton DfT Traffic Flow Site Data 2012 (Sheet 3 of 4)												
Ref No	Road	Start Junction	End Junction	All Motor Vehicles	%Lights	%Heavy	% Car	% LGV	%OGV1	%OGV2	%PSV	Type
34	A33	Queens Terrace	Bernard St	7982	0.945	0.055	0.808	0.133	0.023	0.033	0.004	S2AP
35	A27	A35	A35/A335	5896	0.981	0.019	0.840	0.140	0.015	0.004	0.001	S2AP
36	A35	Stoneham Way	A27	6931	0.984	0.016	0.868	0.091	0.015	0.002	0.025	S2AP
37	A3025	B3033 Botley Rd	Grange Road	11982	0.980	0.020	0.824	0.151	0.012	0.008	0.004	S2AP
38	A3057	Lower Brownhill Rd	Bakers Drove	10472	0.982	0.018	0.868	0.107	0.017	0.001	0.008	S2AP
39	A35	B3076	M271	62800	0.957	0.043	0.827	0.122	0.018	0.025	0.007	D2AP
40	A33	West Quay Rd	A3057	16656	0.983	0.017	0.846	0.134	0.012	0.004	0.004	S2AP
41	A33	Mountbatten Way	Southern Rd	25811	0.957	0.043	0.863	0.088	0.016	0.027	0.006	D2AP
42	A33	Southern Rd	B3039	28812	0.967	0.033	0.873	0.089	0.013	0.020	0.004	D2AP
43	A35	Stoneham Lane	Thomas Lewis Way	33114	0.974	0.026	0.844	0.124	0.019	0.006	0.006	D2AP
44	A3024	A3057	A33	17687	0.985	0.015	0.837	0.135	0.013	0.002	0.012	D2AP
45	A335	A33	A3035	17035	0.981	0.019	0.823	0.145	0.014	0.004	0.013	S2AP
46	St Monica Road	Spring Road	South East Road	3472	0.993	0.007	0.853	0.094	0.007	0.000	0.046	S2AP
47	Wimpson Lane	Kendal Avenue	Windermere Avenue	3769	0.992	0.008	0.855	0.103	0.008	0.000	0.034	S2AP
48	Portswood Road	Langhorn Road	Mayfield Road	7492	0.986	0.014	0.821	0.140	0.013	0.001	0.025	S2AP
49	Warren Avenue	Coxford Road	Winchester Road	4562	0.991	0.009	0.869	0.094	0.009	0.000	0.027	S2AP
50	Meggesson Avenue	Townhill Way	Wakefield Road	5556	0.988	0.012	0.870	0.101	0.012	0.000	0.018	S2AP
51	Redbridge Hill	Romsey Road	Walnut Grove	3708	0.990	0.010	0.816	0.118	0.010	0.000	0.056	S2AP
52	Belmont Road	St Denys Road	Osborne Road South	1444	0.988	0.012	0.855	0.130	0.012	0.000	0.003	S2AP
53	College Road	Weston Grove Road	Swift Road	248	1.000	0.000	0.891	0.109	0.000	0.000	0.000	S2AP
54	Foundry Road	Emsworth Road	English Road	1406	0.999	0.001	0.888	0.107	0.001	0.000	0.004	S2AP
55	Bishops Road	Peveril Road	Radstock Road	1013	0.988	0.012	0.896	0.085	0.012	0.000	0.007	S2AP
56	Sir George's Road	Shirley Road	Park Road	425	0.991	0.009	0.868	0.120	0.009	0.000	0.002	S2AP
57	Farringford Road	Solent Avenue	Byron Road	591	0.970	0.030	0.851	0.107	0.030	0.000	0.012	S2AP
58	Lordshill Centre West	Upper Brownhill Road	Lord's Hill Way	2977	0.995	0.005	0.879	0.068	0.004	0.000	0.048	S2AP
59	Seymour Road	A35	Malvern Road	1145	0.997	0.003	0.900	0.098	0.002	0.001	0.000	S2AP
60	Tennyson Road	Woodside Road	Portswood Avenue	551	0.987	0.013	0.855	0.132	0.013	0.000	0.000	S2AP
61	Thornhill Avenue	Thornhill Park Road	Bryon Road	3709	0.996	0.004	0.874	0.118	0.004	0.000	0.004	S2AP
62	Marne Road	Dean Road	Shales Road	620	0.998	0.002	0.916	0.079	0.002	0.000	0.003	S2AP
63	Maplin Road	Colne Avenue	Mansel Road West	173	0.988	0.012	0.798	0.191	0.012	0.000	0.000	S2AP
64	Elgar Road	Valentine Avenue	Sullivan Road	535	0.994	0.006	0.905	0.084	0.006	0.000	0.006	S2AP
65	Alfriston Gardens	Banbury Avenue	Kathleen Road	554	0.998	0.002	0.894	0.103	0.002	0.000	0.002	S2AP

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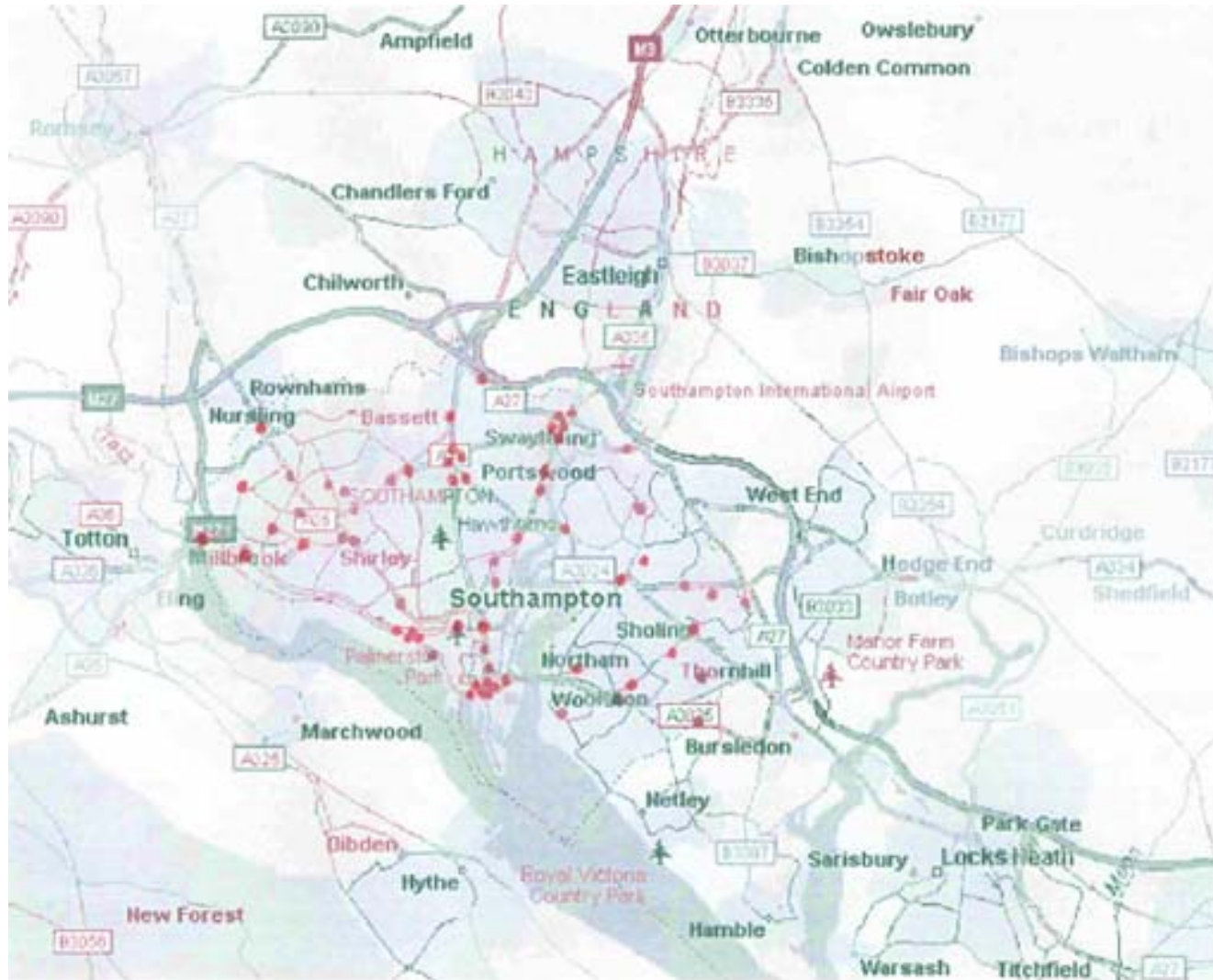
Table 19 DfT Traffic Flow Site Data 2012 (Sheet 4 of 4)

Southampton DfT Traffic Flow Site Data 2012 (Sheet 4 of 4)								
Ref No	Road	Start Junction	End Junction	2-way/1-way/bus lane	Data Type	Road Class	RC	Speed Limit (mph)
34	A33	Queens Terrace	Bernard St	1-way	URBAN	8	3	30
35	A27	A35	A35/A335	2-way	URBAN	7	4	30
36	A35	Stoneham Way	A27	2-way	URBAN	7	3	30
37	A3025	B3033 Botley Rd	Grange Road	2-way	URBAN	7	3	40
38	A3057	Lower Brownhill Rd	Bakers Drove	2-way	URBAN	7	3	30
39	A35	B3076	M271	2-way	URBAN	7	0	70
40	A33	West Quay Rd	A3057	1-way	URBAN	7	2	60
41	A33	Mountbatten Way	Southern Rd	2-way	URBAN	7	1	30
42	A33	Southern Rd	B3039	2-way	URBAN	7	1	30
43	A35	Stoneham Lane	Thomas Lewis Way	2-way	URBAN	7	0	40
44	A3024	A3057	A33	2-way	URBAN	8	2	30
45	A335	A33	A3035	2-way	URBAN	7	2	30
46	St Monica Road	Spring Road	South East Road	2-way	URBAN	7	4	30
47	Wimpson Lane	Kendal Avenue	Windermere Avenue	2-way	URBAN	7	4	30
48	Portswood Road	Langhorn Road	Mayfield Road	2-way	URBAN	7	3	30
49	Warren Avenue	Coxford Road	Winchester Road	2-way	URBAN	7	4	30
50	Meggeson Avenue	Townhill Way	Wakefield Road	2-way	URBAN	7	4	30
51	Redbridge Hill	Romsey Road	Walnut Grove	2-way	URBAN	7	4	30
52	Belmont Road	St Denys Road	Osborne Road South	2-way	URBAN	7	4	30
53	College Road	Weston Grove Road	Swift Road	2-way	URBAN	7	4	30
54	Foundry Road	Emsworth Road	English Road	2-way	URBAN	7	4	30
55	Bishops Road	Peveil Road	Radstock Road	2-way	URBAN	7	4	30
56	Sir George's Road	Shirley Road	Park Road	2-way	URBAN	7	4	30
57	Farringford Road	Solent Avenue	Byron Road	2-way	URBAN	7	4	30
58	Lordshill Centre West	Upper Brownhill Road	Lord's Hill Way	2-way	URBAN	7	4	30
59	Seymour Road	A35	Malvern Road	2-way	URBAN	7	4	30
60	Tennyson Road	Woodside Road	Portswood Avenue	2-way	URBAN	7	4	30
61	Thornhill Avenue	Thornhill Park Road	Bryon Road	2-way	URBAN	7	4	30
62	Marne Road	Dean Road	Shales Road	2-way	URBAN	7	4	30
63	Maplin Road	Colne Avenue	Mansel Road West	2-way	URBAN	7	4	30
64	Elgar Road	Valentine Avenue	Sullivan Road	2-way	URBAN	7	4	30
65	Alfriston Gardens	Banbury Avenue	Kathleen Road	2-way	URBAN	7	4	30

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Figure 1 DfT AADT Locations Southampton



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5 DELAY MODELLING

5.1 DELAY MODELLING METHODOLOGY

The estimation of delay is detailed in the Halcrow study. Two methods of measurement are listed

- (a) live site measured method; and
- (b) modelling techniques to replicate works on the ground.

The measured method is described as a restricted illustrative example of the impact at works and a general model is more industry recognised as the more robust technique that can be audited and validated.

There are three types of modelling software that can be used to model delay at works namely;

QUADRO – models queues and delays at road works;

SATURN – macro assignment;

and VISSIM – micro simulation.

The Halcrow study stated in Section 2.1 that on evaluation there were inconsistencies with the latter two types and that QUADRO would give the most consistent results although it is suited more to rural locations with little diversion routes but it is able to model the additional delay on diversion routes when the maximum queuing delay on the main route is exceeded.

QUADRO is able to appraise individual works that are planned in the future on different types of road by modelling the delay experienced by road users, quantify the delay and estimate the cost of the delay.

The software is able to calculate and convert delays in to monetary figures as detailed in WebTAG Unit 3.5.6. with assumptions in regard to valuation of time, operating costs and accidents.

Users are required to input base link specific details including network classification, traffic flows, road type characteristics and any diversion routes. Works details including site length, works type such as lane closures and shuttle working. The latest version released in January 2014 Version 4 release 12 will be used for the CBA. The QUADRO Manual is included in the Design Manual for Roads and Bridges Volume 14 Economic Assessment of Road Maintenance DfT 2002.

5.2 THE VALUATION OF COSTS IN QUADRO

5.2.1 The Valuation of Time

QUADRO calculates the delays at works and translates these into monetary figures using standard values of time.

The latest values are provided in WebTAG Unit 3.5.6 and is shown in Table 20 and 21 below. QUADRO converts the resource cost to market price to be consistent with the Economic Efficiency of the Transport System (TEE) table. The market price is calculated by multiplying the resource value by $(1 + t)$ where t is the average rate of indirect taxation in the economy.

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Table 20 WebTAG - Value of Time by Mode and Trip Purpose

Table A 1.3.1: Values of Working (Employers' Business) Time by Mode (£ per hour, 2010 prices, 2010 values)			
Mode	Resource Cost	Perceived Cost	Market Price
Car driver	22.74	22.74	27.06
Car passenger	17.25	17.25	20.52
LGV (driver or passenger)	10.24	10.24	12.18
OGV (driver or passenger)	12.06	12.06	14.35
PSV driver	12.32	12.32	14.66
PSV passenger	13.97	13.97	16.63
Taxi driver	10.89	10.89	12.96
Taxi / Minicab passenger	21.96	21.96	26.13
Rail passenger	26.86	26.86	31.96
Underground passenger	22.08	22.08	26.28
Walker	17.54	17.54	20.88
Cyclist	17.47	17.47	20.78
Motorcyclist	19.42	19.42	23.11
Average of all working persons	22.75	22.75	27.07

Values of Non-Working Time by Trip Purpose (£ per hour, 2010 prices, 2010 values)			
Trip Purpose	Resource Cost	Perceived Cost	Market Price
Commuting	5.72	6.81	6.81
Other	5.08	6.04	6.04

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Table 21 WebTAG - Value of Time per Vehicle per hour

Table A 1.3.5: Market Price Values of Time per Vehicle based on distance travelled (£ per hour, 2010 prices and 2010 values)								
Vehicle Type	Journey Purpose	Weekday					Weekend	All Week
		7am – 10am	10am – 4pm	4pm – 7pm	7pm – 7am	Average		
Car	Work	31.56	30.81	30.34	30.58	30.99	32.54	30.99
	Commuting	7.83	7.77	7.65	7.66	7.71	7.72	7.71
	Other	10.06	10.46	10.74	10.48	10.49	11.61	10.90
	Average Car	12.92	14.20	12.03	11.93	12.98	11.95	12.73
LGV	Work (freight)	14.62	14.62	14.62	14.62	14.62	15.35	14.62
	Commuting & Other	9.15	9.15	9.15	9.15	9.15	12.72	9.15
	Average LGV	13.96	13.96	13.96	13.96	13.96	15.03	13.96
OGV1	Working	14.35	14.35	14.35	14.35	14.35	14.35	14.35
OGV2	Working	14.35	14.35	14.35	14.35	14.35	14.35	14.35
PSV (Occupants)	Work	22.57	18.72	22.57	26.22	21.56	17.70	22.57
	Commuting	24.93	9.22	30.41	31.66	21.19	5.32	24.93
	Other	48.74	64.08	43.88	41.44	52.43	67.84	48.74
	Total	96.24	92.02	96.86	99.32	95.18	90.86	94.06

5.2.2 The Valuation of Vehicle Operating Costs

QUADRO calculates the vehicle operating costs (VOC) incurred by traffic with and without works.

VOC may increase during works if speeds are reduced or a long diversion route. The effects of temporary blockages caused by accidents are solely assessed on journey time and operating costs are not calculated. As the resource cost of fuel, fuel efficiency and fleet composition change independently, the relationship of resource cost (per kilometre) to market prices changes annually.

The programme is informed of changes in tax rates over time and are shown in Tables 22 and 23 below.

Values for 2010 VOC are shown in Table 24 below.

Carbon emissions are considered in terms of the change in the equivalent tonnes of carbon Table 25 and estimated from fuel consumption Table 26 below.

Table 22 Taxation Rates Base

TAXATION RATES (%)					
FUEL TYPE	AVERAGE FINAL	FUEL		NON-FUEL	
		FINAL	INTER	FINAL	INTER
PETROL	19	339.7	274.2	20	0
DIESEL	19	310.1	249.1	20	0

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Table 23 Changes to Taxation Rates % Petrol

CHANGES TO TAXATION RATES (%) PETROL						
AVERAGE FINAL	FUEL		NON-FUEL		FROM YEAR	TO YEAR
	FINAL	INTER	FINAL	INTER		
0	-9.87	-10.41	0	0	2002	2003
0	-9.73	-10.32	0	0	2003	2004
0	-19.56	-20.88	0	0	2004	2005
0	-11	-11.94	0	0	2005	2006
0	0.63	0.69	0	0	2006	2007
0	-18.64	-20.19	0	0	2007	2008
0	29.04	36.78	0	0	2008	2009
0	-16.11	-20.38	0	0	2009	2010
0	-13.72	-18.56	0	0	2009	2010
0	-3.34	-3.85	0	0	2010	2011
0	-1.94	-2.24	0	0	2011	2012
0	-1.6	-1.85	0	0	2012	2013
0	0.53	0.62	0	0	2013	2014
0	0.81	0.95	0	0	2014	2015
0	1.19	1.39	0	0	2015	2016
0	0.98	1.14	0	0	2016	2017
0	0.79	0.92	0	0	2017	2018
0	0.61	0.71	0	0	2018	2019
0	0.43	0.49	0	0	2019	2020
0	0.25	0.29	0	0	2020	2021
0	0.25	0.28	0	0	2021	2022
0	0.29	0.34	0	0	2022	2023
0	0.35	0.4	0	0	2023	2024
0	0.31	0.36	0	0	2024	2025
0	0.36	0.42	0	0	2025	2026
0	0.31	0.35	0	0	2026	2027
0	0.32	0.36	0	0	2027	2028
0	0.32	0.37	0	0	2028	2029
0	0	0	0	0	2030	2099

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Table 24 Changes to Taxation Rates % Diesel

CHANGES TO TAXATION RATES (%) DIESEL						
AVERAGE FINAL	FUEL		NON-FUEL		FROM YEAR	TO YEAR
	FINAL	INTER	FINAL	INTER		
0	-7.7	-8.16	0	0	2002	2003
0	-8.4	-8.95	0	0	2003	2004
0	-23.5	-25.18	0	0	2004	2005
0	-9.53	-10.44	0	0	2005	2006
0	3.85	4.26	0	0	2006	2007
0	-27.29	-29.85	0	0	2007	2008
0	37.84	48.13	0	0	2008	2009
0	-10.45	-14.64	0	0	2009	2010
0	-16.24	-21.43	0	0	2009	2010
0	-4.42	-5.14	0	0	2010	2011
0	-3.49	-4.09	0	0	2011	2012
0	-1.56	-1.84	0	0	2012	2013
0	0.54	0.64	0	0	2013	2014
0	0.81	0.96	0	0	2014	2015
0	1.2	1.41	0	0	2015	2016
0	0.98	1.15	0	0	2016	2017
0	0.79	0.93	0	0	2017	2018
0	0.62	0.73	0	0	2018	2019
0	0.45	0.53	0	0	2019	2020
0	0.26	0.3	0	0	2020	2021
0	0.26	0.3	0	0	2021	2022
0	0.31	0.36	0	0	2022	2023
0	0.35	0.41	0	0	2023	2024
0	0.32	0.38	0	0	2024	2025
0	0.35	0.41	0	0	2025	2026
0	0.34	0.39	0	0	2026	2027
0	0.32	0.37	0	0	2027	2028
0	0.32	0.38	0	0	2028	2029
0	0	0	0	0	2030	2099

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Table 25 WebTAG – Non-Fuel Resource Vehicle Operating Costs

Table A 1.3.14: Non-Fuel Resource Vehicle Operating Costs (2010 prices and 2010 values)			
Vehicle Category		Parameter Values	
		a1 p / km	b1 p / hr
Car	Work Petrol	4.966	135.946
	Work Diesel	4.966	135.946
	Work Electric	1.157	135.946
	Non-Work Petrol	3.846	0.000
	Non-Work Diesel	3.846	0.000
	Non-Work Electric	1.157	0.000
LGV	Work	7.213	47.113
	Non-Work	7.213	0.000
	Average	7.213	41.458
OGV1	Work	6.714	263.817
OGV2	Work	13.061	508.525
PSV	Work	30.461	694.547

Table 26 WebTAG – Carbon dioxide emissions per litre of fuel burnt / kWh used

Table A 3.4: Non Traded Values, £ per Tonne of CO2e (2010 prices)			
Year	Low	Central	High
2010	27.06	54.12	81.18
2011	27.46	54.93	82.39
2012	27.88	55.75	83.63
2013	28.29	56.59	84.88
2014	28.72	57.44	86.16
2015	29.15	58.30	87.45
2016	29.59	59.17	88.76
2017	30.03	60.06	90.09
2018	30.48	60.96	91.44
2019	30.94	61.88	92.82
2020	31.40	62.81	94.21

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Table 27 WebTAG – Fuel consumption parameter values

Table A 1.3.8: Fuel consumption parameter values (litres per km, 2010)				
Parameters				
Vehicle Category	a	b	c	d
Petrol Car	0.96402	0.04145	0.00005	2.01346E-06
Diesel Car	0.43709	0.05862	0.00052	4.12709E-06
Petrol LGV	1.55646	0.06425	0.00074	1.00552E-05
Diesel LGV	1.04527	0.05790	0.00043	8.02520E-06
OGV1	1.47737	0.24562	0.00357	3.06380E-05
OGV2	3.39070	0.39438	0.00464	3.59224E-05
PSV	4.11560	0.30646	0.00421	3.65263E-05
Energy consumption parameter values (kWh per km, 2011)				
Electric Car	0.12564			
Electric LGV				
Electric OGV1				
Electric OGV2				
Electric PSV				

5.2.3 The Valuation of Accidents

Additional accidents may be expected in works and there are two types of cost incurred the cost of delay and the direct cost.

The direct cost includes the casualty, damage to property, insurance administration, police time and an allowance to damage only accidents. QUADRO calculates these values on the network using DfT standard values for average personal injury accidents on various types of road.

Values of most elements are proportional to national income and for 2010 are shown in Table 28 and 29 below. Accident values increase in line with GDP as shown in Table 30 below. Accident rates are calculated with and without works, combined link and junction rates are used in QUADRO,

Table 31 shows accident rates for 15 road types without works and Table 32 shows accident rates for each type and traffic management layout. Local data can be used only if available for both the without and with works in this CBA these default values are used.

Table 33 shows the number of casualties per accident.

Table 28 WebTAG – Cost per Casualty

Cost per Casualty	
Severity	Cost £
Fatal	1,645,822
Serious	184,944
Slight	14,257

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Table 29 WebTAG – Cost per Accident

Cost per Accident							
Severity	Insurance Administration	Damage to Property			Police Cost		
		Urban	Rural	Motorway	Urban	Rural	Motorway
Fatal	302	7,870	13,347	16,978	16,977	17,433	17,636
Serious	188	4,218	6,085	14,487	1,875	2,341	2,472
Slight	114	2,488	4,033	7,329	485	665	554
Damage	54	1,779	2,660	2,556	36	20	17

Table 30 WebTAG – Accident Growth Rates

Annual Rates of Growth of Accident Values	
Range of Years	Growth Rate (% p.a.)
2002 - 2003	3.54
2003 - 2004	2.67
2004 - 2005	2.56
2005 - 2006	2.16
2006 - 2007	2.75
2007 - 2008	-1.44
2008 - 2009	-5.77
2009 - 2010	0.89

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Table 31 WebTAG – Accident Without Works

Combined Link / Junction: Accident Rates and Change Factors 2000 Base				
Road Type	Speed Limit (mph)	Accident Rate	Beta Factor	Road Description
1	50/60/70	0.098	1.001	Motorways
2	50/60/70	0.098	1.001	Motorways
3	50/60/70	0.098	1.001	Motorways
4	30/40	0.844	0.984	Modern S2 Roads
4	>40	0.293	0.973	Modern S2 Roads
5	30/40	0.844	0.984	Modern S2 Roads with HS
5	>40	0.232	0.973	Modern S2 Roads with HS
6	30/40	0.844	0.984	Modern WS2 Roads
6	>40	0.190	0.973	Modern WS2 Roads
7	30/40	0.844	0.984	Modern WS2 Roads w. HS
7	>40	0.171	0.973	Modern WS2 Roads w. HS
8	30/40	0.844	0.984	Older S2 A Roads
8	>40	0.381	0.973	Older S2 A Roads
9	30/40	0.844	0.983	Other S2 Roads
9	>40	0.404	0.998	Other S2 Roads
10	30/40	1.004	0.984	Modern D2 Roads
10	>40	0.174	0.973	Modern D2 Roads
11	30/40	1.004	0.984	Modern D2 Roads with HS
11	>40	0.131	0.973	Modern D2 Roads with HS
12	30/40	1.004	0.984	Older D2 Roads
12	>40	0.226	0.973	Older D2 Roads
13	30/40	1.004	0.984	Modern D3+ Roads
13	>40	0.174	0.973	Modern D3+ Roads
14	30/40	1.004	0.984	Modern D3+ Roads w. HS
14	>40	0.131	0.973	Modern D3+ Roads w. HS
15	30/40	1.004	0.984	Older D3+ Roads
15	>40	0.226	0.973	Older D3+ Roads

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Table 32 WebTAG – Accident With Works

Combined Link / Junction: Accident Rates and Change Factors 2000 Base				
Road Type	Speed Limit (mph)	Accident Rate	Beta Factor	Road Description
16	direction with crossovers	0.130	1.001	D2M
17	direction with lane closure only	0.150	1.001	D2M
18	direction with crossovers	0.130	1.001	D3M
19	direction with lane closure only	0.150	1.001	D3M
20	direction with crossovers	0.130	1.001	D4M
21	direction with lane closure only	0.150	1.001	D4M
22	shuttle working	2.296	0.984	S2 Roads 30/40
22		1.036	0.973	S2 Roads >40
23	lane closure	2.296	0.984	S2 Roads 30/40
23		1.036	0.973	S2 Roads >40
24	shuttle working	2.296	0.984	WS2 Roads 30/40
24		1.036	0.973	WS2 Roads >40
25	lane closure	2.296	0.984	WS2 Roads 30/40
25		1.036	0.973	WS2 Roads >40
28	direction with crossovers	1.788	0.984	D2 Roads 30/40
28		0.31	0.973	D2 Roads >40
29	direction with lane closure only	1.255	0.984	D2 Roads 30/40
29		0.217	0.973	D2 Roads >40
32	direction with crossovers	1.788	0.984	D3+ Roads 30/40
32		0.31	0.973	D3+ Roads >40
33	direction with lane closure only	1.255	0.984	D3+ Roads 30/40
33		0.217	0.973	D3+ Roads >40

Table 33 WebTAG – Casualties per P.I.A.

Combined Link / Junction: Casualty Rates					
Road Type	Speed Limit (mph)	Casualties per P.I.A.			Road Description
		Fatal	Serious	Slight	
1 - 3	50 / 60 / 70	0.022	0.1520	1.462	Motorways
4 - 8	30 / 40	0.0092	0.1392	1.157	S2 A Roads
4 - 8	>40	0.0436	0.2855	1.286	S2 A Roads
9	30 / 40	0.0075	0.1379	1.124	Other S2 Roads
9	>40	0.0262	0.2513	1.245	Other S2 Roads
10 - 15	30 / 40	0.0093	0.1253	1.222	Dual Carriageways
10 - 15	>40	0.0286	0.1861	1.314	Dual Carriageways

5.3 DELAY MODELLING IN QUADRO

5.3.1 Elements of Delay

The delay at works are made up of a number of elements that include the reduce running speeds through the site, traffic signal control for shuttle working, insufficient capacity causing queuing and diversion and are calculated by the General Delay Sub-Model.

Accidents and breakdowns can cause further delay and will depend on location, amount of width and time of day and if alternative routes are available and are calculated by the Incident Delay Sub-Model.

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5.3.2 The General Delay Sub-Model

This model is run in each direction and for the four day types Monday to Thursday, Friday, Saturday and Sunday for each hour, the remaining queue is added to the following hour.

The assumption is that regular drivers would travel on the route that minimises the journey time. A driver may minimise journey time by diverting to an alternative before the work site and re-join past the site or divert the route completely.

If traffic is not expected to divert at a particular site and instead queue this implies there are unattractive routes. It can be found that a specification of a diversion route can be particularly difficult and QUADRO is able to be run with a maximum queuing delay.

For the purpose of the CBA this has been used, sample run data is included in the QUADRO manual for different types of road for maximum queuing delay and shown on Table 34 below. Once the maximum queue time is exceeded drivers will divert to a route and assumed that this would equal the journey time through the work site.

Table 34 Max-Q-Delay

Typical Max-Q-Delay QUADRO	
Type of Road	Max-Q-Delay (mins)
S2	5
WS2	5
D2AP	10
D3AP	15

5.3.3 The Incident Delay Sub-Model

If a breakdown or accident occurs within the site length this will restrict the capacity further.

Unlike the General Model drivers will not divert as this would not be a common event. This model is not run for shuttle working sites as it is assumed that the obstruction would be speedily removed.

This sub model is run twice once for breakdown and once for accidents. The sub model assumes that breakdowns occur at a rate shown in Table 35 below. Accident Rates were tabled earlier in Section 4.2.

Table 35 Breakdown Rates

Default Breakdown Rates QUADRO	
Vehicle Type	Rate (vkm)
Light	10 per 10 ⁶
Heavy	5 per 10 ⁶

5.4 TRAFFIC INPUT

5.4.1 Network and Route Type Description

For each of the work sites certain characteristics are required by QUADRO including the length of the works site, adjoining sections up and downstream of the site (both directions) and the diversion route.

For the purpose of this CBA the diversion length is not modelled as the maximum queue delay method has been used.

The main route is considered to be consistent along its length and no flow variations. A road class is specified as shown on Table 36 below to calculate a speed/flow relationship with default values shown on Table 37 and 38.

For each road class the user is able to input geometric parameters such as road width, hilliness, accesses along route, visibility, for the purpose of this CBA, typical values have been applied as set out

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in Table 39 below. The work site type is defined by the number of lanes open or shuttle working as shown on Table 40 below that selects a default capacity.

QUADRO contains values for average duration of incidents and are shown on Table 41 below.

Table 36 Road Classes

QUADRO Road Classes	
Road Class	Description
Class 1	Rural single carriageway
Class 2	Rural all-purpose dual 2 lane carriageway
Class 3	Rural all-purpose dual 3 or more lane carriageway
Class 4	Motorway (urban or rural), dual 2 lanes
Class 5	Motorway (urban or rural), dual 4 or more lanes
Class 6	Motorway (urban or rural), dual 3 lanes
Class 7	Urban road, Central, single or dual carriageway
Class 8	Urban road, Non-central, single or dual carriageway
Class 9	Small town road, single or dual carriageway
Class 10	Suburban Main Road, single carriageway
Class 11	Suburban Main Road, dual carriageway

Table 37 Minimum Speeds

Default minimum speeds QUADRO	
Road Class	Minimum speed (kph)
Classes 1 to 6	45
Class 7	25
Class 8	15
Class 9	30
Class 10	25
Class 11	35

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Table 38 Speed/Flow

Default Speed/flow Parameters QUADRO									
CLASS	LIGHT-V (kph)	GRAD-A	GRAD-B	HEAVY-V	GRAD-A	GRAD-B	CHANGE	MINS	Qc
	kph	reduction (kph) per 1000 veh	reduction (kph) per 1000 veh	kph	reduction (kph) per 1000 veh	reduction (kph) per 1000 veh	Factor or vph per lane	kph	vph per lane
1	72.1	15	50	78.2	5.2	5.2	1920	45	2400
2	108	6	33	86	0	0	1080	45	2100
3	115	6	33	86	0	0	1080	45	2100
7	64.5	30	30	64.5	30	30		25	800
8	39.5	30	30	39.5	30	30		15	800
10	70	10	45	64	10	45	1200	25	1500
11	80	10	45	74	10	45	1200	35	1500

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Table 39 Geometric Parameters

Default Geometric Parameters QUADRO													
CLASS	TYPE	DESCRIPTION	CWID	HILLS	DEVEL	INT	BEND	MAXS	SWID	VWID	JUNC	VIS	AXS
1	RURAL	Single Carriageway	7.3	15			75	96	0	1	0.6	200	
2	RURAL	Dual 2 lanes	14.6	15			30	113					
3	RURAL	Dual 3 lanes	22	15			30	113					
7	URBAN	Non-central	10	15	70								
8	URBAN	Central	11	15		4.5							
10	URBAN	Suburban Single	10	15		0.8		64					30
11	URBAN	Suburban Dual	14.6	15		0.8		64					30

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Table 40 Work Types

QUADRO Work Types	
Works Type	Description
0	No lanes open in this direction
1	One lane open in this direction
2	Two lanes open in this direction
3	Three lanes open in this direction
4	Four lanes open in this direction
5	Five lanes open in this direction
9	Shuttle working
add 10	if layout features contra-flow working

Table 41 Incident Duration

Default Breakdown and Accident Durations in QUADRO		
Type of Road	Breakdown Duration (mins)	Accident Duration (mins)
Motorway	25	30
Single and Dual AP	40	45

5.4.2 Variation in Traffic Flow

Traffic flows vary by hour, day, week and month and different type of vehicles.

QUADRO calculates user costs daily and normally for a 7 day week using the four day types. For the purpose of this CBA AADT flows have been used and QUADRO converts this to Annual Average Hourly Traffic (AAHT) to generate an hourly flow profile.

The QUADRO model uses directional flow as each direction is modelled separately.

Two-way input flows are split by tidal behaviour for example the direction into town in the morning peak and the direction is specified by the user.

5.4.3 Vehicles in Work Time and Vehicle Occupancies

QUADRO considers the disaggregation of time spent in work and non-work mode for each vehicle type.

The National Travel Survey (NTS) showed the average car mileage in work mode, commuting mode and non-working mode and are further disaggregated by average hourly percentages.

Averages for weekdays and weekends, vehicles and journey types are shown on Table 42 below.

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Table 42 WebTAG – Trip Proportions

Table A 1.3.4:		Proportion of travel in work and non-work time							Proportion of trips made in work and non-work time						
Mode / Vehicle Type & Journey Purpose		Weekday					Weekend Average	All Week Average	Weekday					Weekend Average	All Week Average
		7am – 10am	10am – 4pm	4pm – 7pm	7pm – 7am	Average			7am – 10am	10am – 4pm	4pm – 7pm	7pm – 7am	Average		
		Percentage of Distance Travelled by Vehicles							Percentage of Vehicle Trips						
Car	Work	18.1	19.9	13.0	12.3	16.4	3.2	13.1	6.8	8.3	5.5	3.6	6.5	1.7	5.0
	Commuting	46.0	11.4	40.8	36.2	31.0	8.5	25.3	40.6	11.6	32.3	26.4	25.4	9.1	20.3
	Other	35.9	68.7	46.2	51.5	52.5	88.3	61.6	52.7	80.1	62.2	70.0	68.1	89.3	74.7
GV	Work (freight)	88.0	88.0	88.0	88.0	88.0	88.0	88.0	88.0	88.0	88.0	88.0	88.0	88.0	88.0
	Non – Work	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
GV1	Work	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
GV2	Work	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
		Percentage of Distance Travelled by Occupants							Percentage of Person Trips						
Car	Work	15.4	13.8	10.2	9.9	12.6	2.0	9.2	5.2	2.2	4.1	1.2	4.7	1.1	3.4
	Commuting	38.3	8.1	32.2	29.1	23.9	5.1	18.0	33.3	15.6	25.8	10.9	20.0	6.4	15.2
	Other	46.4	78.1	57.6	61.0	63.5	92.9	72.7	61.5	82.2	70.1	87.9	75.3	92.5	81.4
PSV	Work	3.9	2.0	3.9	5.7	3.4	1.5	2.9	1.5	1.2	1.8	2.6	1.5	1.0	1.4
	Commuting	30.0	11.1	36.6	38.1	25.5	6.4	20.5	41.7	10.6	43.0	47.4	26.9	12.4	24.3
	Other	66.1	86.9	59.5	56.2	71.1	92.0	76.6	56.8	88.2	55.2	50.0	71.5	86.6	74.3

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5.5 SITE SPECIFIC QUADRO INPUT DATA

5.5.1 Sample Site Data

The 65 sites shown on Tables 16 and 19 showed a good spread of data over the Southampton network.

For each site, data files were created and works were run for the site lengths carried out with the Halcrow Study 10, 30, 50, 100 and 200 metres.

In total 325 outputs were created and are provided in Appendix A. The Daily Cost of all sites was averaged for Rural and Urban roads by RC and excavation length and is shown on Table 43 and 44 below.

The number of samples used for the CBA is required to be proportioned to the actual number of works and statistically confident in the data.

The number of samples used for each work type are shown on Table 45 below with the percentages matching the proportions of actual works shown in Table 10. This has been statistically verified at a 95% confidence level with a confidence interval of 5%. A confidence interval within +/- 5% is considered to be reliable.

The samples used for the CBA were selected by ranking the 65 sites by impact and making the average cost of sites selected equal the mean. For example, for RC 0-2 Major Works 6 samples were required and 32 sites available, the mean cost was £10,311 for 7 days with a 10 metre site length. Ranking sites 7th, 12th, 17th, 22nd, 27th and 32nd were used with an average cost of £11,584. The sample sites were also proportioned by excavation length so that the percentages match the Halcrow study and are shown on Table 46 below.

The sample sites average duration for each work type was matched to the Halcrow Study as shown in Table 11. For example, for Major Works the average duration was 33 days, duration were run between 41 and 23 days and compares to values in the Halcrow Study. High and Low cost forecasts were derived, for High the highest duration of days was applied to the highest ranking site by impact, for Low the highest duration of days was applied to the lowest ranking site by impact. For example for RC 0-2 Major Works a High forecast was derived by applying a duration of 41 and 40 days to 7th and 12th and 17th ranking site and a Low forecast 30, 26 and 23 days to 22nd, 27th and 32nd. The average of the two forecasts was used to obtain the Total Delay of Works. Summarised impacts are provided in Appendix B.

Table 43 Southampton Delay Modelling Daily Cost of Rural Works

Southampton							
Daily Cost of Rural Street Works (£) by Reinstatement Category and Length							
Reinstatement Category	Typical AADT	Average AADT	10m	30m	50m	100m	200m
0	<32,000		No Data				
1	16,000	31,231	395	431	468	606	806
2	12,000		No Data				
3	8,000		No Data				
4	4,000		No Data				

Southampton Permit Scheme – Cost Benefit Analysis
Table 44 Southampton Delay Modelling Daily Cost of Urban Works

Southampton							
Daily Cost of Urban Street Works (£) by Reinstatement Category and Length							
Reinstatement Category	Typical AADT	Average AADT	10m	30m	50m	100m	200m
0	40,000	No Data					
1	24,000	24,790	755	819	884	1,136	666
2	16,000	16,805	2,453	2,481	4,343	9,065	16,419
3	10,000	8,587	21	33	53	102	202
4	6,000	1,301	26	26	43	85	165

Table 45 Southampton Work Samples

Southampton Street Work Samples				
Work Type	RC 0-2		RC 3-4	
	Sample Size	%	Sample Size	%
Major	6	2%	4	1%
Standard	36	11%	19	5%
Minor with Exc	268	79%	316	84%
Minor without Exc	0	0%	0	0%
Urgent	23	7%	27	7%
Emergency	7	2%	8	2%
Totals	341		375	

Table 46 Southampton Delay Modelling Percentage of Works by RC and Excavation Length

Southampton CBA Percentages of Works by RC and Excavation Length							
RC		10m	30m	50m	100m	200m	Total Samples
RC 0-2	Sample Nos	288	2	18	14	18	341
	Sample %	84.5%	0.6%	5.3%	4.1%	5.3%	
	Halcrow Study %	84.7%	0.7%	5.2%	4.2%	5.2%	
RC 3-4	Sample Nos	324	20	12	10	8	375
	Sample %	86.4%	5.3%	3.2%	2.7%	2.1%	
	Halcrow Study %	86.8%	5.2%	3.2%	2.6%	2.1%	

5.6 MONETIZED COSTS AND BENEFITS

The socio-economic benefits derived from a 5% and 10% Permit Scheme reduction are shown for the opening year in summary on Table 47.

The statutory guidance on reliability benefits achieved from a reduction in the variability in travel times for road users is provided by WebTAG Unit 3.5.7, which recommends a mark-up on travel time-savings for urban roads of between 10% to 20%.

Recent research from Transport for London (TfL) GPS data for inner and central London estimated an uplift figure of 22% for changes in the mean journey time (Modelling journey time variability to assist in designing a journey time variability performance indicator for the transport for London Road Network, Jonathan Turner 2008). This supports the use of the upper end value of 20% for this study and is included as a reliability adjustment in the monetized costs and benefits.

Southampton Permit Scheme – Cost Benefit Analysis

The User Benefits are proportioned between consumer and business users for Vehicle Operating Cost and Travel Time Cost.

The QUADRO rates demonstrate much higher incidents of accidents within road works. The introduction of the Permit Scheme will bring about a proportionate reduction in road works, which will lead to accident cost savings.

Southampton Permit Scheme – Cost Benefit Analysis

Table 47 Southampton Monetized Costs and Benefits

Southampton Sample Sites QUADRO Results Summary			
Delay Modelling Totals			
	Total Impact	Consumer Vehicle Operating Cost	Consumer Travel Time Cost
High	£ 92,382,952	£ 3,721,917	£ 58,924,934
Low	£ 72,630,377	£ 2,916,219	£ 47,889,148
Average	£ 82,506,664	£ 3,319,068	£ 53,407,041
Cost Saving 5%	£ 4,125,333	£ 165,953	£ 2,670,352
Cost Saving 10%	£ 8,250,666	£ 331,907	£ 5,340,704
	Business Vehicle Operating Cost	Business Travel Time Total	PSP Bus & Coach Operating Cost
High	£ 1,518,827	£ 43,040,440	£ 586,647
Low	£ 1,188,642	£ 33,707,911	£ 461,139
Average	£ 1,353,734	£ 38,374,175	£ 523,893
Cost Saving 5%	£ 67,687	£ 1,918,709	£ 26,195
Cost Saving 10%	£ 135,373	£ 3,837,418	£ 52,389
	Total Business	Accident Cost	Carbon
High	£ 45,145,914	£ 1,157,159	£ 668,269
Low	£ 35,357,691	£ 1,058,051	£ 523,549
Average	£ 40,251,803	£ 1,107,605	£ 595,909
Cost Saving 5%	£ 2,012,590	£ 55,380	£ 29,795
Cost Saving 10%	£ 4,025,180	£ 110,761	£ 59,591

Southampton Permit Scheme – Cost Benefit Analysis

6 PERMIT SCHEME OPERATION

6.1 INTRODUCTION

This section assesses the process tasks required to establish and operate the Southampton Permit Scheme. It will consist of the following sections:

- Fees Matrix, presentation of anticipated Permit applications by type
- Scheme Costs, presentation of staff costs associated with the level of Permit variations

6.2 FEES MATRIX

The fees matrix is a DfT prescribed format for presenting the volume and type of Permit applications and anticipated variations. The estimated number of Permits by type was provided by Southampton City Council and is shown on Table 48 below. The Fees Matrix is attached in Appendix C.

Table 48 Utility Permit Volume before Scheme opening

Southampton Notice Volumes						
Work Type	RC 0-2		RC 3-4		Total Volume	
	Number	%	Number	%	Number	%
Major	54	2%	189	1%	243	1%
Standard	318	11%	828	5%	1,146	6%
Minor with Exc	2,352	79%	13,582	84%	15,934	83%
Minor without Exc	-	0%	-	0%	-	0%
Urgent	204	7%	1,161	7%	1,365	7%
Special Urgent	-	0%	-	0%	-	0%
Emergency	65	2%	336	2%	401	2%
Totals	2,993	16%	16,096	84%	19,089	

The Utility Permit volumes by road categories are shown in Table 49 and Table 50 and with costings based upon statutory fee rates outlined in Table 8.

Southampton Permit Scheme – Cost Benefit Analysis

Table 49 Permit Volume on Category 0-2 roads

Category 0-2 and Traffic Sensitive Streets					
Activity Type	Estimated No. of Permits	Cost per Permit	Estimated No. of Permit Variations	Cost per Permit Variation	Total Cost per Activity Type
Provisional Advance Authorisation	65	151	N/A	N/A	9,794
Major	62	310	12	45	19,880
Standard	361	165	36	45	61,373
Minor	2,666	76	133	45	207,843
Immediate	305	58	15	45	18,414
Sub Total	3,460	N/A	197	45	317,305

Table 50 Permit Volume on Category 3-4 roads

Category 3-4 Non-Traffic Sensitive Streets					
Activity Type	Estimated No. of Permits	Cost per Permit	Estimated No. of Permit Variations	Cost per Permit Variation	Total Cost per Activity Type
Provisional Advance Authorisation	227	88	N/A	N/A	19,968
Major	218	157	44	35	35,793
Standard	959	71	96	35	71,816
Minor	15,727	33	786	35	543,643
Immediate	1,734	40	87	35	72,199
Sub Total	18,865	N/A	1,013	35	743,419

Permit fees are excluded from Public Accounts reporting in line with the DfT guidance. The volume of Utility Permit by road type will fall by 5% across all road types.

6.3 SCHEME COSTS

There are two elements to the Permit Scheme costs:

- Start-up costs; and
- Ongoing costs.

6.3.1 Start-up costs

The one-off costs required to establish the Permit Scheme were set at £107,600 by Southampton City Council. See Table 51 below.

Southampton Permit Scheme – Cost Benefit Analysis

Table 51 Scheme set up costs

Scheme Set-up Costs		
Start up Cost Centre	Set-up (recovered from future fees)	Year 1 +
Consultancy	£40,000	
KPI Production		£25,000
Invoicing		£70,000
IT system	£20,000	
IT support		£25,000
Unauthorised / Abandoned works		£60,000
Management Overhead		£50,000
Training	£20,000	
Staff	£20,000	
Set-up costs recovery (3 years)		£36,000
IT Capital Expenditure Adjustment	£7,600	
Totals	£107,600	£266,000

The 'IT Capital expenditure adjustment' is a provision calculated by applying the 'risk bias factor' outlined in section 4.4 to the purchase of the IT system. The operational policy outlined in Table 9 that proposed that no costs associated with the implementation of the Scheme will be carried on to future years and that that all set up costs are incurred in the month before the Permit Scheme becomes operational.

1.1.1 Operational costs

The Permit Scheme required three specific job roles:

- Street Works Officers;
- Street Works Co-ordinators; and
- Traffic Managers.

The overall staffing costs of Permit Scheme operation are based on information from Southampton City Council and statutory rates and are outlined in Table 52.

Table 52 Staff Costing

Staff Costing			
Personnel Type	Annual Salary	Final Hourly Rate	Total Annual Cost
Street Works Officer	£ 24,793	£ 31.77	£ 48,633.95
Street Works Coordinator	£ 31,074	£ 39.81	£ 60,954.76
Traffic Manager	£ 44,610	£ 57.16	£ 87,506.98

National Insurance (%)	7.7
Pension (superannuation) (%)	14.9
Working hours/annum	1531
Employee Overhead Rate	1.6

Southampton Permit Scheme – Cost Benefit Analysis

The breakdown of costing per task for each of the three grades of Permit Scheme workers is shown in Table 53 below.

Table 53 Breakdown of Employer Costing per Permit Task

Employee Costing per Permit Task						
Category 0-2 and Traffic Sensitive Streets						
Street Works Officers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.63	1.91	1.21	0.64	0.47	4.86
Total Permits	65	62	361	2666	305	3460
Total Hours	41	119	437	1695	142	16802
No. of Posts Required	0.03	0.08	0.29	1.11	0.09	1.59
Employee Costs	£1,304	£3,791	£13,883	£53,856	£4,502	£77,336
Street Works Coordinators						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	1.44	2.79	1.35	0.58	0.58	6.75
Total Permits	65	62	361	2666	305	3460
Total Hours	93	174	487	1549	177	23341
No. of Posts Required	0.06	0.11	0.32	1.01	0.12	1.62
Employee Costs	£3,719	£6,942	£19,402	£61,661	£7,049	£98,772
Traffic Managers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.69	1.19	0.63	0.19	0.13	2.83
Total Permits	65	62	361	2666	305	3460
Total Hours	45	74	228	512	38	9799
No. of Posts Required	0.03	0.05	0.15	0.33	0.03	0.59
Employee Costs	£2,569	£4,243	£13,030	£29,274	£2,192	£51,309
Category 3-4 Non-Traffic Sensitive Streets						
Street Works Officers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.59	0.89	0.55	0.37	0.42	2.82
Total Permits	227	218	959	15727	1734	18865
Total Hours	135	195	524	5858	721	53231
No. of Posts Required	0.09	0.13	0.34	3.83	0.47	4.86
Employee Costs	£4,281	£6,192	£16,650	£186,098	£22,905	£236,126
Street Works Coordinators						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.72	1.51	0.64	0.27	0.37	3.51
Total Permits	227	218	959	15727	1734	18865
Total Hours	164	329	610	4312	637	66178
No. of Posts Required	0.11	0.22	0.40	2.82	0.42	3.95
Employee Costs	£6,532	£13,108	£24,272	£171,672	£25,342	£240,926

Southampton Permit Scheme – Cost Benefit Analysis

Traffic Managers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.36	0.58	0.22	0.05	0.05	1.26
Total Permits	227	218	959	15727	1734	18865
Total Hours	82	127	213	740	94	23857
No. of Posts Required	0.05	0.08	0.14	0.48	0.06	0.82
Employee Costs	£4,667	£7,261	£12,148	£42,324	£5,368	£71,768

The overall costs associated with the operation of the Permit Scheme are summarised in Table 54 below.

Southampton Permit Scheme – Cost Benefit Analysis

Table 54 Staff costing summary

Total Number of Employees and Costs		
Personnel Type	No.	Salaries
Street Works Officers	3.90	£313,462
Street Works Coordinators	3.67	£339,698
Traffic Managers	1.28	£123,077
TOTAL	8.86	£776,237

With the addition of a provision for the cost of Permit variations, the final Permit Scheme cost is shown in Table 55.

Table 55 Permit Scheme costing summary

Permit Scheme Cost Breakdown	
Cost Type	Cost
Permit Application Employee Costs	£776,237
Permit Application Operational Factor Costs	£225,109
Total Permit Application Costs	£1,001,346

Permit Variation Employee Costs	£31,463
Permit Variation Operational Factor Costs	£12,851
Total Permit Variation Application Costs	£44,314

TOTAL PERMIT SCHEME COSTS	£1,045,659
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7 FINANCIAL CALCULATIONS

7.1 INTRODUCTION

This section will present the calculation of financial benefits for the statutory outputs:

- Public Accounts - Local Government Funding
- Public Accounts - Central Government Funding
- Transport Economic Efficiency
- Monetized Costs and Benefits

The calculations will be presented for the opening year and for the 25-year Scheme horizon, and will be discounted where required.

7.2 PUBLIC ACCOUNTS - LOCAL GOVERNMENT FUNDING

The Local Government public account reporting has the following categories:

- Revenue
- Operating costs
- Investment costs
- Developer and other contributions
- Grant / subsidy payments

Southampton Permit Scheme – Cost Benefit Analysis

7.2.1 Revenue

For the purposes of this Cost Benefit Analysis, the Permit fee income is calculated by the multiplication of the estimated Permit fee volume and the average Permit fee, which is derived using the maximum permit fee structure as shown on Table 8. The full cost of the Scheme in the opening year is comprised of the set up costs and the Scheme operating costs summarized in Tables 56 and 62. The average cost-recovery price of Permits is generated by dividing the total cost in the opening year by the estimated number of Permit volumes at the start of the year. The number of Permits in the opening month is a monthly pro-rata value based upon the estimated number of Permits in the opening year along with the 20% uplift for phased works. The Permit Scheme is scheduled to become fully operational in the opening month of the opening year of the assessment and from the second and subsequent months, the 5% reduction in Permit volume will come into effect.

7.2.2 Operating costs

The operating costs for the Scheme are comprised of:

- Staff and operation costs;
- Asset maintenance costs; and
- Unrecoverable fees

No provision has been made for on-going asset maintenance of the Permit Scheme.

The Operational Costs of £86,957 (5%) and £86,775 (10%) in the first month are a pro-rata apportionment of the opening year total of £1,019,518 (5%) and £993,476 (10%) contained within Tables 57 and 63.

It has been assumed (Table 7 Model Variable specification) that half of the percentage reduction in Permit volume would be applied to the Scheme costs giving a 2.5% reduction. The full reduction is applied for costs starting in the second year, with a pro-rata increase throughout the opening year.

Non recoverable costs for Highway permits for the Council's on schemes has been included as an administration charge and is carried out by a Highway Administrative Officer based on approximately 5 minute extra administrative time for each work requiring a permit:

Salary - £18,500 per annum and 1,628 hours worked per year.

With pensions and overheads etc this equates to £22 per hour.

$\text{£}22 / 60\text{mins} \times 5\text{mins} = \text{£}1.83$ of cost per Permit Application.

Financial calculations for year 2 to 25 are shown on Table 58 to 61 (5% saving) and 64 to 67 (10% saving).

Southampton Permit Scheme – Cost Benefit Analysis
Table 56 Financial Calculations 5% Reduction in Works Annual Cost

Southampton Financial Calculations 5% Reduction in Street Works											
	Opening	Closing Values									
Annual Cost of Permit Scheme - Closing Values	Year-0	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6	Year-7	Year-8	Year-9	Year-10
Reduction Factor less Permit flex		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Permit Costs	1,045,659	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Recovery of Set-up Costs	107,600	35,867	35,867	35,867							
Annual Cost For Recovery		1,070,146	1,055,385	1,055,385	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Cost Recovery Price Permit fee income		1,139,455	1,015,369	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Cost Recovery Price Permit fee income (prior year data)		53	45	50	50	48	48	48	48	48	48
Over) / under-recovery £		-69,309	40,016	35,867	-	-	-	-	-	-	-
Over) / under-recovery £ (prior year)	-	69,309	40,016	35,867	-	-	-	-	-	-	-
Annual Cost Highway permits (non recoverable)	40,929	40,929	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882
Annual Income Max Permit Fee	1,203,418	1,175,840	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332
Overall Scheme Cost	1,045,659	950,209	1,059,534	1,055,385	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Profit/Loss	-	225,630	113,798	117,948	153,814	153,814	153,814	153,814	153,814	153,814	153,814

Southampton Permit Scheme – Cost Benefit Analysis

Table 57 Financial Calculations 5% Reduction in Works First Year Cost

Financial Calculations 5% Reduction in Street Works	Year	Year-1											
	Month	Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7	Month-8	Month-9	Month-10	Month-11	Month-12
Annual Cost of Permit Scheme - Closing Values	87,138	86,957	86,790	86,638	86,498	86,370	86,252	86,145	86,046	85,955	85,872	85,796	84,960
Permit Cost	-	1,860	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767
Permit Volumes	-	53.49	53.49	53.49	53.49	53.49	53.49	53.49	53.49	53.49	53.49	53.49	53.49
Cost Recovery Price Permit fee income	-	99,516	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540
Multiplied by number of Permits	-	99,516	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540	94,540
Income derived on Cost recovery basis	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411
Cost Highway permits (non recoverable)	100,285	100,285	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778
Income derived from Max Permit Fee		-90,367	-90,201	-90,049	-89,909	-89,781	-89,663	-89,555	-89,457	-89,366	-89,283	89,207	88,371
Permit Scheme - Operational Costs													

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Southampton Permit Scheme – Cost Benefit Analysis
Table 58 Financial Calculations 5% Reduction in Works Second Year Cost

Financial Calculations 5% Reduction in Street Works	Year	Year-2											
	Month	Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7	Month-8	Month-9	Month-10	Month-11	Month-12
Annual Cost of Permit Scheme - Closing Values													
Permit Cost	-	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960
Permit Volumes	-	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767
Cost Recovery Price Permit fee income	-	44.61	44.61	44.61	44.61	44.61	44.61	44.61	44.61	44.61	44.61	44.61	44.61
Multiplied by number of Permits	-	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838
Income derived on Cost recovery basis	-	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838	78,838
Cost Highway permits (non recoverable)	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411
Income derived from Max Permit Fee	-	100,285	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778
Permit Scheme - Operational Costs	-	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	88,371	88,371

Table 59 Financial Calculations 5% Reduction in Works Third Year Cost

Financial Calculations 5% Reduction in Street Works	Year	Year-3											
	Month	Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7	Month-8	Month-9	Month-10	Month-11	Month-12
Annual Cost of Permit Scheme - Closing Values													
Permit Cost	-	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960	84,960
Permit Volumes	-	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767	1,767
Cost Recovery Price Permit fee income	-	49.96	49.96	49.96	49.96	49.96	49.96	49.96	49.96	49.96	49.96	49.96	49.96
Multiplied by number of Permits	-	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295
Income derived on Cost recovery basis	-	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295	88,295
Cost Highway permits (non recoverable)	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411
Income derived from Max Permit Fee	-	100,285	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778	97,778
Permit Scheme - Operational Costs	-	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	-88,371	88,371	88,371

Southampton Permit Scheme – Cost Benefit Analysis

Table 60 Financial Calculations 5% Reduction in Works 4-14 Year Cost

Financial Calculations 5% Reduction in Street Works	Year	Year-4	Year-5	Year-6	Year-7	Year-8	Year-9	Year-10	Year-11	Year-12	Year-13	Year-14
Annual Cost of Permit Scheme - Closing Values												
Permit Cost	-	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Permit Volumes	-	21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209
Cost Recovery Price Permit fee income	-	49.76	48.07	48.07	48.07	48.07	48.07	48.07	48.07	48.07	48.07	48.07
Multiplied by number of Permits	-	1,055,385	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Income derived on Cost recovery basis	-	1,055,385	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Cost Highway permits (non recoverable)	-	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882
Income derived from Max Permit Fee	-	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332
Permit Scheme - Operational Costs		-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	1,058,400

Table 61 Financial Calculations 5% Reduction in Works 15-25 Year Cost

Financial Calculations 5% Reduction in Street Works	Year	Year-15	Year-16	Year-17	Year-18	Year-19	Year-20	Year-21	Year-22	Year-23	Year-24	Year-25
Annual Cost of Permit Scheme - Closing Values												
Permit Cost	-	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Permit Volumes		21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209	21,209
Cost Recovery Price Permit fee income		48.07	48.07	48.07	48.07	48.07	48.07	48.07	48.07	48.07	48.07	48.07
Multiplied by number of Permits		1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Income derived on Cost recovery basis		1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518	1,019,518
Cost Highway permits (non recoverable)		38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882	38,882
Income derived from Max Permit Fee		1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332	1,173,332
Permit Scheme - Operational Costs		-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	-1,058,400	1,058,400	1,058,400

Southampton Permit Scheme – Cost Benefit Analysis
Table 62 Financial Calculations 10% Reduction in Works Annual Cost

Southampton Financial Calculations 10% Reduction in Street Works											
	Opening	Closing Values									
Annual Cost of Permit Scheme - Closing Values	Year-0	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6	Year-7	Year-8	Year-9	Year-10
Reduction Factor less Permit flex		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Permit Costs	1,045,659	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Recovery of Set-up Costs	107,600	35,867	35,867	35,867	-	-	-	-	-	-	-
Annual Cost For Recovery	-	1,058,766	1,029,243	1,029,243	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Cost Recovery Price Permit fee income	-	986,984	1,059,695	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Cost Recovery Price Permit fee income (prior year data)	-	49	56	48	51	49	49	49	49	49	49
(Over) / under-recovery £	-	71,781	30,452	35,867	-	-	-	-	-	-	-
(Over) / under-recovery £ (prior year)	-	71,781	30,452	35,867	-	-	-	-	-	-	-
Annual Cost Highway permits (non recoverable)	40,929	40,929	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836
Annual Income Max Permit Fee	1,203,418	1,148,261	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247
Overall Scheme Cost	1,086,588	1,141,953	962,924	1,029,243	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Profit/Loss	116,830	6,308	180,323	114,004	149,871	149,871	149,871	149,871	149,871	149,871	149,871

Southampton Permit Scheme – Cost Benefit Analysis

Table 63 Financial Calculations 10% Reduction in Works First Year Cost

Financial Calculations 10% Reduction in Street Works	Year	Year-1											
	Month	Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7	Month-8	Month-9	Month-10	Month-11	Month-12
Permit Cost	87,138	86,775	86,442	86,137	85,858	85,601	85,366	85,151	84,953	84,772	84,607	84,454	82,781
Permit Volumes	-	1,860	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674
Cost Recovery Price Permit fee income	-	48.67	48.67	48.67	48.67	48.67	48.67	48.67	48.67	48.67	48.67	48.67	48.67
Multiplied by number of Permits	-	90,549	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494
Income derived on Cost recovery basis	-	90,549	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494	81,494
Cost Highway permits (non recoverable)	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411
Income derived from Max Permit Fee	100,285	100,285	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271
Permit Scheme - Operational Costs	-	86,775	86,442	86,137	85,858	85,601	85,366	85,151	84,953	84,772	84,607	84,454	82,781

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Southampton Permit Scheme – Cost Benefit Analysis
Table 64 Financial Calculations 10% Reduction in Works Second Year Cost

Financial Calculations 10% Reduction in Street Works	Year	Year-2											
Annual Cost of Permit Scheme - Closing Values	Month	Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7	Month-8	Month-9	Month-10	Month-11	Month-12
Permit Cost	-	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781
Permit Volumes	-	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674
Cost Recovery Price Permit fee income	-	56.31	56.31	56.31	56.31	56.31	56.31	56.31	56.31	56.31	56.31	56.31	56.31
Multiplied by number of Permits	-	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290
Income derived on Cost recovery basis	-	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290	94,290
Cost Highway permits (non recoverable)	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411
Income derived from Max Permit Fee	-	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271
Permit Scheme - Operational Costs	-	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781

Table 65 Financial Calculations 10% Reduction in Works Third Year Cost

Financial Calculations 10% Reduction in Street Works	Year	Year-3											
Annual Cost of Permit Scheme - Closing Values	Month	Month-1	Month-2	Month-3	Month-4	Month-5	Month-6	Month-7	Month-8	Month-9	Month-10	Month-11	Month-12
Permit Cost	-	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781
Permit Volumes	-	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674	1,674
Cost Recovery Price Permit fee income	-	47.92	47.92	47.92	47.92	47.92	47.92	47.92	47.92	47.92	47.92	47.92	47.92
Multiplied by number of Permits	-	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244
Income derived on Cost recovery basis	-	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244	80,244
Cost Highway permits (non recoverable)	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411	3,411
Income derived from Max Permit Fee	-	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271	95,271
Permit Scheme - Operational Costs	-	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781	82,781

Southampton Permit Scheme – Cost Benefit Analysis
Table 66 Financial Calculations 10% Reduction in Works 4-14 Year Cost

Financial Calculations 10% Reduction in Street Works	Year	Year-4	Year-5	Year-6	Year-7	Year-8	Year-9	Year-10	Year-11	Year-12	Year-13	Year-14
Annual Cost of Permit Scheme - Closing Values												
Permit Cost	-	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Permit Volumes	-	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092
Cost Recovery Price Permit fee income	-	51.23	49.44	49.44	49.44	49.44	49.44	49.44	49.44	49.44	49.44	49.44
Multiplied by number of Permits	-	1,029,243	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Income derived on Cost recovery basis	-	1,029,243	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Cost Highway permits (non recoverable)	-	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836
Income derived from Max Permit Fee	-	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247
Permit Scheme - Operational Costs	-	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376

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Table 67 Financial Calculations 10% Reduction in Works 5-25 Year Cost

Financial Calculations 10% Reduction in Street Works	Year	Year-15	Year-16	Year-17	Year-18	Year-19	Year-20	Year-21	Year-22	Year-23	Year-24	Year-25
Annual Cost of Permit Scheme - Closing Values												
Permit Cost	-	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Permit Volumes	-	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092	20,092
Cost Recovery Price Permit fee income	-	49	49	49	49	49	49	49	49	49	49	49
Multiplied by number of Permits	-	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Income derived on Cost recovery basis	-	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376
Cost Highway permits (non recoverable)	-	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836	36,836
Income derived from Max Permit Fee	-	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247	1,143,247
Permit Scheme - Operational Costs	-	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376	993,376

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Southampton Permit Scheme – Cost Benefit Analysis

7.2.3 Investment costs

The investment costs of £107,600 are incurred in the month before the Permit Scheme opening and recovered throughout 3 years through Permit Scheme income. The detailed breakdown of costs is presented in Table 51.

7.2.4 Developer and other contributions

There are no developer or other contributions in the Local Government Public accounts reporting.

7.2.5 Grant / subsidy payments

There are no grant or subsidy payments in the Local Government Public accounts reporting.

7.3 PUBLIC ACCOUNTS - CENTRAL GOVERNMENT FUNDING

The Central Government public account reporting has the following categories:

- Revenue
- Operating costs
- Investment costs
- Developer and other contributions
- Grant / subsidy payments
- Indirect tax revenues

7.3.1 Revenue

There is no revenue in the Central Government Public accounts reporting.

7.3.2 Operating costs

There are no operating costs in the Central Government Public accounts reporting.

7.3.3 Investment costs

There are no investment costs in the Central Government Public accounts reporting.

7.3.4 Developer and other contributions

There are no developer or other contributions in the Central Government Public accounts reporting.

7.3.5 Grant / subsidy payments

There are no developer or other contributions in the Central Government Public accounts reporting.

7.3.6 Indirect tax revenues

The indirect tax revenue calculation is based upon the loss of fuel taxation revenues to Central Government from the more efficient functioning of the highway network from the reduction in road works.

7.4 TRANSPORT ECONOMIC EFFICIENCY

The Transport Economic Efficiency (TEE) table reports on user benefits by consumer and business sections for time, fuel and non-fuel vehicle operating impacts.

7.4.1 Consumer User Benefits

The consumer user benefit consists of private car and bus travel time, and vehicle operating costs.

7.4.2 Business User Benefits

The business user benefits are for commercial car travel and private sector providers for Travel time and vehicle operating costs.

Southampton Permit Scheme – Cost Benefit Analysis

8 STATUTORY OUTPUTS

8.1 INTRODUCTION

This section presents the statutory outputs required for the Southampton Permit Scheme Cost Benefit analysis.

The results are presented in the opening year and over the 25-year horizon in 2010 prices as advised in WebTAG.

The discounted totals are presented at the bottom of each table. The calculation basis of each category has been presented in Sections 5, 6 and 7.

The statutory outputs consist of three categories:

8.2 TRANSPORT ECONOMIC EFFICIENCY (TEE)

The TEE table presents the net user benefits of travel time, fuel and non-fuel vehicle operating costs disaggregated by trip purpose between non-business consumers and business users, including transport operators and are below on Tables 68 to 71.

8.3 PUBLIC ACCOUNTS

The Public Accounts tables show the net impact to Local and Central Government and are below on Tables 72 to 75.

8.4 COST BENEFIT ANALYSIS

The items for inclusion in the central case Cost Benefit Analysis BCR and NPV are based upon the guidance specified in Annex C of TMA 2004 Decision-making and development (2nd edition) which specifies:

- Permit Fees are excluded from the Public Accounts table;
- Indirect Taxation is excluded from the Public Accounts table; and
- Permit Fees are not treated as a dis-benefit to business.

Revenue received from Permit Fees has been assumed to be reinvested in the authority and therefore offset in the economic appraisal as a capital cost.

Tables 76 to 79 are below.

8.5 STATUTORY COST BENEFIT ANALYSIS

The study has addressed all aspects of the implementation of the Southampton Permit Scheme through both the direct financial and socio-economic criteria to quantify the overall economic merit of the Scheme.

The Scheme has a Benefit Cost Ratio of and Net Present Value of in current prices (2010 prices). The appraisal results demonstrate that the introduction of the Permit Scheme will have a net positive economic benefit.

Southampton Permit Scheme – Cost Benefit Analysis

Table 68 TEE Table 5% Work Saving Year 1

Transport Economic Efficiency (TEE) Table (5% Work Saving) Year 1

Consumers	ALL MODES TOTAL	ROAD Private Cars and LGVs	Bus & Coach Passengers	RAIL Passengers	Other
<i>User benefits</i>					
Travel time	2,710,898	2,395,548	315,350	-	-
Vehicle operating costs	165,953	165,953			-
User charges	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-
NET CONSUMER BENEFITS	2,876,851	-1 2,561,501	315,350	-	-

Business

User benefits

		Goods Vehicles	Business Cars & LGVs	Passengers	Freight	Passengers
Travel time	1,918,709	655,105	1,176,630	86,974	-	-
Vehicle operating costs	67,687	46,527	21,159			-
User charges	-	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-	-
Subtotal	1,986,395	-2 701,632	1,197,789	86,974	-	-

Private sector provider impacts

		Freight	Passengers
Revenue	-	-	-
Operating costs	26,195	26,195	-
Investment costs	-	-	-
Grant/subsidy	-	-	-
Subtotal	26,195	-3 26,195	-

Other business impacts

Developer contributions	-	-4 -	-	-	-
NET BUSINESS IMPACT	2,012,590	(5) = (2) + (3) + (4)			

TOTAL

Present Value of Transport Economic Efficiency Benefits	4,889,441	(6) = (1) + (5)
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Notes: Benefits appear as positive numbers, while costs appear as negative numbers. All entries are discounted present values, in 2010 prices and values. All values £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 69 TEE Table 10% Work Saving Year 1

Transport Economic Efficiency (TEE) Table (10% Work Saving) Year 1

Consumers	ALL MODES	ROAD	Bus & Coach	RAIL	Other
<i>User benefits</i>	TOTAL	Private Cars and LGVs	Passengers	Passengers	
Travel time	5,421,796	4,791,096	630,700	-	-
Vehicle operating costs	93,055	93,055			-
User charges	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-
NET CONSUMER BENEFITS	5,514,850	4,884,150	630,700	-	-

Business

<i>User benefits</i>		Goods Vehicles	Business Cars & LGVs	Passengers	Freight	Passengers
Travel time	3,837,418	1,310,209	2,353,260	173,948	-	-
Vehicle operating costs	135,373	93,055	42,319			-
User charges	-	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-	-
Subtotal	3,972,791	1,403,264	2,395,578	173,948	-	-
<i>Private sector provider impacts</i>					Freight	Passengers
Revenue	-				-	-
Operating costs	52,389				52,389	-
Investment costs	-				-	-
Grant/subsidy	-				-	-
Subtotal	52,389				52,389	-
<i>Other business impacts</i>						
Developer contributions	-				-	-
NET BUSINESS IMPACT	4,025,180					

TOTAL

Present Value of Transport Economic Efficiency Benefits	9,540,031	(5) = (2) + (3) + (4)
		(6) = (1) + (5)

Notes: Benefits appear as positive numbers, while costs appear as negative numbers. All entries are discounted present values, in 2010 prices and values. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 70 TEE Table 5% Work Saving 25 Years

Transport Economic Efficiency (TEE) Table (5% Work Saving) 25 Years

Consumers	ALL MODES	ROAD	Bus & Coach	RAIL	Other
<i>User benefits</i>	TOTAL	Private Cars and LGVs	Passengers	Passengers	
Travel time	67,772,447	59,888,694	7,883,753	-	-
Vehicle operating costs	4,148,835	4,148,835			-
User charges	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-
NET CONSUMER BENEFITS	71,921,282	64,037,529	7,883,753	-	-

Business

User benefits

		Goods Vehicle s	Busines s Cars & LGVs	Passeng ers	Freig ht	Passeng ers
Travel time	47,967,719	16,377,618	29,415,746	2,174,356	-	-
Vehicle operating costs	1,692,168	1,163,183	528,985			-
User charges	-	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-	-
Subtotal	49,659,887	17,540,800	29,944,731	2,174,356	-	-

		Freig ht	Passeng ers
Revenue	-	-	-
Operating costs	654,866	654,866	-
Investment costs	-	-	-
Grant/subsidy	-	-	-
Subtotal	654,866	654,866	-

Developer contributions	-	-	-	-	-
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NET BUSINESS IMPACT	50,314,753	(5) = (2) + (3) + (4)
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TOTAL

Present Value of Transport Economic Efficiency Benefits	122,236,035	(6) = (1) + (5)
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Notes: Benefits appear as positive numbers, while costs appear as negative numbers. All entries are discounted present values, in 2010 prices and values. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 71 TEE Table 10% Work Saving 25 Years

Transport Economic Efficiency (TEE) Table (10% Work Saving) 25 Years

Consumers	ALL MODES TOTAL	ROAD Private Cars and LGVs	Bus & Coach Passengers	RAIL Passengers	Other
User benefits					
Travel time	135,544,894	119,777,389	15,767,505	-	-
Vehicle operating costs	2,326,365	2,326,365			-
User charges	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-
NET CONSUMER BENEFITS	137,871,259	-1 122,103,754	15,767,505	-	-

Business

		Goods Vehicle s	Busine ss Cars & LGVs	Passeng ers	Freig ht	Passeng ers	
User benefits							
Travel time	95,935,438	32,755,236	58,831,491	4,348,712	-	-	-
Vehicle operating costs	3,384,336	2,326,365	1,057,970				-
User charges	-	-	-	-	-	-	-
During Construction & Maintenance	-	-	-	-	-	-	-
Subtotal	99,319,774	-2 35,081,601	59,889,462	4,348,712	-	-	-

Private sector provider impacts

		Freig ht	Passeng ers		
Revenue	-	-	-	-	-
Operating costs	1,309,733	1,309,733	-	-	-
Investment costs	-	-	-	-	-
Grant/subsidy	-	-	-	-	-
Subtotal	1,309,733	-3 1,309,733	-	-	-

Other business impacts

Developer contributions	-	-4 -	-	-	-	-
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NET BUSINESS IMPACT	100,629,507	(5) = (2) + (3) + (4)
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TOTAL

Present Value of Transport Economic Efficiency Benefits	238,500,766	(6) = (1) + (5)
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Notes: Benefits appear as positive numbers, while costs appear as negative numbers. All entries are discounted present values, in 2010 prices and values. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 72 PA Table 5% Work Saving Year 1

Public Accounts (PA) Table (5% Work Saving) Year 1

	ALL MODES	ROAD	BUS and COACH	RAIL	OTHER
Local Government Funding	TOTAL	INFRASTRUCTURE			
Revenue	-				-
Operating Costs	1,051,250	-			1,051,250
Investment Costs	961,282	-			961,282
Developer and Other Contributions	1,083,317	-			1,083,317
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	993,348	-7	-	-	993,348

Central Government Funding: Transport

Revenue	-	-			-
Operating costs	-	-			-
Investment Costs	-	-			-
Developer and Other Contributions	-	-	-	-	-
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	-	-8	-	-	-

Central Government Funding: Non-Transport

Indirect Tax Revenues	0	-9	0	-	-
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TOTALS

Broad Transport Budget	993,348	(10) = (7) + (8)
Wider Public Finances	0	(11) = (9)

Notes: Costs appear as positive numbers, while revenues and 'Developer and Other Contributions' appear as negative numbers.
All entries are discounted present values in 2010 prices and values. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 73 PA Table 10% Work Saving Year 1

Public Accounts (PA) Table (10% Work Saving) Year 1

	ALL MODES	ROAD	BUS and COACH	RAIL	OTHER
Local Government Funding	TOTAL	INFRASTRUCTURE			
Revenue	- 1,026,594	-			- 1,026,594
Operating Costs	914,515	-			914,515
Investment Costs	1,122,793	-			1,122,793
Developer and Other Contributions	-	-	-	-	-
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	1,010,714	-7	-	-	1,010,714

Central Government Funding: Transport

Revenue	-	-			-
Operating costs	-	-			-
Investment Costs	-	-			-
Developer and Other Contributions	-	-	-	-	-
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	-	-8	-	-	-

Central Government Funding: Non-Transport

Indirect Tax Revenues	0	-9	0	-	-
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TOTALS

Broad Transport Budget	1,010,714	(10) = (7) + (8)
Wider Public Finances	0	(11) = (9)

Notes: Costs appear as positive numbers, while revenues and 'Developer and Other Contributions' appear as negative numbers.
All entries are discounted present values in 2010 prices and values. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 74 PA Table 5% Work Saving 25 Years

Public Accounts (PA) Table (5% Work Saving) 25 Year

	ALL MODES	ROAD	BUS and COACH	RAIL	OTHER
Local Government Funding	TOTAL	INFRASTRUCTURE			
Revenue	-	-			-
Operating Costs	26,231,948	-			26,231,948
Investment Costs	23,675,055	-			23,675,055
Developer and Other Contributions	26,328,147	-			26,328,147
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	23,771,254	-7	-	-	23,771,254

Central Government Funding: Transport

Revenue	-	-			-
Operating costs	-	-			-
Investment Costs	-	-			-
Developer and Other Contributions	-	-	-	-	-
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	-	-8	-	-	-

Central Government Funding: Non-Transport

Indirect Tax Revenues	0	-9	0	-	-
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TOTALS

Broad Transport Budget	23,771,254	(10) = (7) + (8)
Wider Public Finances	0	(11) = (9)

Notes: Costs appear as positive numbers, while revenues and 'Developer and Other Contributions' appear as negative numbers.
All entries are discounted present values in 2010 prices and values. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 75 PA Table 10% Work Saving 25 Years

Public Accounts (PA) Table (10% Work Saving) 25 Year

	ALL MODES	ROAD	BUS and COACH	RAIL	OTHER
Local Government Funding	TOTAL	INFRASTRUCTURE			
Revenue	- 25,557,265	-			- 25,557,265
Operating Costs	22,229,412	-			22,229,412
Investment Costs	25,653,464	-			25,653,464
Developer and Other Contributions	-	-	-	-	-
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	22,325,611	-7	-	-	22,325,611

Central Government Funding: Transport

Revenue	-	-			-
Operating costs	-	-			-
Investment Costs	-	-			-
Developer and Other Contributions	-	-	-	-	-
Grant/Subsidy Payments	-	-	-	-	-
NET IMPACT	-	-8	-	-	-

Central Government Funding: Non-Transport

Indirect Tax Revenues	0	-9	0	-	-
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TOTALS

Broad Transport Budget	22,325,611	(10) = (7) + (8)
Wider Public Finances	0	(11) = (9)

Notes: Costs appear as positive numbers, while revenues and 'Developer and Other Contributions' appear as negative numbers.
All entries are discounted present values in 2010 prices and values. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 76 AMCB 5% Work Saving Year 1

Analysis of Monetised Costs and Benefits (5% Work Saving) Year 1

Noise	-	-12
Local Air Quality	-	-13
Greenhouse Gases	29,795	-14
Journey Quality	-	-15
Physical Activity	-	-16
Accidents	55,380	-17
Economic Efficiency: Consumer Users (Commuting)	2,876,851	(1a)
Economic Efficiency: Consumer Users (Other)	-	(1b)
Economic Efficiency: Business Users and Providers	2,012,590	-5
Wider Public Finances (Indirect Taxation Revenues)	22,681	- (11) - sign changed from PA table, as PA table represents costs, not benefits
Present Value of Benefits (see notes) (PVB)	4,951,936	(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)
Broad Transport Budget	993,348	
Present Value of Costs (see notes) (PVC)	993,348	
OVERALL IMPACTS		
Net Present Value (NPV)	3,958,588	
Benefit to Cost Ratio (BCR)	4.99	

Note : This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 77 AMCB 10% Work Saving Year 1

Analysis of Monetised Costs and Benefits (10% Work Saving) Year 1

Noise	-	-12
Local Air Quality	-	-13
Greenhouse Gases	59,591	-14
Journey Quality	-	-15
Physical Activity	-	-16
Accidents	110,761	-17
Economic Efficiency: Consumer Users (Commuting)	5,514,850	(1a)
Economic Efficiency: Consumer Users (Other)	-	(1b)
Economic Efficiency: Business Users and Providers	4,025,180	-5
Wider Public Finances (Indirect Taxation Revenues)	45,362	- (11) - sign changed from PA table, as PA table represents costs, not benefits
Present Value of Benefits (see notes) (PVB)	9,755,744	(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)
Broad Transport Budget	1,010,714	-10
Present Value of Costs (see notes) (PVC)	1,010,714	(PVC) = (10)
OVERALL IMPACTS		
Net Present Value (NPV)	8,745,030	NPV=PVB-PVC
Benefit to Cost Ratio (BCR)	9.65	BCR=PVB/PVC

Note : This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 78 AMCB 5% Work Saving 25 Years

Analysis of Monetised Costs and Benefits (5% Work Saving) 25 Years

Noise	-	-12
Local Air Quality	-	-13
Greenhouse Gases	744,886	-14
Journey Quality	-	-15
Physical Activity	-	-16
Accidents	1,384,507	-17
Economic Efficiency: Consumer Users (Commuting)	71,921,282	(1a)
Economic Efficiency: Consumer Users (Other)	-	(1b)
Economic Efficiency: Business Users and Providers	50,314,753	-5
Wider Public Finances (Indirect Taxation Revenues)	567,030	- (11) - sign changed from PA table, as PA table represents costs, not benefits
Present Value of Benefits (see notes) (PVB)	123,798,398	(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)
Broad Transport Budget	23,771,254	-10
Present Value of Costs (see notes) (PVC)	23,771,254	(PVC) = (10)
OVERALL IMPACTS		
Net Present Value (NPV)	100,027,144	NPV=PVB-PVC
Benefit to Cost Ratio (BCR)	5.21	BCR=PVB/PVC

Note : This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

Table 79 AMCB 10% Work Saving 25 Years

Analysis of Monetised Costs and Benefits (10% Work Saving) 25 Years

Noise	-	-12
Local Air Quality	-	-13
Greenhouse Gases	1,489,773	-14
Journey Quality	-	-15
Physical Activity	-	-16
Accidents	2,769,013	-17
Economic Efficiency: Consumer Users (Commuting)	137,871,259	(1a)
Economic Efficiency: Consumer Users (Other)	-	(1b)
Economic Efficiency: Business Users and Providers	100,629,507	-5
Wider Public Finances (Indirect Taxation Revenues)	1,134,060	- (11) - sign changed from PA table, as PA table represents costs, not benefits
Present Value of Benefits (see notes) (PVB)	241,625,492	(PVB) = (12) + (13) + (14) + (15) + (16) + (17) + (1a) + (1b) + (5) - (11)
Broad Transport Budget	22,325,611	-10
Present Value of Costs (see notes) (PVC)	22,325,611	(PVC) = (10)
OVERALL IMPACTS		
Net Present Value (NPV)	219,299,881	NPV=PVB-PVC
Benefit to Cost Ratio (BCR)	10.82	BCR=PVB/PVC

Note : This table includes costs and benefits which are regularly or occasionally presented in monetised form in transport appraisals, together with some where monetisation is in prospect. There may also be other significant costs and benefits, some of which cannot be presented in monetised form. Where this is the case, the analysis presented above does NOT provide a good measure of value for money and should not be used as the sole basis for decisions. All values in £s.

Southampton Permit Scheme – Cost Benefit Analysis

9 SOUTHAMPTON PERMIT SCHEME CBA RESULTS

9.1 INTRODUCTION

This section will summarises the findings of the Southampton Permit Scheme Cost Benefit Analysis and consider the impact on the Highway Authority.

9.2 SOUTHAMPTON HIGHWAY AUTHORITY COST BENEFIT ANALYSIS

In addition to the statutory results presentation, an additional BCR and NPV is presented from the perspective of the Highways Authority (Table 80), which includes the cost recovery from Permit Fee income and includes the effect of indirect taxation. The summary of benefits is presented in Table 81.

Table 80 Highway Authority Southampton Cost Benefit results

Highway Authority Assessment	Opening Year	25 Year
5% reduction in works impact		
Net Present Value of Benefits	£4,951,936	£123,798,398
Net Present Value of Costs	£993,348	£23,771,254
Net Present Value of Permit Scheme	£3,958,588	£100,027,144
Benefit to Cost Ratio	4.99	5.21
Highway Authority Assessment	Opening Year	25 Year
10% reduction in works impact		
Net Present Value of Benefits	£9,755,744	£241,625,492
Net Present Value of Costs	£1,010,714	£22,325,611
Net Present Value of Permit Scheme	£8,745,030	£219,299,881
Benefit to Cost Ratio	9.65	10.82

Table 81 Benefits Summary Values and Percentage 5% reduction in works impact 25 Years

Benefits	Value	Percentage of Total Benefit
Consumer Travel Time	£67,772,447	55%
Consumer Vehicle Operating Costs	£4,148,835	3%
Business Travel Time	£47,967,719	39%
Business Vehicle Operating Costs	£1,692,168	1%
Private Sector Provider Operating Costs	£654,866	1%
Reduction in Fuel Revenue	£567,030	0%
Greenhouse Gases	£744,886	1%
Accidents	£1,384,507	1%
Net Present Value of Benefits	£123,798,398	

The Scheme has a Benefit Cost Ratio of 5.21 and Net Present Value of £100m 2010 prices and 5% reduction in works which suggest the Southampton Permit Scheme would be both viable and beneficial for the Highway Authority and the population of Southampton.

The higher BCR and NPV are attributable to the net benefit of adding Permit Fee income and indirect taxation to the assessment and the difference in opening year and overall

Southampton Permit Scheme – Cost Benefit Analysis

assessment BCR is due to the changing relationship of costs and benefits over the assessment period.

The projected discounted benefits in the opening year of £4.9m includes a reliability adjustment of 20% for urban roads and has been assessed at a local level. This is a decrease in the estimated suggested benefit in the DfT report in Section 3.7. The average by type of works in The Halcrow Study for Major and Standard works was 24% of total works, in Southampton this is 13% and will have a factor on the duration of works and subsequent delays.

9.3 SENSITIVITY ANALYSIS

A series of sensitivity tests have been performed on the 25-year appraisal to further understand the economic performance of the Scheme and its effects at different policy levels. The Highway Authority central case assumption of a 5% reduction in works activity produced a BCR of 5.21.

The results in Table 82 below shows the standard sensitivity test of the level of works reduction required to produce a BCR of 2.0 and a BCR of 1.0.

Table 82 Standard Sensitivity

Standard Sensitivity		
BCR	1%	2%
Works Reduction	0.97%	1.93%

Table 83 below presents the BCR achieved based upon the level of works reduction achieved.

Table 83 Works Reduction Sensitivity

Works Reduction Sensitivity	
Works Reduction	BCR
1% Saving	1.03
2% Saving	2.07
3% Saving	3.12
4% Saving	4.18
5% Saving	5.26
6% Saving	6.34
7% Saving	7.43
8% Saving	8.54
9% Saving	9.66
10% Saving	10.79

Table 84 shows the level of roadwork reduction achieved at different BCR levels.

Southampton Permit Scheme – Cost Benefit Analysis

Table 84 BCR Sensitivity

BCR Sensitivity	
BCR	Works Reduction
1	0.97%
2	1.93%
3	2.89%
4	3.83%
5	4.76%
6	5.69%
7	6.61%
8	7.51%
9	8.41%
10	9.30%

Southampton Permit Scheme – Cost Benefit Analysis

10 APPENDIX A

QUADRO Data

See Attached

11 APPENDIX B

Sample Sites QUADRO Results Summary

See attached

12 APPENDIX C

Permit Fees Matrix

See attached

END OF DOCUMENT

Southampton Sample Sites QUADRO Results Summary														
RC 0-2 Major														
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon		
1	43	10	41	253562	10648	150468	4293	132854	838	137985	1371	1845		
2	20	10	40	83543	3040	51271	1029	40882	474	42385	2126	543		
3	11	10	40	47440	1394	29054	766	22471	303	23539	1949	291		
4	21	10	30	12351	441	7534	150	4881	120	5151	1273	81		
5	25	10	26	1326	30	472	11	365	4	380	576	7		
6	13	10	23	168	3	51	0	39	0	39	89	0		
Average				33	66398	2593	39808	1041	33582	290	34913	1230	461	
No. of Works					54	54	54	54	54	54	54	54	54	
Cost of Congestion				£	3,585,505	140013	2149652	56238	1813434	15646	1885318	66439	24913	

Southampton Sample Sites QUADRO Results Summary												
RC 0-2 Major												
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
1	43	10	41	142,242	5,973	84,409	2,408	74,528	470	77,406	769	1,035
2	20	10	40	54,303	1,976	33,326	669	26,573	308	27,550	1,382	353
3	11	10	40	35,580	1,046	21,790	574	16,853	227	17,655	1,461	219
4	21	10	30	16,469	589	10,046	200	6,507	160	6,867	1,697	109
5	25	10	26	2,040	46	727	17	562	6	585	886	11
6	13	10	23	299	6	91	-	70	-	70	158	-
Average			33	41,822	1,606	25,065	645	20,849	195	21,689	1,059	288
No. of Works				54	54	54	54	54	54	54	54	54
Cost of Congestion			£	2,258,388	86,718	1,353,501	34,816	1,125,851	10,539	1,171,205	57,177	15,538

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Minor with Excavation													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	29	10	1	124697	5241	81413	2181	58472	636	61289	-147	923	
2	22	10	1	105134	4072	68444	1835	49106	1032	51972	38	790	
3	17	10	1	28107	1276	18520	414	13001	82	13497	38	201	
4	10	10	1	6184	260	3670	105	3240	20	3365	33	45	
5	43	10	1	6184	260	3670	105	3240	20	3365	33	45	
6	40	10	1	5614	239	3313	84	2974	13	3071	34	40	
7	45	10	1	4028	149	2503	56	1977	27	2060	58	27	
8	23	10	1	2923	122	1855	37	1386	6	1429	56	19	
9	30	10	1	2531	105	1492	38	1320	12	1370	31	18	
10	20	10	1	2089	76	1282	26	1022	12	1060	53	14	
11	33	10	1	1992	66	1163	43	1021	29	1094	28	15	
12	6	10	1	1561	59	934	20	774	5	798	52	10	
13	42	10	1	1473	59	821	29	800	3	832	29	11	
14	1	10	1	1252	45	769	12	600	4	616	50	8	
15	11	10	1	1186	35	726	19	562	8	588	49	7	
16	8	10	1	711	28	438	7	313	2	322	48	4	
17	41	10	1	558	22	302	12	292	2	306	26	4	
18	9	10	1	482	15	250	7	269	1	276	26	3	
19	16	10	1	421	17	253	4	171	1	176	45	3	
20	21	10	1	412	15	251	5	163	4	172	42	3	
21	15	10	1	395	10	190	6	188	1	194	1	1	
22	24	10	1	148	2	79	0	65	1	67	24	1	
23	32	10	1	120	3	63	2	45	1	48	23	1	
24	44	10	1	77	2	39	1	27	0	29	18	0	
25	25	10	1	51	1	18	0	14	0	15	22	0	
26	5	10	1	48	1	18	0	13	0	13	21	0	
27	12	10	1	34	1	12	0	6	0	7	16	0	
28	18	10	1	24	0	7	0	5	0	5	13	0	
29	2	10	1	12	0	5	0	4	0	4	4	0	
30	13	10	1	7	0	2	0	2	0	2	4	0	
31	29	10	1.5	187045	7862	122120	3272	87707	954	91933	-221	1385	
32	22	10	1.5	157701	6108	102666	2752	73659	1547	77958	57	1186	
33	17	10	1.5	42160	1915	27780	621	19501	123	20245	57	301	
34	10	10	1.5	9277	390	5505	157	4861	31	5048	50	68	
35	43	10	1.5	9277	390	5505	157	4861	31	5048	50	68	
36	40	10	1.5	8421	359	4970	126	4462	19	4606	51	60	
37	45	10	1.5	6042	224	3754	84	2965	41	3090	86	41	
38	23	10	1.5	4384	183	2782	56	2079	10	2144	84	29	
39	30	10	1.5	3796	158	2238	57	1980	18	2055	47	26	
40	20	10	1.5	3133	114	1923	39	1533	18	1589	80	20	
41	33	10	1.5	2988	99	1745	65	1532	44	1640	42	23	
42	6	10	1.5	2341	89	1402	30	1161	7	1198	78	15	
43	42	10	1.5	2210	89	1231	44	1200	5	1248	44	16	
44	1	10	1.5	1878	67	1153	18	900	5	924	75	11	
45	11	10	1.5	1779	52	1090	29	843	11	883	73	11	
46	8	10	1.5	1067	43	657	11	470	3	483	72	7	
47	41	10	1.5	836	33	452	18	438	3	459	39	6	
48	9	10	1.5	723	23	375	10	403	1	414	40	5	
49	16	10	1.5	631	26	379	7	256	2	264	68	4	
50	21	10	1.5	618	22	377	8	244	6	258	64	4	
51	15	10	1.5	592	14	285	9	282	2	292	2	2	
52	24	10	1.5	222	3	118	1	98	2	100	37	1	
53	32	10	1.5	181	5	95	3	67	2	72	35	1	
54	44	10	1.5	115	4	58	1	41	1	43	27	1	
55	25	10	1.5	77	2	27	1	21	0	22	33	0	

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Minor with Excavation													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	29	10	1	124,697	5,241	81,413	2,181	58,472	636	61,289	147	923	
2	22	10	1	105,134	4,072	68,444	1,835	49,106	1,032	51,972	38	790	
3	17	10	1	28,107	1,276	18,520	414	13,001	82	13,497	38	201	
4	10	10	1	6,184	260	3,670	105	3,240	20	3,365	33	45	
5	43	10	1	6,184	260	3,670	105	3,240	20	3,365	33	45	
6	40	10	1	5,614	239	3,313	84	2,974	13	3,071	34	40	
7	45	10	1	4,028	149	2,503	56	1,977	27	2,060	58	27	
8	23	10	1	2,923	122	1,855	37	1,386	6	1,429	56	19	
9	30	10	1	2,531	105	1,492	38	1,320	12	1,370	31	18	
10	20	10	1	2,089	76	1,282	26	1,022	12	1,060	53	14	
11	33	10	1	1,992	66	1,163	43	1,021	29	1,094	28	15	
12	6	10	1	1,561	59	934	20	774	5	798	52	10	
13	42	10	1	1,473	59	821	29	800	3	832	29	11	
14	1	10	1	1,252	45	769	12	600	4	616	50	8	
15	11	10	1	1,186	35	726	19	562	8	588	49	7	
16	8	10	1	711	28	438	7	313	2	322	48	4	
17	41	10	1	558	22	302	12	292	2	306	26	4	
18	9	10	1	482	15	250	7	269	1	276	26	3	
19	16	10	1	421	17	253	4	171	1	176	45	3	
20	21	10	1	412	15	251	5	163	4	172	42	3	
21	15	10	1	395	10	190	6	188	1	194	1	1	
22	24	10	1	148	2	79	0	65	1	67	24	1	
23	32	10	1	120	3	63	2	45	1	48	23	1	
24	44	10	1	77	2	39	1	27	0	29	18	0	
25	25	10	1	51	1	18	0	14	0	15	22	0	
26	5	10	1	48	1	18	0	13	-	13	21	0	
27	12	10	1	34	1	12	0	6	0	7	16	0	
28	18	10	1	24	0	7	0	5	-	5	13	0	
29	2	10	1	12	0	5	-	4	-	4	4	-	
30	13	10	1	7	0	2	-	2	-	2	4	-	
31	29	10	1.5	187,045	7,862	122,120	3,272	87,707	954	91,933	221	1,385	
32	22	10	1.5	157,701	6,108	102,666	2,752	73,659	1,547	77,958	57	1,186	
33	17	10	1.5	42,160	1,915	27,780	621	19,501	123	20,245	57	301	
34	10	10	1.5	9,277	390	5,505	157	4,861	31	5,048	50	68	
35	43	10	1.5	9,277	390	5,505	157	4,861	31	5,048	50	68	
36	40	10	1.5	8,421	359	4,970	126	4,462	19	4,606	51	60	
37	45	10	1.5	6,042	224	3,754	84	2,965	41	3,090	86	41	
38	23	10	1.5	4,384	183	2,782	56	2,079	10	2,144	84	29	
39	30	10	1.5	3,796	158	2,238	57	1,980	18	2,055	47	26	
40	20	10	1.5	3,133	114	1,923	39	1,533	18	1,589	80	20	
41	33	10	1.5	2,988	99	1,745	65	1,532	44	1,640	42	23	
42	6	10	1.5	2,341	89	1,402	30	1,161	7	1,198	78	15	
43	42	10	1.5	2,210	89	1,231	44	1,200	5	1,248	44	16	
44	1	10	1.5	1,878	67	1,153	18	900	5	924	75	11	
45	11	10	1.5	1,779	52	1,090	29	843	11	883	73	11	
46	8	10	1.5	1,067	43	657	11	470	3	483	72	7	
47	41	10	1.5	836	33	452	18	438	3	459	39	6	
48	9	10	1.5	723	23	375	10	403	1	414	40	5	
49	16	10	1.5	631	26	379	7	256	2	264	68	4	
50	21	10	1.5	618	22	377	8	244	6	258	64	4	
51	15	10	1.5	592	14	285	9	282	2	292	2	2	
52	24	10	1.5	222	3	118	1	98	2	100	37	1	
53	32	10	1.5	181	5	95	3	67	2	72	35	1	
54	44	10	1.5	115	4	58	1	41	1	43	27	1	
55	25	10	1.5	77	2	27	1	21	0	22	33	0	

Southampton Sample Sites QUADRO Results Summary												
RC 0-2 Minor with Excavation												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
56	5	10	1.5	72	2	26	1	19	0	19	32	0
57	12	10	1.5	51	1	17	0	10	0	10	24	0
58	18	10	1.5	36	1	10	0	8	0	8	20	0
59	2	10	1.5	17	0	7	0	5	0	5	7	0
60	13	10	1.5	11	0	3	0	3	0	3	6	0
61	29	10	2	249393	10482	162827	4363	116943	1272	122578	-295	1846
62	22	10	2	210267	8143	136888	3669	98212	2063	103944	75	1581
63	17	10	2	56213	2553	37040	827	26002	164	26993	76	402
64	10	10	2	12369	519	7340	209	6481	41	6731	67	90
65	43	10	2	12369	519	7340	209	6481	41	6731	67	90
66	40	10	2	11228	479	6626	167	5949	25	6141	67	79
67	45	10	2	8056	299	5005	111	3953	55	4120	115	55
68	23	10	2	5845	244	3709	74	2772	13	2859	113	38
69	30	10	2	5062	210	2984	76	2640	25	2741	62	35
70	20	10	2	4177	152	2564	51	2044	24	2119	106	27
71	33	10	2	3984	132	2326	87	2042	58	2187	56	31
72	6	10	2	3121	119	1869	39	1548	10	1597	103	21
73	42	10	2	2946	119	1642	59	1599	6	1665	58	21
74	1	10	2	2505	89	1538	25	1200	7	1232	100	15
75	11	10	2	2372	70	1453	38	1124	15	1177	97	15
76	8	10	2	1423	57	876	14	626	3	643	96	9
77	41	10	2	1115	45	603	24	585	3	612	52	8
78	9	10	2	964	31	500	13	537	1	552	53	6
79	16	10	2	841	34	505	9	341	3	353	90	5
80	21	10	2	823	29	502	10	325	8	343	85	5
81	15	10	2	790	19	380	11	375	2	389	2	2
82	24	10	2	295	3	157	1	131	2	134	49	1
83	32	10	2	241	7	127	4	89	3	96	47	1
84	44	10	2	154	5	77	1	55	1	57	36	1
85	25	10	2	102	2	36	1	28	0	29	44	1
86	5	10	2	96	2	35	1	25	0	26	43	0
87	12	10	2	67	1	23	1	13	0	14	32	0
88	18	10	2	48	1	13	0	11	0	11	27	0
89	2	10	2	23	0	9	0	7	0	7	9	0
90	13	10	2	15	0	4	0	3	0	3	8	0
91	29	10	2.5	311741	13103	203533	5454	146179	1590	153222	-368	2308
92	22	10	2.5	262834	10179	171110	4586	122765	2579	129930	94	1976
93	17	10	2.5	70266	3191	46300	1034	32502	205	33741	95	502
94	10	10	2.5	15461	649	9175	262	8101	51	8414	84	113
95	43	10	2.5	15461	649	9175	262	8101	51	8414	84	113
96	40	10	2.5	14035	599	8283	209	7436	31	7677	84	99
97	45	10	2.5	10070	373	6257	139	4942	69	5150	144	68
98	23	10	2.5	7307	305	4637	93	3465	16	3573	141	48
99	30	10	2.5	6327	263	3729	95	3300	31	3426	78	44
100	20	10	2.5	5221	190	3204	64	2555	30	2649	133	34
101	33	10	2.5	4980	165	2908	109	2553	73	2734	70	39
102	6	10	2.5	3901	148	2336	49	1935	12	1996	129	26
103	42	10	2.5	3683	149	2052	74	1999	8	2081	73	27
104	1	10	2.5	3131	112	1922	31	1500	9	1540	125	19
105	11	10	2.5	2965	87	1816	48	1404	19	1471	122	18
106	8	10	2.5	1779	71	1095	18	783	4	804	120	11
107	41	10	2.5	1394	56	754	30	731	4	765	65	10

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Minor with Excavation													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
56	5	10	1.5	72	2	26	1	19	-	19	32	0	
57	12	10	1.5	51	1	17	0	10	0	10	24	0	
58	18	10	1.5	36	1	10	0	8	-	8	20	0	
59	2	10	1.5	17	0	7	-	5	-	5	7	-	
60	13	10	1.5	11	0	3	-	3	-	3	6	-	
61	29	10	2	249,393	10,482	162,827	4,363	116,943	1,272	122,578	295	1,846	
62	22	10	2	210,267	8,143	136,888	3,669	98,212	2,063	103,944	75	1,581	
63	17	10	2	56,213	2,553	37,040	827	26,002	164	26,993	76	402	
64	10	10	2	12,369	519	7,340	209	6,481	41	6,731	67	90	
65	43	10	2	12,369	519	7,340	209	6,481	41	6,731	67	90	
66	40	10	2	11,228	479	6,626	167	5,949	25	6,141	67	79	
67	45	10	2	8,056	299	5,005	111	3,953	55	4,120	115	55	
68	23	10	2	5,845	244	3,709	74	2,772	13	2,859	113	38	
69	30	10	2	5,062	210	2,984	76	2,640	25	2,741	62	35	
70	20	10	2	4,177	152	2,564	51	2,044	24	2,119	106	27	
71	33	10	2	3,984	132	2,326	87	2,042	58	2,187	56	31	
72	6	10	2	3,121	119	1,869	39	1,548	10	1,597	103	21	
73	42	10	2	2,946	119	1,642	59	1,599	6	1,665	58	21	
74	1	10	2	2,505	89	1,538	25	1,200	7	1,232	100	15	
75	11	10	2	2,372	70	1,453	38	1,124	15	1,177	97	15	
76	8	10	2	1,423	57	876	14	626	3	643	96	9	
77	41	10	2	1,115	45	603	24	585	3	612	52	8	
78	9	10	2	964	31	500	13	537	1	552	53	6	
79	16	10	2	841	34	505	9	341	3	353	90	5	
80	21	10	2	823	29	502	10	325	8	343	85	5	
81	15	10	2	790	19	380	11	375	2	389	2	2	
82	24	10	2	295	3	157	1	131	2	134	49	1	
83	32	10	2	241	7	127	4	89	3	96	47	1	
84	44	10	2	154	5	77	1	55	1	57	36	1	
85	25	10	2	102	2	36	1	28	0	29	44	1	
86	5	10	2	96	2	35	1	25	-	26	43	0	
87	12	10	2	67	1	23	1	13	0	14	32	0	
88	18	10	2	48	1	13	0	11	-	11	27	0	
89	2	10	2	23	0	9	-	7	-	7	9	-	
90	13	10	2	15	0	4	-	3	-	3	8	-	
91	29	10	2.5	311,741	13,103	203,533	5,454	146,179	1,590	153,222	368	2,308	
92	22	10	2.5	262,834	10,179	171,110	4,586	122,765	2,579	129,930	94	1,976	
93	17	10	2.5	70,266	3,191	46,300	1,034	32,502	205	33,741	95	502	
94	10	10	2.5	15,461	649	9,175	262	8,101	51	8,414	84	113	
95	43	10	2.5	15,461	649	9,175	262	8,101	51	8,414	84	113	
96	40	10	2.5	14,035	599	8,283	209	7,436	31	7,677	84	99	
97	45	10	2.5	10,070	373	6,257	139	4,942	69	5,150	144	68	
98	23	10	2.5	7,307	305	4,637	93	3,465	16	3,573	141	48	
99	30	10	2.5	6,327	263	3,729	95	3,300	31	3,426	78	44	
100	20	10	2.5	5,221	190	3,204	64	2,555	30	2,649	133	34	
101	33	10	2.5	4,980	165	2,908	109	2,553	73	2,734	70	39	
102	6	10	2.5	3,901	148	2,336	49	1,935	12	1,996	129	26	
103	42	10	2.5	3,683	149	2,052	74	1,999	8	2,081	73	27	
104	1	10	2.5	3,131	112	1,922	31	1,500	9	1,540	125	19	
105	11	10	2.5	2,965	87	1,816	48	1,404	19	1,471	122	18	
106	8	10	2.5	1,779	71	1,095	18	783	4	804	120	11	
107	41	10	2.5	1,394	56	754	30	731	4	765	65	10	

Southampton Sample Sites QUADRO Results Summary												
RC 0-2 Minor with Excavation												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
108	9	10	2.5	1205	39	625	17	672	2	690	66	8
109	16	10	2.5	1052	43	631	11	426	3	441	113	6
110	21	10	2.5	1029	37	628	13	407	10	429	106	7
111	15	10	2.5	987	24	475	14	469	3	486	3	3
112	24	10	2.5	369	4	196	1	164	3	167	61	1
113	32	10	2.5	301	9	158	5	112	4	120	58	2
114	44	10	2.5	192	6	97	2	69	1	71	45	1
115	25	10	2.5	128	3	45	1	35	0	37	55	1
116	5	10	2.5	120	3	44	1	31	0	32	53	0
117	12	10	2.5	84	2	29	1	16	0	17	40	0
118	18	10	2.5	60	1	17	0	13	0	14	34	0
119	2	10	2.5	29	0	12	0	9	0	9	11	0
120	13	10	2.5	18	0	6	0	4	0	4	10	0
121	29	10	3	374090	15723	244240	6544	175415	1908	183866	-442	2769
122	22	10	3	315401	12215	205332	5504	147318	3095	155916	113	2371
123	17	10	3	84320	3829	55560	1241	39002	246	40490	114	603
124	10	10	3	18553	779	11010	314	9721	61	10096	100	135
125	43	10	3	18553	779	11010	314	9721	61	10096	100	135
126	40	10	3	16842	718	9939	251	8923	38	9212	101	119
127	45	10	3	12084	448	7508	167	5930	82	6180	173	82
128	23	10	3	8768	366	5564	111	4157	19	4288	169	57
129	30	10	3	7593	315	4475	114	3960	37	4111	93	53
130	20	10	3	6266	228	3845	77	3066	36	3179	159	41
131	33	10	3	5976	198	3489	130	3064	87	3281	84	46
132	6	10	3	4682	178	2803	59	2321	15	2395	155	31
133	42	10	3	4419	178	2463	88	2399	9	2497	87	32
134	1	10	3	3757	134	2307	37	1800	11	1848	150	23
135	11	10	3	3558	105	2179	57	1685	23	1765	146	22
136	8	10	3	2134	85	1314	21	939	5	965	144	13
137	41	10	3	1673	67	905	36	877	5	918	78	12
138	9	10	3	1446	46	750	20	806	2	828	79	9
139	16	10	3	1262	51	758	13	512	4	529	135	8
140	21	10	3	1235	44	753	15	488	12	515	127	8
141	15	10	3	1185	29	570	17	563	3	583	3	3
142	24	10	3	443	5	236	1	196	3	201	73	2
143	32	10	3	361	10	190	6	134	4	145	70	2
144	44	10	3	231	7	116	2	82	1	86	54	1
145	25	10	3	153	3	55	1	42	0	44	66	1
146	5	10	3	144	3	53	1	38	0	39	64	0
147	12	10	3	101	2	35	1	19	0	20	48	0
148	18	10	3	72	1	20	0	16	0	16	40	0
149	2	10	3	35	0	14	0	11	0	11	13	0
150	13	10	3	22	0	7	0	5	0	5	12	0
151	29	10	3.5	436438	18344	284947	7635	204650	2226	214511	-516	3231
152	22	10	3.5	367968	14251	239554	6421	171871	3611	181902	132	2767
153	17	10	3.5	98373	4468	64820	1448	45503	287	47238	133	703
154	10	10	3.5	21646	909	12845	367	11341	72	11779	117	158
155	43	10	3.5	21646	909	12845	367	11341	72	11779	117	158
156	40	10	3.5	19649	838	11596	293	10411	44	10748	118	139
157	45	10	3.5	14098	523	8759	195	6919	96	7210	202	96
158	23	10	3.5	10230	428	6491	130	4850	23	5002	197	67
159	30	10	3.5	8858	368	5221	133	4620	43	4796	109	62
160	20	10	3.5	7310	266	4486	90	3577	42	3709	186	48
161	33	10	3.5	6972	231	4071	152	3574	102	3828	99	54
162	6	10	3.5	5462	208	3271	69	2708	17	2794	181	36

Southampton Sample Sites QUADRO Results Summary												
RC 0-2 Minor with Excavation												
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
108	9	10	2.5	1,205	39	625	17	672	2	690	66	8
109	16	10	2.5	1,052	43	631	11	426	3	441	113	6
110	21	10	2.5	1,029	37	628	13	407	10	429	106	7
111	15	10	2.5	987	24	475	14	469	3	486	3	3
112	24	10	2.5	369	4	196	1	164	3	167	61	1
113	32	10	2.5	301	9	158	5	112	4	120	58	2
114	44	10	2.5	192	6	97	2	69	1	71	45	1
115	25	10	2.5	128	3	45	1	35	0	37	55	1
116	5	10	2.5	120	3	44	1	31	-	32	53	0
117	12	10	2.5	84	2	29	1	16	0	17	40	0
118	18	10	2.5	60	1	17	0	13	-	14	34	0
119	2	10	2.5	29	0	12	-	9	-	9	11	-
120	13	10	2.5	18	0	6	-	4	-	4	10	-
121	29	10	3	374,090	15,723	244,240	6,544	175,415	1,908	183,866	442	2,769
122	22	10	3	315,401	12,215	205,332	5,504	147,318	3,095	155,916	113	2,371
123	17	10	3	84,320	3,829	55,560	1,241	39,002	246	40,490	114	603
124	10	10	3	18,553	779	11,010	314	9,721	61	10,096	100	135
125	43	10	3	18,553	779	11,010	314	9,721	61	10,096	100	135
126	40	10	3	16,842	718	9,939	251	8,923	38	9,212	101	119
127	45	10	3	12,084	448	7,508	167	5,930	82	6,180	173	82
128	23	10	3	8,768	366	5,564	111	4,157	19	4,288	169	57
129	30	10	3	7,593	315	4,475	114	3,960	37	4,111	93	53
130	20	10	3	6,266	228	3,845	77	3,066	36	3,179	159	41
131	33	10	3	5,976	198	3,489	130	3,064	87	3,281	84	46
132	6	10	3	4,682	178	2,803	59	2,321	15	2,395	155	31
133	42	10	3	4,419	178	2,463	88	2,399	9	2,497	87	32
134	1	10	3	3,757	134	2,307	37	1,800	11	1,848	150	23
135	11	10	3	3,558	105	2,179	57	1,685	23	1,765	146	22
136	8	10	3	2,134	85	1,314	21	939	5	965	144	13
137	41	10	3	1,673	67	905	36	877	5	918	78	12
138	9	10	3	1,446	46	750	20	806	2	828	79	9
139	16	10	3	1,262	51	758	13	512	4	529	135	8
140	21	10	3	1,235	44	753	15	488	12	515	127	8
141	15	10	3	1,185	29	570	17	563	3	583	3	3
142	24	10	3	443	5	236	1	196	3	201	73	2
143	32	10	3	361	10	190	6	134	4	145	70	2
144	44	10	3	231	7	116	2	82	1	86	54	1
145	25	10	3	153	3	55	1	42	0	44	66	1
146	5	10	3	144	3	53	1	38	-	39	64	0
147	12	10	3	101	2	35	1	19	0	20	48	0
148	18	10	3	72	1	20	0	16	-	16	40	0
149	2	10	3	35	0	14	-	11	-	11	13	-
150	13	10	3	22	0	7	-	5	-	5	12	-
151	29	10	3.5	436,438	18,344	284,947	7,635	204,650	2,226	214,511	516	3,231
152	22	10	3.5	367,968	14,251	239,554	6,421	171,871	3,611	181,902	132	2,767
153	17	10	3.5	98,373	4,468	64,820	1,448	45,503	287	47,238	133	703
154	10	10	3.5	21,646	909	12,845	367	11,341	72	11,779	117	158
155	43	10	3.5	21,646	909	12,845	367	11,341	72	11,779	117	158
156	40	10	3.5	19,649	838	11,596	293	10,411	44	10,748	118	139
157	45	10	3.5	14,098	523	8,759	195	6,919	96	7,210	202	96
158	23	10	3.5	10,230	428	6,491	130	4,850	23	5,002	197	67
159	30	10	3.5	8,858	368	5,221	133	4,620	43	4,796	109	62
160	20	10	3.5	7,310	266	4,486	90	3,577	42	3,709	186	48
161	33	10	3.5	6,972	231	4,071	152	3,574	102	3,828	99	54
162	6	10	3.5	5,462	208	3,271	69	2,708	17	2,794	181	36

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Minor with Excavation													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
163	42	10	3.5	5156	208	2873	103	2799	11	2913	102	38	
164	1	10	3.5	4383	157	2691	43	2100	13	2156	175	27	
165	11	10	3.5	4151	122	2542	67	1966	27	2060	171	26	
166	8	10	3.5	2490	100	1533	25	1096	6	1126	168	16	
167	41	10	3.5	1952	78	1055	43	1023	6	1072	91	15	
168	9	10	3.5	1688	54	875	24	940	3	966	93	11	
169	16	10	3.5	1473	60	884	16	597	5	617	158	9	
170	21	10	3.5	1441	52	879	18	569	14	601	149	10	
171	15	10	3.5	1382	34	666	20	657	4	681	4	4	
172	24	10	3.5	517	6	275	2	229	4	234	86	2	
173	32	10	3.5	422	12	221	7	157	5	169	82	3	
174	44	10	3.5	269	9	136	3	96	2	100	63	2	
175	25	10	3.5	179	4	64	2	49	1	51	78	1	
176	5	10	3.5	168	4	62	2	44	0	45	75	1	
177	12	10	3.5	118	3	41	1	22	1	24	57	1	
178	18	10	3.5	84	2	23	1	19	0	19	47	1	
179	2	10	3.5	41	1	16	0	13	0	13	16	0	
180	13	10	3.5	26	1	8	0	6	0	6	14	0	
181	29	10	4	498786	20964	325653	8726	233886	2543	245155	-589	3692	
182	22	10	4	420535	16287	273776	7338	196424	4126	207888	151	3162	
183	17	10	4	112426	5106	74080	1655	52003	328	53986	151	803	
184	10	10	4	24738	1039	14680	419	12961	82	13462	134	180	
185	43	10	4	24738	1039	14680	419	12961	82	13462	134	180	
186	40	10	4	22455	958	13252	335	11898	50	12283	135	159	
187	45	10	4	16111	597	10011	223	7907	110	8240	230	109	
188	23	10	4	11691	489	7419	148	5543	26	5717	225	76	
189	30	10	4	10123	420	5967	152	5280	49	5481	125	70	
190	20	10	4	8354	304	5127	103	4088	47	4239	213	54	
191	33	10	4	7968	263	4653	174	4085	116	4375	113	62	
20	21	10	1	412	15	251	5	163	4	172	42	3	
193	42	10	4	5892	238	3284	118	3199	13	3329	116	43	
194	1	10	4	5009	179	3075	49	2400	14	2463	200	30	
195	11	10	4	4744	139	2905	77	2247	30	2354	195	29	
196	8	10	4	2846	114	1752	28	1252	7	1287	191	18	
197	41	10	4	2230	89	1206	49	1169	7	1225	104	17	
198	9	10	4	1929	62	1000	27	1075	3	1104	106	12	
199	16	10	4	1683	68	1010	18	682	5	705	180	10	
200	21	10	4	1647	59	1005	20	651	16	687	170	11	
201	15	10	4	1579	38	761	23	751	4	778	4	4	
202	24	10	4	591	7	314	2	262	4	268	98	2	
203	32	10	4	482	14	253	8	179	6	193	93	3	
204	44	10	4	307	10	155	3	110	2	114	71	2	
205	25	10	4	204	5	73	2	56	1	59	89	1	
206	5	10	4	192	5	71	2	50	0	52	85	1	
207	12	10	4	135	3	47	1	25	1	27	65	1	
208	18	10	4	95	2	27	1	21	0	22	54	1	
209	2	10	4	46	1	19	0	14	0	14	18	0	
210	13	10	4	29	1	9	0	7	0	7	15	0	
211	43	10	4.5	27830	1169	16515	471	14582	92	15145	150	203	
212	20	10	4.5	9399	342	5768	116	4599	53	4768	239	61	
213	11	10	4.5	5337	157	3269	86	2528	34	2648	219	33	
214	21	10	4.5	1853	66	1130	23	732	18	773	191	12	
215	25	10	4.5	230	5	82	2	63	1	66	100	1	
216	13	10	4.5	33	1	10	0	8	0	8	17	0	
217	45	30	1	4028	149	2503	56	1977	27	2060	58	27	
218	23	30	1	2923	122	1855	37	1386	6	1429	56	19	

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Minor with Excavation													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
163	42	10	3.5	5,156	208	2,873	103	2,799	11	2,913	102	38	
164	1	10	3.5	4,383	157	2,691	43	2,100	13	2,156	175	27	
165	11	10	3.5	4,151	122	2,542	67	1,966	27	2,060	171	26	
166	8	10	3.5	2,490	100	1,533	25	1,096	6	1,126	168	16	
167	41	10	3.5	1,952	78	1,055	43	1,023	6	1,072	91	15	
168	9	10	3.5	1,688	54	875	24	940	3	966	93	11	
169	16	10	3.5	1,473	60	884	16	597	5	617	158	9	
170	21	10	3.5	1,441	52	879	18	569	14	601	149	10	
171	15	10	3.5	1,382	34	666	20	657	4	681	4	4	
172	24	10	3.5	517	6	275	2	229	4	234	86	2	
173	32	10	3.5	422	12	221	7	157	5	169	82	3	
174	44	10	3.5	269	9	136	3	96	2	100	63	2	
175	25	10	3.5	179	4	64	2	49	1	51	78	1	
176	5	10	3.5	168	4	62	2	44	-	45	75	1	
177	12	10	3.5	118	3	41	1	22	1	24	57	1	
178	18	10	3.5	84	2	23	1	19	-	19	47	1	
179	2	10	3.5	41	1	16	-	13	-	13	16	-	
180	13	10	3.5	26	1	8	-	6	-	6	14	-	
181	29	10	4	498,786	20,964	325,653	8,726	233,886	2,543	245,155	589	3,692	
182	22	10	4	420,535	16,287	273,776	7,338	196,424	4,126	207,888	151	3,162	
183	17	10	4	112,426	5,106	74,080	1,655	52,003	328	53,986	151	803	
184	10	10	4	24,738	1,039	14,680	419	12,961	82	13,462	134	180	
185	43	10	4	24,738	1,039	14,680	419	12,961	82	13,462	134	180	
186	40	10	4	22,455	958	13,252	335	11,898	50	12,283	135	159	
187	45	10	4	16,111	597	10,011	223	7,907	110	8,240	230	109	
188	23	10	4	11,691	489	7,419	148	5,543	26	5,717	225	76	
189	30	10	4	10,123	420	5,967	152	5,280	49	5,481	125	70	
190	20	10	4	8,354	304	5,127	103	4,088	47	4,239	213	54	
191	33	10	4	7,968	263	4,653	174	4,085	116	4,375	113	62	
20	21	10	1	412	15	251	5	163	4	172	42	3	
193	42	10	4	5,892	238	3,284	118	3,199	13	3,329	116	43	
194	1	10	4	5,009	179	3,075	49	2,400	14	2,463	200	30	
195	11	10	4	4,744	139	2,905	77	2,247	30	2,354	195	29	
196	8	10	4	2,846	114	1,752	28	1,252	7	1,287	191	18	
197	41	10	4	2,230	89	1,206	49	1,169	7	1,225	104	17	
198	9	10	4	1,929	62	1,000	27	1,075	3	1,104	106	12	
199	16	10	4	1,683	68	1,010	18	682	5	705	180	10	
200	21	10	4	1,647	59	1,005	20	651	16	687	170	11	
201	15	10	4	1,579	38	761	23	751	4	778	4	4	
202	24	10	4	591	7	314	2	262	4	268	98	2	
203	32	10	4	482	14	253	8	179	6	193	93	3	
204	44	10	4	307	10	155	3	110	2	114	71	2	
205	25	10	4	204	5	73	2	56	1	59	89	1	
206	5	10	4	192	5	71	2	50	-	52	85	1	
44	1	10	4	135	3	47	1	25	1	27	65	1	
208	18	10	4	95	2	27	1	21	-	22	54	1	
209	2	10	4	46	1	19	-	14	-	14	18	-	
210	13	10	4	29	1	9	-	7	-	7	15	-	
211	43	10	4.5	27,830	1,169	16,515	471	14,582	92	15,145	150	203	
212	20	10	4.5	9,399	342	5,768	116	4,599	53	4,768	239	61	
213	11	10	4.5	5,337	157	3,269	86	2,528	34	2,648	219	33	
214	21	10	4.5	1,853	66	1,130	23	732	18	773	191	12	
215	25	10	4.5	230	5	82	2	63	1	66	100	1	
216	13	10	4.5	33	1	10	-	8	-	8	17	-	
217	45	30	1	4,028	149	2,503	56	1,977	27	2,060	58	27	
218	23	30	1	2,923	122	1,855	37	1,386	6	1,429	56	19	

Southampton Sample Sites QUADRO Results Summary												
RC 0-2 Minor with Excavation												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
219	30	50	1	2679	106	1509	38	1330	12	1380	155	18
220	20	50	1	3418	128	2098	44	1663	20	1727	88	23
221	33	50	1	2137	67	1185	44	1035	30	1109	141	16
222	6	50	1	2677	105	1598	36	1329	9	1373	86	18
223	42	50	1	1617	61	840	30	812	3	845	145	11
224	1	50	1	2287	86	1400	25	1101	7	1132	83	14
225	11	50	1	2192	71	1334	40	1044	15	1098	81	15
226	8	50	1	1444	59	892	15	651	4	669	80	9
227	41	50	1	693	24	322	13	307	2	321	130	4
228	9	50	1	619	17	270	7	284	1	292	132	3
229	16	50	1	884	34	539	9	377	3	388	75	5
230	21	50	1	712	25	437	8	283	7	299	71	5
231	15	50	1	468	8	231	6	217	1	225	5	0
232	24	50	1	281	3	103	1	82	1	84	122	1
233	32	50	1	273	5	105	3	70	2	75	116	1
234	44	50	1	207	5	78	1	55	1	57	89	1
235	13	50	1	26	0	4	0	4	0	4	20	0
236	22	50	1	105312	4072	68456	1835	49108	1032	51974	204	790
237	30	100	1	3025	107	1649	38	1357	13	1408	311	18
238	20	100	1	6798	262	4246	87	3015	39	3140	177	45
239	33	100	1	2358	68	1242	45	1016	30	1091	282	16
240	6	100	1	5229	208	3157	70	2379	17	2465	173	35
241	42	100	1	1845	62	898	31	812	3	846	291	11
242	1	100	1	4538	178	2782	51	2034	14	2099	167	29
243	11	100	1	4426	154	2686	85	1960	31	2076	163	31
244	8	100	1	3144	132	1940	35	1351	8	1394	160	20
245	41	100	1	902	25	376	14	328	2	344	260	5
246	9	100	1	869	18	346	8	326	1	335	264	4
247	16	100	1	2168	85	1328	23	901	7	931	150	13
248	21	100	1	1813	57	1128	20	717	17	754	141	11
249	15	100	1	606	6	310	7	273	1	281	11	-1
250	24	100	1	516	5	180	1	129	2	132	244	1
251	45	200	1	33674	1363	21668	462	15770	217	16449	382	232
252	23	200	1	23130	1054	15386	289	10230	49	10568	374	155
253	30	200	1	3449	109	1733	39	1465	13	1517	622	18
254	20	200	1	15357	618	9775	196	7125	85	7407	354	104
255	33	200	1	2757	70	1324	46	1123	31	1200	564	17
256	6	200	1	10713	438	6589	142	5101	34	5277	345	72
257	42	200	1	2243	65	972	32	899	4	935	581	12
258	1	200	1	8347	332	5179	94	3887	25	4006	333	54
259	11	200	1	8637	312	5304	166	4005	59	4230	325	60
260	8	200	1	5788	245	3587	63	2584	15	2663	319	37
261	41	200	1	1278	28	455	15	399	2	416	520	5
262	9	200	1	1271	22	366	9	415	1	425	529	4
263	16	200	1	4260	171	2596	48	1874	13	1936	300	27
264	21	200	1	3779	125	2341	46	1596	37	1680	282	24
265	15	200	1	806	2	423	8	354	2	364	21	-3
266	24	200	1	905	8	282	2	202	3	207	488	2
267	32	200	1	898	13	297	7	188	6	201	466	3
268	44	200	1	734	14	251	4	176	2	183	357	2
Average			2	15661	647	10149	268	7380	93	7741	18	115
No. of Works				2352	2352	2352	2352	2352	2352	2352	2352	2352
Cost of Congestion	£			36,835,138	1520817	23870515	631311	17357604	218232	18207147	41669	271428

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Minor with Excavation													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
219	30	50	1	2,679	106	1,509	38	1,330	12	1,380	155	18	
220	20	50	1	3,418	128	2,098	44	1,663	20	1,727	88	23	
221	33	50	1	2,137	67	1,185	44	1,035	30	1,109	141	16	
222	6	50	1	2,677	105	1,598	36	1,329	9	1,373	86	18	
223	42	50	1	1,617	61	840	30	812	3	845	145	11	
224	1	50	1	2,287	86	1,400	25	1,101	7	1,132	83	14	
225	11	50	1	2,192	71	1,334	40	1,044	15	1,098	81	15	
226	8	50	1	1,444	59	892	15	651	4	669	80	9	
227	41	50	1	693	24	322	13	307	2	321	130	4	
228	9	50	1	619	17	270	7	284	1	292	132	3	
229	16	50	1	884	34	539	9	377	3	388	75	5	
230	21	50	1	712	25	437	8	283	7	299	71	5	
231	15	50	1	468	8	231	6	217	1	225	5	0	
232	24	50	1	281	3	103	1	82	1	84	122	1	
233	32	50	1	273	5	105	3	70	2	75	116	1	
234	44	50	1	207	5	78	1	55	1	57	89	1	
235	13	50	1	26	0	4	-	4	-	4	20	-	
236	22	50	1	105,312	4,072	68,456	1,835	49,108	1,032	51,974	204	790	
237	30	100	1	3,025	107	1,649	38	1,357	13	1,408	311	18	
238	20	100	1	6,798	262	4,246	87	3,015	39	3,140	177	45	
239	33	100	1	2,358	68	1,242	45	1,016	30	1,091	282	16	
240	6	100	1	5,229	208	3,157	70	2,379	17	2,465	173	35	
241	42	100	1	1,845	62	898	31	812	3	846	291	11	
242	1	100	1	4,538	178	2,782	51	2,034	14	2,099	167	29	
243	11	100	11	4,426	154	2,686	85	1,960	31	2,076	163	31	
244	8	100	8	3,144	132	1,940	35	1,351	8	1,394	160	20	
245	41	100	41	902	25	376	14	328	2	344	260	5	
246	9	100	9	869	18	346	8	326	1	335	264	4	
247	16	100	16	2,168	85	1,328	23	901	7	931	150	13	
248	21	100	21	1,813	57	1,128	20	717	17	754	141	11	
249	15	100	15	606	6	310	7	273	1	281	11	1	
250	24	100	24	516	5	180	1	129	2	132	244	1	
251	45	200	45	33,674	1,363	21,668	462	15,770	217	16,449	382	232	
252	23	200	23	23,130	1,054	15,386	289	10,230	49	10,568	374	155	
253	30	200	30	3,449	109	1,733	39	1,465	13	1,517	622	18	
254	20	200	20	15,357	618	9,775	196	7,125	85	7,407	354	104	
255	33	200	33	2,757	70	1,324	46	1,123	31	1,200	564	17	
256	6	200	6	10,713	438	6,589	142	5,101	34	5,277	345	72	
257	42	200	42	2,243	65	972	32	899	4	935	581	12	
258	1	200	1	8,347	332	5,179	94	3,887	25	4,006	333	54	
259	11	200	1	8,637	312	5,304	166	4,005	59	4,230	325	60	
260	8	200	1	5,788	245	3,587	63	2,584	15	2,663	319	37	
261	41	200	1	1,278	28	455	15	399	2	416	520	5	
262	9	200	1	1,271	22	366	9	415	1	425	529	4	
263	16	200	1	4,260	171	2,596	48	1,874	13	1,936	300	27	
264	21	200	1	3,779	125	2,341	46	1,596	37	1,680	282	24	
265	15	200	1	806	2	423	8	354	2	364	21	3	
266	24	200	1	905	8	282	2	202	3	207	488	2	
267	32	200	1	898	13	297	7	188	6	201	466	3	
268	44	200	1	734	14	251	4	176	2	183	357	2	
Average				2	15,661	647	10,149	268	7,380	93	7,741	18	115
No. of Works					2,352	2,352	2,352	2,352	2,352	2,352	2,352	2,352	2,352
Cost of Congestion				£	36,835,138	1,520,817	23,870,515	631,311	17,357,604	218,232	18,207,147	41,669	271,428

Southampton Sample Sites QUADRO Results Summary												
RC 0-2 Standard												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
1	29	10	14	1745752	73374	1139786	30540	818602	8902	858044	-2062	12922
2	22	10	14	1471872	57004	958217	25684	687482	14442	727608	528	11066
3	17	10	14	393492	17870	259279	5792	182011	1148	188951	530	2812
4	10	10	14	86582	3636	51379	1466	45365	286	47117	468	630
5	43	10	14	86582	3636	51379	1466	45365	286	47117	468	630
6	40	10	14	78594	3352	46382	1172	41642	176	42990	472	556
7	45	10	14	56390	2090	35038	780	27674	384	28838	806	382
8	23	10	9	26304	1099	16692	333	12472	58	12863	507	171
9	30	10	9	22778	945	13426	342	11880	111	12333	280	158
10	20	10	9	18797	684	11536	231	9199	107	9537	478	122
11	33	10	9	17928	593	10468	391	9191	261	9843	253	139
12	6	10	9	14045	534	8410	177	6964	44	7186	465	93
13	42	10	9	13257	535	7389	265	7197	28	7491	261	96
14	1	10	9	11271	402	6920	111	5400	32	5543	450	68
15	11	10	9	10674	314	6537	172	5056	68	5296	438	66
16	8	10	7	4980	199	3066	49	2191	12	2252	335	31
17	41	10	7	3903	156	2111	85	2046	12	2143	182	29
18	9	10	7	3375	108	1751	47	1880	5	1932	185	21
19	16	10	7	2945	119	1768	31	1194	9	1234	315	18
20	21	10	7	2882	103	1758	35	1139	28	1202	297	19
21	15	10	7	2764	67	1331	40	1314	7	1361	7	7
22	24	10	7	1034	12	550	3	458	7	468	171	4
23	32	10	7	843	24	443	14	313	10	337	163	5
24	44	10	7	538	17	271	5	192	3	200	125	3
25	25	10	7	357	8	127	3	98	1	102	155	2
26	5	10	7	336	8	124	3	88	0	91	149	1
27	12	10	7	236	5	82	2	44	1	47	113	1
28	18	10	7	167	3	47	1	37	0	38	94	1
29	2	10	7	81	1	32	0	25	0	25	31	0
30	13	10	7	51	1	16	0	12	0	12	27	0
31	43	10	7	43291	1818	25690	733	22682	143	23558	234	315
32	20	10	7	14620	532	8972	180	7154	83	7417	372	95
33	11	10	14	16604	488	10169	268	7865	106	8239	682	102
34	21	10	9	3705	132	2260	45	1464	36	1545	382	24
35	25	10	7	357	8	127	3	98	1	102	155	2
36	13	10	7	51	1	16	0	12	0	12	27	0
Average			9	115484	4719	74543	1957	54606	744	57308	237	850
No. of Works				318	318	318	318	318	318	318	318	318
Cost of Congestion	£			36,724,039	1500589	23704671	622480	17364657	236702	18223838	75473	270223

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Standard													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	29	10	7	872,876	36,687	569,893	15,270	409,301	4,451	429,022	-	1,031	6,461
2	22	10	7	735,936	28,502	479,108	12,842	343,741	7,221	363,804		264	5,533
3	17	10	7	196,746	8,935	129,640	2,896	91,006	574	94,476		265	1,406
4	10	10	7	43,291	1,818	25,690	733	22,682	143	23,558		234	315
5	43	10	7	43,291	1,818	25,690	733	22,682	143	23,558		234	315
6	40	10	7	39,297	1,676	23,191	586	20,821	88	21,495		236	278
7	45	10	7	28,195	1,045	17,519	390	13,837	192	14,419		403	191
8	23	10	7	20,459	855	12,983	259	9,701	45	10,005		394	133
9	30	10	7	17,716	735	10,442	266	9,240	86	9,592		218	123
10	20	10	7	14,620	532	8,972	180	7,154	83	7,417		372	95
11	33	10	7	13,944	461	8,142	304	7,148	203	7,655		197	108
12	6	10	7	10,924	415	6,541	138	5,417	34	5,589		362	72
13	42	10	7	10,311	416	5,747	206	5,598	22	5,826		203	75
14	1	10	7	8,766	313	5,382	86	4,200	25	4,311		350	53
15	11	10	7	8,302	244	5,084	134	3,932	53	4,119		341	51
16	8	10	7	4,980	199	3,066	49	2,191	12	2,252		335	31
17	41	10	7	3,903	156	2,111	85	2,046	12	2,143		182	29
18	9	10	9	4,339	139	2,251	60	2,418	6	2,485		238	27
19	16	10	9	3,786	153	2,273	40	1,535	12	1,587		405	23
20	21	10	9	3,705	132	2,260	45	1,464	36	1,545		382	24
21	15	10	9	3,554	86	1,711	51	1,689	9	1,750		9	9
22	24	10	9	1,329	15	707	4	589	9	602		220	5
23	32	10	9	1,084	31	569	18	403	13	434		210	6
24	44	10	9	692	22	349	6	247	4	257		161	4
25	25	10	9	459	10	164	4	127	1	132		199	3
26	5	10	14	672	16	247	6	175	-	181		298	2
27	12	10	14	472	10	163	4	89	2	95		226	2
28	18	10	14	334	6	94	2	74	-	76		188	2
29	2	10	14	162	2	65	-	50	-	50		62	-
30	13	10	14	102	2	31	-	24	-	24		54	-
31	43	10	14	86,582	3,636	51,379	1,466	45,365	286	47,117		468	630
32	20	10	14	29,240	1,064	17,945	360	14,309	166	14,835		744	190
33	11	10	7	8,302	244	5,084	134	3,932	53	4,119		341	51
34	21	10	7	2,882	103	1,758	35	1,139	28	1,202		297	19
35	25	10	9	459	10	164	4	127	1	132		199	3
36	13	10	14	102	2	31	-	24	-	24		54	-
Average			9	61,717	2,514	39,623	1,039	29,291	389	30,719		231	452
No. of Works				318	318	318	318	318	318	318		318	318
Cost of Congestion			£	19,626,031	799,338	12,600,271	330,338	9,314,562	123,784	9,768,684		73,435	143,711

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Urgent													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	43	10	6	37107	1558	22020	628	19442	123	20193	201	270	
2	40	10	6	33683	1437	19878	502	17847	75	18424	202	238	
3	45	10	6	24167	896	15016	334	11860	165	12359	345	164	
4	23	10	6	17536	733	11128	222	8315	39	8576	338	114	
5	30	10	6	15185	630	8951	228	7920	74	8222	187	105	
6	20	10	6	12531	456	7691	154	6132	71	6358	319	81	
7	33	10	5	9960	329	5816	217	5106	145	5468	141	77	
8	6	10	5	7803	296	4672	99	3869	24	3992	259	51	
9	42	10	5	7365	297	4105	147	3999	16	4161	145	54	
10	1	10	5	6261	224	3844	61	3000	18	3079	250	38	
11	11	10	5	5930	174	3632	96	2809	38	2942	244	36	
12	8	10	5	3557	142	2190	35	1565	9	1609	239	22	
13	41	10	3	1673	67	905	36	877	5	918	78	12	
14	9	10	3	1446	46	750	20	806	2	828	79	9	
15	16	10	3	1262	51	758	13	512	4	529	135	8	
16	21	10	3	1235	44	753	15	488	12	515	127	8	
17	15	10	3	1185	29	570	17	563	3	583	3	3	
18	24	10	3	443	5	236	1	196	3	201	73	2	
19	32	10	3	361	10	190	6	134	4	145	70	2	
20	44	10	3	231	7	116	2	82	1	86	54	1	
21	25	10	3	153	3	55	1	42	0	44	66	1	
22	5	10	3	144	3	53	1	38	0	39	64	0	
23	12	10	3	101	2	35	1	19	0	20	48	0	
Average			4	8231	324	4929	123	4157	36	4317	159	56	
No. of Works				204	204	204	204	204	204	204	204	204	
Cost of Congestion	£			1,679,189	65998	1005476	25181	848123	7369	880673	32523	11518	

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Urgent													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	43	10	3	18,553	779	11,010	314	9,721	61	10,096	100	135	
2	40	10	3	16,842	718	9,939	251	8,923	38	9,212	101	119	
3	45	10	3	12,084	448	7,508	167	5,930	82	6,180	173	82	
4	23	10	3	8,768	366	5,564	111	4,157	19	4,288	169	57	
5	30	10	3	7,593	315	4,475	114	3,960	37	4,111	93	53	
6	20	10	3	6,266	228	3,845	77	3,066	36	3,179	159	41	
7	33	10	3	5,976	198	3,489	130	3,064	87	3,281	84	46	
8	6	10	3	4,682	178	2,803	59	2,321	15	2,395	155	31	
9	42	10	3	4,419	178	2,463	88	2,399	9	2,497	87	32	
10	1	10	3	3,757	134	2,307	37	1,800	11	1,848	150	23	
11	11	10	3	3,558	105	2,179	57	1,685	23	1,765	146	22	
12	8	10	5	3,557	142	2,190	35	1,565	9	1,609	239	22	
13	41	10	5	2,788	111	1,508	61	1,461	9	1,531	130	21	
14	9	10	5	2,411	77	1,251	34	1,343	4	1,380	132	15	
15	16	10	5	2,104	85	1,263	22	853	6	881	225	13	
16	21	10	5	2,059	74	1,256	25	813	20	858	212	14	
17	15	10	5	1,974	48	951	29	939	5	972	5	5	
18	24	10	6	886	10	471	3	393	6	401	147	3	
19	32	10	6	723	21	380	12	268	9	289	140	4	
20	44	10	6	461	15	232	4	165	3	171	107	3	
21	25	10	6	306	7	109	3	84	1	88	133	2	
22	5	10	6	288	7	106	3	75	-	78	128	1	
23	12	10	6	202	4	70	2	38	1	41	97	1	
Average			4	4,794	185	11,010	71	2,392	21	2,485	135	32	
No. of Works				204	204	204	204	204	204	204	204	204	
Cost of Congestion	£			977,913	37,675	2,246,005	14,522	488,055	4,332	506,909	27,611	6,593	

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Emergency													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	22	10	7	735936	28502	479108	12842	343741	7221	363804	264	5533	
2	40	10	7	39297	1676	23191	586	20821	88	21495	236	278	
3	20	10	7	14620	532	8972	180	7154	83	7417	372	95	
4	1	10	7	8766	313	5382	86	4200	25	4311	350	53	
5	9	10	7	3375	108	1751	47	1880	5	1932	185	21	
6	24	10	7	1034	12	550	3	458	7	468	171	4	
7	5	10	7	336	8	124	3	88	0	91	149	1	
Average				7	114766	4450	74154	1964	54049	1061	57074	247	855
No. of Works					65	65	65	65	65	65	65	65	65
Cost of Congestion				£	7,459,809	289259	4820010	127651	3513187	68984	3709821	16036	55575
Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Major													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	38	10	40	11331	446	6741	120	4409	40	4569	1411	69	
2	47	10	40	3503	114	2167	23	1200	46	1269	509	23	
3	52	10	30	797	30	437	9	303	0	312	146	4	
4	65	10	23	217	10	126	0	75	0	75	43	0	
Average				33	3962	150	2368	38	1497	21	1556	527	24
No. of Works					189	189	189	189	189	189	189	189	189
Cost of Congestion				£	748,832	28343	398220	49272	447493	475836	3173	3983	7155

Southampton Sample Sites QUADRO Results Summary													
RC 0-2 Emergency													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	22	10	7	735,936	28,502	479,108	12,842	343,741	7,221	363,804	264	5,533	
2	40	10	7	39,297	1,676	23,191	586	20,821	88	21,495	236	278	
3	20	10	7	14,620	532	8,972	180	7,154	83	7,417	372	95	
4	1	10	7	8,766	313	5,382	86	4,200	25	4,311	350	53	
5	9	10	7	3,375	108	1,751	47	1,880	5	1,932	185	21	
6	24	10	7	1,034	12	550	3	458	7	468	171	4	
7	5	10	7	336	8	124	3	88	-	91	149	1	
Average			7	114,766	4,450	74,154	1,964	54,049	1,061	57,074	247	855	
No. of Works				65	65	65	65	65	65	65	65	65	
Cost of Congestion			£	7,459,809	289,259	4,820,010	127,651	3,513,187	68,984	3,709,821	16,036	55,575	

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Major													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	38	10	23	6,516	256	3,876	69	2,535	23	2,627	812	39	
2	47	10	30	2,627	86	1,625	17	900	34	951	381	17	
3	52	10	40	1,063	40	583	11	405	-	416	194	6	
4	65	10	40	377	17	219	-	130	-	130	74	-	
Average			33	2,646	100	1,576	24	993	14	1,031	365	16	
No. of Works				189	189	189	189	189	189	189	189	189	
Cost of Congestion			£	500,033	18,860	18,860	264,433	33,396	297,829	316,688	2,072	2,538	

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Standard												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
1	36	10	15	2610	90	1610	24	926	28	977	351	17
2	50	10	15	1916	69	1152	17	687	15	719	281	11
3	35	10	15	1899	73	1041	24	761	0	785	298	11
4	49	10	15	1584	54	975	13	545	17	575	231	9
5	51	10	9	852	24	542	5	289	17	310	113	5
6	47	10	9	788	26	488	5	270	10	285	114	5
7	46	10	9	757	23	480	5	250	13	268	105	5
8	26	10	9	693	22	318	9	242	0	251	193	4
9	27	10	9	678	21	316	6	213	1	221	207	4
10	61	10	7	520	20	296	4	191	1	196	88	3
11	58	10	7	499	15	324	3	156	9	168	70	3
12	34	10	7	447	14	206	9	166	1	176	113	3
13	28	10	7	392	13	185	5	140	0	145	102	2
14	52	10	7	186	7	102	2	71	0	73	34	1
15	54	10	7	181	7	103	2	64	0	66	33	1
16	59	10	7	143	6	80	1	49	0	50	27	1
17	55	10	7	131	5	76	2	46	0	48	24	1
18	57	10	7	78	3	43	1	28	0	29	14	0
19	62	10	7	77	3	44	0	25	0	25	15	0
Average			9	759	26	441	7	269	6	282	127	4
No. of Works				828	828	828	828	828	828	828	828	828
Cost of Congestion			£	628,857	21516	365241	5970	222992	4887	233850	105212	3717

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Standard												
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
1	36	10	7	1,218	42	751	11	432	13	456	164	8
2	50	10	7	894	32	538	8	320	7	335	131	5
3	35	10	7	886	34	486	11	355	-	366	139	5
4	49	10	7	739	25	455	6	254	8	268	108	4
5	51	10	7	663	19	421	4	224	13	241	88	4
6	47	10	7	613	20	379	4	210	8	222	89	4
7	46	10	7	589	18	373	4	194	10	208	82	4
8	26	10	7	539	17	247	7	188	-	195	150	3
9	27	10	7	527	16	246	5	166	1	172	161	3
10	61	10	7	520	20	296	4	191	1	196	88	3
11	58	10	9	642	19	417	4	201	12	216	90	4
12	34	10	9	575	18	265	12	213	1	226	145	4
13	28	10	9	504	17	238	6	181	-	187	131	3
14	52	10	9	239	9	131	3	91	-	94	44	1
15	54	10	9	233	9	133	3	82	-	84	42	1
16	59	10	15	306	13	172	2	105	-	108	58	2
17	55	10	15	281	11	162	4	98	-	102	51	2
18	57	10	15	167	6	93	2	59	-	61	30	-
19	62	10	15	165	6	95	-	54	-	54	32	-
Average		9		542	18	310	5	190	4	200	96	3
No. of Works				828	828	828	828	828	828	828	828	828
Cost of Congestion	£			448,838	15315	257036	4339	157699	3219	165256	79488	2621

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Minor with Excavation												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
1	37	10	1	346	13	196	5	148	1	153	40	2
2	3	10	1	304	12	178	3	123	1	127	37	2
3	7	10	1	292	8	179	3	107	6	115	36	2
4	38	10	1	283	11	169	3	110	1	114	35	2
5	19	10	1	237	9	137	2	89	1	91	36	1
6	14	10	1	229	9	135	2	89	1	92	30	1
7	48	10	1	193	6	115	2	74	2	78	25	1
8	36	10	1	174	6	107	2	62	2	65	23	1
9	50	10	1	128	5	77	1	46	1	48	19	1
10	35	10	1	127	5	69	2	51	0	52	20	1
11	49	10	1	106	4	65	1	36	1	38	15	1
12	51	10	1	95	3	60	1	32	2	34	13	1
13	47	10	1	88	3	54	1	30	1	32	13	1
14	46	10	1	84	3	53	1	28	1	30	12	1
15	26	10	1	148	2	35	1	27	0	28	21	0
16	27	10	1	148	2	35	1	24	0	25	23	0
17	61	10	1	74	3	42	1	27	0	28	13	0
18	58	10	1	71	2	46	0	22	1	24	10	0
19	34	10	1	120	2	29	1	24	0	25	16	0
20	28	10	1	106	2	26	1	20	0	21	15	0
21	52	10	1	27	1	15	0	10	0	10	5	0
22	54	10	1	26	1	15	0	9	0	9	5	0
23	59	10	1	20	1	11	0	7	0	7	4	0
24	55	10	1	19	1	11	0	7	0	7	3	0
25	57	10	1	11	0	6	0	4	0	4	2	0
26	62	10	1	11	0	6	0	4	0	4	2	0
27	31	10	1	27	0	2	0	1	0	1	8	0
28	60	10	1	10	0	5	0	4	0	4	2	0
29	64	10	1	10	0	6	0	3	0	3	2	0
30	65	10	1	9	0	5	0	3	0	3	2	0
31	56	10	1	8	0	4	0	3	0	3	1	0
32	53	10	1	4	0	2	0	2	0	2	1	0
33	63	10	1	3	0	2	0	1	0	1	1	0
34	37	10	2	519	20	294	7	222	1	230	61	3
35	3	10	2	456	18	267	5	184	2	191	56	3
36	7	10	2	438	12	269	4	160	9	173	54	3
37	38	10	2	425	17	253	5	165	2	171	53	3
38	19	10	2	355	14	205	3	133	2	137	54	2
39	14	10	2	343	13	202	3	133	2	137	46	2
40	48	10	2	290	10	173	3	111	3	117	38	2
41	36	10	2	261	9	161	2	93	3	98	35	2
42	50	10	2	192	7	115	2	69	2	72	28	1
43	35	10	2	190	7	104	2	76	0	78	30	1
44	49	10	2	158	5	97	1	55	2	58	23	1
45	51	10	2	142	4	90	1	48	3	52	19	1
46	47	10	2	131	4	81	1	45	2	48	19	1
47	46	10	2	126	4	80	1	42	2	45	18	1
48	26	10	2	221	4	53	2	40	0	42	32	1
49	27	10	2	221	3	53	1	35	0	37	35	1
50	61	10	2	111	4	64	1	41	0	42	19	1
51	58	10	2	107	3	69	1	33	2	36	15	1
52	34	10	2	180	3	44	2	35	0	38	24	1
53	28	10	2	159	3	40	1	30	0	31	22	0
54	52	10	2	40	2	22	0	15	0	16	7	0

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Minor with Excavation													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	37	10	1	346	13	196	5	148	1	153	40	2	
2	3	10	1	304	12	178	3	123	1	127	37	2	
3	7	10	1	292	8	179	3	107	6	115	36	2	
4	38	10	1	283	11	169	3	110	1	114	35	2	
5	19	10	1	237	9	137	2	89	1	91	36	1	
6	14	10	1	229	9	135	2	89	1	92	30	1	
7	48	10	1	193	6	115	2	74	2	78	25	1	
8	36	10	1	174	6	107	2	62	2	65	23	1	
9	50	10	1	128	5	77	1	46	1	48	19	1	
10	35	10	1	127	5	69	2	51	-	52	20	1	
11	49	10	1	106	4	65	1	36	1	38	15	1	
12	51	10	1	95	3	60	1	32	2	34	13	1	
13	47	10	1	88	3	54	1	30	1	32	13	1	
14	46	10	1	84	3	53	1	28	1	30	12	1	
15	26	10	1	148	2	35	1	27	-	28	21	0	
16	27	10	1	148	2	35	1	24	0	25	23	0	
17	61	10	1	74	3	42	1	27	0	28	13	0	
18	58	10	1	71	2	46	0	22	1	24	10	0	
19	34	10	1	120	2	29	1	24	0	25	16	0	
20	28	10	1	106	2	26	1	20	-	21	15	0	
21	52	10	1	27	1	15	0	10	-	10	5	0	
22	54	10	1	26	1	15	0	9	-	9	5	0	
23	59	10	1	20	1	11	0	7	-	7	4	0	
24	55	10	1	19	1	11	0	7	-	7	3	0	
25	57	10	1	11	0	6	0	4	-	4	2	-	
26	62	10	1	11	0	6	-	4	-	4	2	-	
27	31	10	1	27	0	2	-	1	-	1	8	-	
28	60	10	1	10	0	5	-	4	-	4	2	-	
29	64	10	1	10	0	6	-	3	-	3	2	-	
30	65	10	1	9	0	5	-	3	-	3	2	-	
31	56	10	1	8	0	4	-	3	-	3	1	-	
32	53	10	1	4	0	2	-	2	-	2	1	-	
33	63	10	1	3	0	2	-	1	-	1	1	-	
34	37	10	1.5	519	20	294	7	222	1	230	61	3	
35	3	10	1.5	456	18	267	5	184	2	191	56	3	
36	7	10	1.5	438	12	269	4	160	9	173	54	3	
37	38	10	1.5	425	17	253	5	165	2	171	53	3	
38	19	10	1.5	355	14	205	3	133	2	137	54	2	
39	14	10	1.5	343	13	202	3	133	2	137	46	2	
40	48	10	1.5	290	10	173	3	111	3	117	38	2	
41	36	10	1.5	261	9	161	2	93	3	98	35	2	
42	50	10	1.5	192	7	115	2	69	2	72	28	1	
43	35	10	1.5	190	7	104	2	76	-	78	30	1	
44	49	10	1.5	158	5	97	1	55	2	58	23	1	
45	51	10	1.5	142	4	90	1	48	3	52	19	1	
46	47	10	1.5	131	4	81	1	45	2	48	19	1	
47	46	10	1.5	126	4	80	1	42	2	45	18	1	
48	26	10	1.5	221	4	53	2	40	-	42	32	1	
49	27	10	1.5	221	3	53	1	35	0	37	35	1	
50	61	10	1.5	111	4	64	1	41	0	42	19	1	
51	58	10	1.5	107	3	69	1	33	2	36	15	1	
52	34	10	1.5	180	3	44	2	35	0	38	24	1	
53	28	10	1.5	159	3	40	1	30	-	31	22	0	
54	52	10	1.5	40	2	22	0	15	-	16	7	0	

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Minor with Excavation													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
55	54	10	2	39	2	22	0	14	0	14	7	0	
56	59	10	2	31	1	17	0	11	0	11	6	0	
57	55	10	2	28	1	16	0	10	0	10	5	0	
58	57	10	2	17	1	9	0	6	0	6	3	0	
59	62	10	2	17	1	10	0	5	0	5	3	0	
60	31	10	2	41	0	2	0	2	0	2	12	0	
61	60	10	2	15	0	8	0	5	0	5	3	0	
62	64	10	2	14	1	8	0	5	0	5	3	0	
63	65	10	2	14	1	8	0	5	0	5	3	0	
64	56	10	2	11	0	6	0	4	0	4	2	0	
65	53	10	2	6	0	4	0	2	0	2	1	0	
66	63	10	2	5	0	2	0	2	0	2	1	0	
67	37	10	2	692	27	392	9	296	1	306	81	5	
68	3	10	2	608	23	356	7	245	2	255	74	4	
69	7	10	2	583	16	358	5	214	12	230	72	4	
70	38	10	2	567	22	337	6	220	2	228	71	3	
71	19	10	2	473	18	274	4	177	2	183	73	3	
72	14	10	2	457	17	269	4	177	2	183	61	3	
73	48	10	2	387	13	230	4	148	4	155	51	2	
74	36	10	2	348	12	215	3	123	4	130	47	2	
75	50	10	2	255	9	154	2	92	2	96	37	1	
76	35	10	2	253	10	139	3	101	0	105	40	1	
77	49	10	2	211	7	130	2	73	2	77	31	1	
78	51	10	2	189	5	120	1	64	4	69	25	1	
79	47	10	2	175	6	108	1	60	2	63	25	1	
80	46	10	2	168	5	107	1	56	3	60	23	1	
81	26	10	2	295	5	71	2	54	0	56	43	1	
82	27	10	2	295	5	70	1	47	0	49	46	1	
83	61	10	2	149	6	85	1	55	0	56	25	1	
84	58	10	2	143	4	93	1	45	3	48	20	1	
85	34	10	2	240	4	59	3	47	0	50	32	1	
86	28	10	2	211	4	53	1	40	0	42	29	1	
87	52	10	2	53	2	29	1	20	0	21	10	0	
88	54	10	2	52	2	29	1	18	0	19	9	0	
89	59	10	2	41	2	23	0	14	0	14	8	0	
90	55	10	2	37	1	22	1	13	0	14	7	0	
91	57	10	2	22	1	12	0	8	0	8	4	0	
92	62	10	2	22	1	13	0	7	0	7	4	0	
93	31	10	2	55	0	3	0	3	0	3	16	0	
94	60	10	2	19	1	10	0	7	0	7	4	0	
95	64	10	2	19	1	11	0	7	0	7	4	0	
96	65	10	2	19	1	11	0	7	0	7	4	0	
97	56	10	2	15	1	8	0	5	0	5	3	0	
98	53	10	2	9	0	5	0	3	0	3	2	0	
99	63	10	2	6	0	3	0	2	0	2	1	0	
100	37	10	3	865	34	490	12	369	2	383	101	6	
101	3	10	3	760	29	445	9	307	3	318	93	5	
102	7	10	3	729	20	448	6	267	15	288	90	5	
103	38	10	3	708	28	421	8	276	3	286	88	4	
104	19	10	3	592	23	342	5	222	3	229	91	4	
105	14	10	3	571	22	337	5	222	3	229	76	4	
106	48	10	3	484	16	288	5	185	5	194	63	3	
107	36	10	3	435	15	268	4	154	5	163	59	3	
108	50	10	3	319	11	192	3	114	3	120	47	2	

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Minor with Excavation													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
55	54	10	1.5	39	2	22	0	14	-	14	7	0	
56	59	10	1.5	31	1	17	0	11	-	11	6	0	
57	55	10	1.5	28	1	16	0	10	-	10	5	0	
58	57	10	1.5	17	1	9	0	6	-	6	3	-	
59	62	10	1.5	17	1	10	-	5	-	5	3	-	
60	31	10	1.5	41	0	2	-	2	-	2	12	-	
61	60	10	1.5	15	0	8	-	5	-	5	3	-	
62	64	10	1.5	14	1	8	-	5	-	5	3	-	
63	65	10	1.5	14	1	8	-	5	-	5	3	-	
64	56	10	1.5	11	0	6	-	4	-	4	2	-	
65	53	10	1.5	6	0	4	-	2	-	2	1	-	
66	63	10	1.5	5	0	2	-	2	-	2	1	-	
67	37	10	2	692	27	392	9	296	1	306	81	5	
68	3	10	2	608	23	356	7	245	2	255	74	4	
69	7	10	2	583	16	358	5	214	12	230	72	4	
70	38	10	2	567	22	337	6	220	2	228	71	3	
71	19	10	2	473	18	274	4	177	2	183	73	3	
72	14	10	2	457	17	269	4	177	2	183	61	3	
73	48	10	2	387	13	230	4	148	4	155	51	2	
74	36	10	2	348	12	215	3	123	4	130	47	2	
75	50	10	2	255	9	154	2	92	2	96	37	1	
76	35	10	2	253	10	139	3	101	-	105	40	1	
77	49	10	2	211	7	130	2	73	2	77	31	1	
78	51	10	2	189	5	120	1	64	4	69	25	1	
79	47	10	2	175	6	108	1	60	2	63	25	1	
80	46	10	2	168	5	107	1	56	3	60	23	1	
81	26	10	2	295	5	71	2	54	-	56	43	1	
82	27	10	2	295	5	70	1	47	0	49	46	1	
83	61	10	2	149	6	85	1	55	0	56	25	1	
84	58	10	2	143	4	93	1	45	3	48	20	1	
85	34	10	2	240	4	59	3	47	0	50	32	1	
86	28	10	2	211	4	53	1	40	-	42	29	1	
87	52	10	2	53	2	29	1	20	-	21	10	0	
88	54	10	2	52	2	29	1	18	-	19	9	0	
89	59	10	2	41	2	23	0	14	-	14	8	0	
90	55	10	2	37	1	22	1	13	-	14	7	0	
91	57	10	2	22	1	12	0	8	-	8	4	-	
92	62	10	2	22	1	13	-	7	-	7	4	-	
93	31	10	2	55	0	3	-	3	-	3	16	-	
94	60	10	2	19	1	10	-	7	-	7	4	-	
95	64	10	2	19	1	11	-	7	-	7	4	-	
96	65	10	2	19	1	11	-	7	-	7	4	-	
97	56	10	2	15	1	8	-	5	-	5	3	-	
98	53	10	2	9	0	5	-	3	-	3	2	-	
99	63	10	2	6	0	3	-	2	-	2	1	-	
100	37	10	2.5	865	34	490	12	369	2	383	101	6	
101	3	10	2.5	760	29	445	9	307	3	318	93	5	
102	7	10	2.5	729	20	448	6	267	15	288	90	5	
103	38	10	2.5	708	28	421	8	276	3	286	88	4	
104	19	10	2.5	592	23	342	5	222	3	229	91	4	
105	14	10	2.5	571	22	337	5	222	3	229	76	4	
106	48	10	2.5	484	16	288	5	185	5	194	63	3	
107	36	10	2.5	435	15	268	4	154	5	163	59	3	
108	50	10	2.5	319	11	192	3	114	3	120	47	2	

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Standard													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
109	35	10	3	316	12	174	4	127	0	131	50	2	
110	49	10	3	264	9	162	2	91	3	96	39	1	
111	51	10	3	237	7	150	1	80	5	86	31	1	
112	47	10	3	219	7	135	1	75	3	79	32	1	
113	46	10	3	210	6	133	1	69	4	74	29	1	
114	26	10	3	369	6	88	3	67	0	70	54	1	
115	27	10	3	369	6	88	2	59	0	61	58	1	
116	61	10	3	186	7	106	1	68	0	70	31	1	
117	58	10	3	178	5	116	1	56	3	60	25	1	
118	34	10	3	300	5	74	3	59	0	63	40	1	
119	28	10	3	264	5	66	2	50	0	52	36	1	
120	52	10	3	66	3	36	1	25	0	26	12	0	
121	54	10	3	65	3	37	1	23	0	23	12	0	
122	59	10	3	51	2	29	0	18	0	18	10	0	
123	55	10	3	47	2	27	1	16	0	17	9	0	
124	57	10	3	28	1	15	0	10	0	10	5	0	
125	62	10	3	28	1	16	0	9	0	9	5	0	
126	31	10	3	69	0	4	0	3	0	3	20	0	
126	31	10	3	69	0	4	0	3	0	3	20	0	
127	60	10	3	24	1	13	0	9	0	9	5	0	
128	64	10	3	24	1	14	0	8	0	8	5	0	
129	65	10	3	24	1	14	0	8	0	8	5	0	
130	56	10	3	19	1	10	0	7	0	7	4	0	
131	53	10	3	11	0	6	0	4	0	4	2	0	
132	63	10	3	8	0	4	0	3	0	3	1	0	
133	37	10	3	1038	40	588	14	443	2	460	121	7	
134	3	10	3	912	35	534	10	368	3	382	111	6	
135	7	10	3	875	24	537	8	320	18	346	108	6	
136	38	10	3	850	33	506	9	331	3	343	106	5	
137	19	10	3	710	27	411	6	266	3	274	109	4	
138	14	10	3	686	26	404	6	266	3	275	91	4	
139	48	10	3	580	19	346	6	222	6	233	76	3	
140	36	10	3	522	18	322	5	185	6	195	70	3	
141	50	10	3	383	14	230	3	137	3	144	56	2	
142	35	10	3	380	15	208	5	152	0	157	60	2	
143	49	10	3	317	11	195	3	109	3	115	46	2	
144	51	10	3	284	8	181	2	96	6	103	38	2	
145	47	10	3	263	9	163	2	90	3	95	38	2	
146	46	10	3	252	8	160	2	83	4	89	35	2	
147	26	10	3	443	7	106	3	81	0	84	64	1	
148	27	10	3	443	7	105	2	71	0	74	69	1	
149	61	10	3	223	9	127	2	82	0	84	38	1	
150	58	10	3	214	6	139	1	67	4	72	30	1	
151	34	10	3	360	6	88	4	71	0	75	48	1	
152	28	10	3	317	6	79	2	60	0	62	44	1	
153	52	10	3	80	3	44	1	30	0	31	15	0	
154	54	10	3	78	3	44	1	27	0	28	14	0	
155	59	10	3	61	3	34	0	21	0	22	12	0	
156	55	10	3	56	2	32	1	20	0	20	10	0	
157	57	10	3	33	1	19	0	12	0	12	6	0	
158	62	10	3	33	1	19	0	11	0	11	6	0	
159	31	10	3	82	0	5	0	4	0	4	24	0	
160	60	10	3	29	1	15	0	11	0	11	6	0	
161	64	10	3	29	1	17	0	10	0	10	6	0	

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Standard													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
109	35	10	2.5	316	12	174	4	127	-	131	50	2	
110	49	10	2.5	264	9	162	2	91	3	96	39	1	
111	51	10	2.5	237	7	150	1	80	5	86	31	1	
112	47	10	2.5	219	7	135	1	75	3	79	32	1	
113	46	10	2.5	210	6	133	1	69	4	74	29	1	
114	26	10	2.5	369	6	88	3	67	-	70	54	1	
115	27	10	2.5	369	6	88	2	59	0	61	58	1	
116	61	10	2.5	186	7	106	1	68	0	70	31	1	
117	58	10	2.5	178	5	116	1	56	3	60	25	1	
118	34	10	2.5	300	5	74	3	59	0	63	40	1	
119	28	10	2.5	264	5	66	2	50	-	52	36	1	
120	52	10	2.5	66	3	36	1	25	-	26	12	0	
121	54	10	2.5	65	3	37	1	23	-	23	12	0	
122	59	10	2.5	51	2	29	0	18	-	18	10	0	
123	55	10	2.5	47	2	27	1	16	-	17	9	0	
124	57	10	2.5	28	1	15	0	10	-	10	5	-	
125	62	10	2.5	28	1	16	-	9	-	9	5	-	
126	31	10	2.5	69	0	4	-	3	-	3	20	-	
126	31	10	2.5	69	0	4	-	3	-	3	20	-	
127	60	10	2.5	24	1	13	-	9	-	9	5	-	
128	64	10	2.5	24	1	14	-	8	-	8	5	-	
129	65	10	2.5	24	1	14	-	8	-	8	5	-	
130	56	10	2.5	19	1	10	-	7	-	7	4	-	
131	53	10	2.5	11	0	6	-	4	-	4	2	-	
132	63	10	2.5	8	0	4	-	3	-	3	1	-	
133	37	10	3	1,038	40	588	14	443	2	460	121	7	
134	3	10	3	912	35	534	10	368	3	382	111	6	
135	7	10	3	875	24	537	8	320	18	346	108	6	
136	38	10	3	850	33	506	9	331	3	343	106	5	
137	19	10	3	710	27	411	6	266	3	274	109	4	
138	14	10	3	686	26	404	6	266	3	275	91	4	
139	48	10	3	580	19	346	6	222	6	233	76	3	
140	36	10	3	522	18	322	5	185	6	195	70	3	
141	50	10	3	383	14	230	3	137	3	144	56	2	
142	35	10	3	380	15	208	5	152	-	157	60	2	
143	49	10	3	317	11	195	3	109	3	115	46	2	
144	51	10	3	284	8	181	2	96	6	103	38	2	
145	47	10	3	263	9	163	2	90	3	95	38	2	
146	46	10	3	252	8	160	2	83	4	89	35	2	
147	26	10	3	443	7	106	3	81	-	84	64	1	
148	27	10	3	443	7	105	2	71	0	74	69	1	
149	61	10	3	223	9	127	2	82	0	84	38	1	
150	58	10	3	214	6	139	1	67	4	72	30	1	
151	34	10	3	360	6	88	4	71	0	75	48	1	
152	28	10	3	317	6	79	2	60	-	62	44	1	
153	52	10	3	80	3	44	1	30	-	31	15	0	
154	54	10	3	78	3	44	1	27	-	28	14	0	
155	59	10	3	61	3	34	0	21	-	22	12	0	
156	55	10	3	56	2	32	1	20	-	20	10	0	
157	57	10	3	33	1	19	0	12	-	12	6	-	
158	62	10	3	33	1	19	-	11	-	11	6	-	
159	31	10	3	82	0	5	-	4	-	4	24	-	
160	60	10	3	29	1	15	-	11	-	11	6	-	
161	64	10	3	29	1	17	-	10	-	10	6	-	

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Standard												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
162	65	10	3	28	1	16	0	10	0	10	6	0
163	56	10	3	23	1	12	0	8	0	8	4	0
164	53	10	3	13	0	7	0	5	0	5	3	0
165	63	10	3	9	0	5	0	4	0	4	2	0
166	37	10	4	1212	47	686	17	517	3	536	142	8
167	3	10	4	1065	41	623	12	430	4	446	130	7
168	7	10	4	1021	28	627	9	374	21	403	127	7
169	38	10	4	992	39	590	11	386	4	400	124	6
170	19	10	4	829	32	479	7	310	4	320	127	5
171	14	10	4	800	31	472	7	310	4	321	107	5
172	48	10	4	677	23	403	7	259	7	272	89	4
173	36	10	4	609	21	376	6	216	7	228	82	4
174	50	10	4	447	16	269	4	160	4	168	66	3
175	35	10	4	443	17	243	6	178	0	183	70	3
176	49	10	4	370	13	227	3	127	4	134	54	2
177	51	10	4	332	10	211	2	112	7	121	44	2
178	47	10	4	307	10	190	2	105	4	111	45	2
179	46	10	4	295	9	187	2	97	5	104	41	2
180	26	10	4	517	9	124	4	94	0	98	75	2
181	27	10	4	517	8	123	3	83	1	86	81	2
182	61	10	4	260	10	148	2	95	1	98	44	2
183	58	10	4	250	8	162	2	78	5	84	35	2
184	34	10	4	420	7	103	5	83	1	88	57	2
185	28	10	4	370	7	92	3	70	0	73	51	1
186	52	10	4	93	4	51	1	35	0	36	17	1
187	54	10	4	91	4	52	1	32	0	33	17	1
188	59	10	4	72	3	40	1	25	0	25	14	1
189	55	10	4	66	3	38	1	23	0	24	12	1
190	57	10	4	39	2	22	1	14	0	14	7	0
191	62	10	4	39	2	22	0	13	0	13	8	0
192	31	10	4	96	1	5	0	5	0	5	28	0
193	60	10	4	34	1	18	0	13	0	13	7	0
194	64	10	4	34	2	20	0	11	0	11	7	0
195	65	10	4	33	2	19	0	11	0	11	7	0
196	56	10	4	27	1	14	0	10	0	10	5	0
197	53	10	4	15	1	8	0	5	0	5	3	0
198	63	10	4	11	1	5	0	4	0	4	2	0
199	37	10	4	1385	54	784	19	591	3	613	162	9
200	3	10	4	1217	47	712	14	491	5	509	148	7
201	7	10	4	1167	32	717	10	427	23	461	145	7
202	38	10	4	1133	45	674	12	441	4	457	141	7
203	19	10	4	947	36	548	7	355	4	366	145	6
204	14	10	4	914	35	539	8	355	4	367	122	6
205	48	10	4	774	26	461	7	296	8	311	101	5
206	36	10	4	696	24	429	6	247	7	261	94	5
207	50	10	4	511	18	307	5	183	4	192	75	3
208	35	10	4	506	19	278	6	203	0	209	79	3
209	49	10	4	422	14	260	3	145	5	153	62	2
210	51	10	4	379	11	241	2	128	7	138	50	2
211	47	10	4	350	11	217	2	120	5	127	51	2
212	46	10	4	337	10	213	2	111	6	119	47	2
213	26	10	4	590	10	141	4	108	0	112	86	2
214	27	10	4	590	9	141	3	95	1	98	92	2
215	61	10	4	297	11	169	2	109	1	112	50	2

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Standard													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
162	65	10	3	28	1	16	-	10	-	10	6	-	
163	56	10	3	23	1	12	-	8	-	8	4	-	
164	53	10	3	13	0	7	-	5	-	5	3	-	
165	63	10	3	9	0	5	-	4	-	4	2	-	
166	37	10	3.5	1,212	47	686	17	517	3	536	142	8	
167	3	10	3.5	1,065	41	623	12	430	4	446	130	7	
168	7	10	3.5	1,021	28	627	9	374	21	403	127	7	
169	38	10	3.5	992	39	590	11	386	4	400	124	6	
170	19	10	3.5	829	32	479	7	310	4	320	127	5	
171	14	10	3.5	800	31	472	7	310	4	321	107	5	
172	48	10	3.5	677	23	403	7	259	7	272	89	4	
173	36	10	3.5	609	21	376	6	216	7	228	82	4	
174	50	10	3.5	447	16	269	4	160	4	168	66	3	
175	35	10	3.5	443	17	243	6	178	-	183	70	3	
176	49	10	3.5	370	13	227	3	127	4	134	54	2	
177	51	10	3.5	332	10	211	2	112	7	121	44	2	
178	47	10	3.5	307	10	190	2	105	4	111	45	2	
179	46	10	3.5	295	9	187	2	97	5	104	41	2	
180	26	10	3.5	517	9	124	4	94	-	98	75	2	
181	27	10	3.5	517	8	123	3	83	1	86	81	2	
182	61	10	3.5	260	10	148	2	95	1	98	44	2	
183	58	10	3.5	250	8	162	2	78	5	84	35	2	
184	34	10	3.5	420	7	103	5	83	1	88	57	2	
185	28	10	3.5	370	7	92	3	70	-	73	51	1	
186	52	10	3.5	93	4	51	1	35	-	36	17	1	
187	54	10	3.5	91	4	52	1	32	-	33	17	1	
188	59	10	3.5	72	3	40	1	25	-	25	14	1	
189	55	10	3.5	66	3	38	1	23	-	24	12	1	
190	57	10	3.5	39	2	22	1	14	-	14	7	-	
191	62	10	3.5	39	2	22	-	13	-	13	8	-	
192	31	10	3.5	96	1	5	-	5	-	5	28	-	
193	60	10	3.5	34	1	18	-	13	-	13	7	-	
194	64	10	3.5	34	2	20	-	11	-	11	7	-	
195	65	10	3.5	33	2	19	-	11	-	11	7	-	
196	56	10	3.5	27	1	14	-	10	-	10	5	-	
197	53	10	3.5	15	1	8	-	5	-	5	3	-	
198	63	10	3.5	11	1	5	-	4	-	4	2	-	
199	37	10	4	1,385	54	784	19	591	3	613	162	9	
200	3	10	4	1,217	47	712	14	491	5	509	148	7	
201	7	10	4	1,167	32	717	10	427	23	461	145	7	
202	38	10	4	1,133	45	674	12	441	4	457	141	7	
203	19	10	4	947	36	548	7	355	4	366	145	6	
204	14	10	4	914	35	539	8	355	4	367	122	6	
205	48	10	4	774	26	461	7	296	8	311	101	5	
206	36	10	4	696	24	429	6	247	7	261	94	5	
207	50	10	4	511	18	307	5	183	4	192	75	3	
208	35	10	4	506	19	278	6	203	-	209	79	3	
209	49	10	4	422	14	260	3	145	5	153	62	2	
210	51	10	4	379	11	241	2	128	7	138	50	2	
211	47	10	4	350	11	217	2	120	5	127	51	2	
212	46	10	4	337	10	213	2	111	6	119	47	2	
213	26	10	4	590	10	141	4	108	-	112	86	2	
214	27	10	4	590	9	141	3	95	1	98	92	2	
215	61	10	4	297	11	169	2	109	1	112	50	2	

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Standard												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
216	58	10	4	285	9	185	2	89	5	96	40	2
217	34	10	4	479	8	118	5	95	1	100	65	2
218	28	10	4	423	7	106	3	80	0	83	58	1
219	52	10	4	106	4	58	1	40	0	42	19	1
220	54	10	4	103	4	59	1	36	0	37	19	1
221	59	10	4	82	3	46	1	28	0	29	15	1
222	55	10	4	75	3	43	1	26	0	27	14	1
223	57	10	4	45	2	25	1	16	0	16	8	0
224	62	10	4	44	2	25	0	14	0	14	9	0
225	31	10	4	110	1	6	0	5	0	5	31	0
226	60	10	4	39	1	21	0	14	0	14	7	0
227	64	10	4	38	2	23	0	13	0	13	7	0
228	65	10	4	38	2	22	0	13	0	13	7	0
229	56	10	4	30	1	16	0	11	0	11	6	0
230	53	10	4	17	1	10	0	6	0	6	3	0
231	63	10	4	12	1	6	0	5	0	5	2	0
232	37	10	5	1558	60	882	21	665	3	689	182	10
233	3	10	5	1369	53	801	15	552	5	573	167	8
234	7	10	5	1313	36	806	12	481	26	519	163	8
235	38	10	5	1275	50	758	14	496	5	514	159	8
236	19	10	5	1065	41	616	8	399	5	412	163	6
237	14	10	5	1029	39	606	9	399	5	412	137	6
238	48	10	5	870	29	518	8	332	9	350	114	5
239	36	10	5	783	27	483	7	278	8	293	105	5
240	50	10	5	575	21	346	5	206	5	216	84	3
241	35	10	5	570	22	312	7	228	0	235	89	3
242	49	10	5	475	16	292	4	164	5	173	69	3
243	51	10	5	426	12	271	3	144	8	155	57	3
244	47	10	5	394	13	244	3	135	5	143	57	3
245	46	10	5	379	12	240	3	125	6	134	53	3
246	26	10	5	664	11	159	5	121	0	126	96	2
247	27	10	5	664	10	158	3	106	1	110	104	2
248	61	10	5	334	13	191	3	123	1	126	57	2
249	58	10	5	321	10	208	2	100	6	108	45	2
250	34	10	5	539	9	133	6	106	1	113	73	2
251	28	10	5	476	8	119	3	90	0	93	66	1
252	52	10	5	120	5	66	1	46	0	47	22	1
253	54	10	5	116	5	66	1	41	0	42	21	1
254	59	10	5	92	4	52	1	32	0	32	17	1
255	55	10	5	84	3	49	1	29	0	31	15	1
256	57	10	5	50	2	28	1	18	0	18	9	0
257	62	10	5	50	2	29	0	16	0	16	10	0
258	31	10	5	123	1	7	0	6	0	6	35	0
259	60	10	5	44	1	23	0	16	0	16	8	0
260	64	10	5	43	2	25	0	15	0	15	8	0
261	65	10	5	42	2	25	0	15	0	15	8	0
262	56	10	5	34	1	19	0	12	0	12	6	0
263	53	10	5	19	1	11	0	7	0	7	4	0
264	19	10	5	1184	45	685	9	443	5	457	181	7

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Standard												
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
216	58	10	4	285	9	185	2	89	5	96	40	2
217	34	10	4	479	8	118	5	95	1	100	65	2
218	28	10	4	423	7	106	3	80	-	83	58	1
219	52	10	4	106	4	58	1	40	-	42	19	1
220	54	10	4	103	4	59	1	36	-	37	19	1
221	59	10	4	82	3	46	1	28	-	29	15	1
222	55	10	4	75	3	43	1	26	-	27	14	1
223	57	10	4	45	2	25	1	16	-	16	8	-
224	62	10	4	44	2	25	-	14	-	14	9	-
225	31	10	4	110	1	6	-	5	-	5	31	-
226	60	10	4	39	1	21	-	14	-	14	7	-
227	64	10	4	38	2	23	-	13	-	13	7	-
228	65	10	4	38	2	22	-	13	-	13	7	-
229	56	10	4	30	1	16	-	11	-	11	6	-
230	53	10	4	17	1	10	-	6	-	6	3	-
231	63	10	4	12	1	6	-	5	-	5	2	-
232	37	10	4.5	1,558	60	882	21	665	3	689	182	10
233	3	10	4.5	1,369	53	801	15	552	5	573	167	8
234	7	10	4.5	1,313	36	806	12	481	26	519	163	8
235	38	10	4.5	1,275	50	758	14	496	5	514	159	8
236	19	10	4.5	1,065	41	616	8	399	5	412	163	6
237	14	10	4.5	1,029	39	606	9	399	5	412	137	6
238	48	10	4.5	870	29	518	8	332	9	350	114	5
239	36	10	4.5	783	27	483	7	278	8	293	105	5
240	50	10	4.5	575	21	346	5	206	5	216	84	3
241	35	10	4.5	570	22	312	7	228	-	235	89	3
242	49	10	4.5	475	16	292	4	164	5	173	69	3
243	51	10	4.5	426	12	271	3	144	8	155	57	3
244	47	10	4.5	394	13	244	3	135	5	143	57	3
245	46	10	4.5	379	12	240	3	125	6	134	53	3
246	26	10	4.5	664	11	159	5	121	-	126	96	2
247	27	10	4.5	664	10	158	3	106	1	110	104	2
248	61	10	4.5	334	13	191	3	123	1	126	57	2
249	58	10	4.5	321	10	208	2	100	6	108	45	2
250	34	10	4.5	539	9	133	6	106	1	113	73	2
251	28	10	4.5	476	8	119	3	90	-	93	66	1
252	52	10	4.5	120	5	66	1	46	-	47	22	1
253	54	10	4.5	116	5	66	1	41	-	42	21	1
254	59	10	4.5	92	4	52	1	32	-	32	17	1
255	55	10	4.5	84	3	49	1	29	-	31	15	1
256	57	10	4.5	50	2	28	1	18	-	18	9	-
257	62	10	4.5	50	2	29	-	16	-	16	10	-
258	31	10	4.5	123	1	7	-	6	-	6	35	-
259	60	10	4.5	44	1	23	-	16	-	16	8	-
260	64	10	4.5	43	2	25	-	15	-	15	8	-
261	65	10	4.5	42	2	25	-	15	-	15	8	-
262	56	10	4.5	34	1	19	-	12	-	12	6	-
263	53	10	4.5	19	1	11	-	7	-	7	4	-
264	19	10	5	1,184	45	685	9	443	5	457	181	7

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Standard													
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
265	35	10	5	633	24	347	8	254	0	262	99	4	
266	26	10	5	738	12	177	5	135	0	140	107	2	
267	48	30	1	193	6	115	2	74	2	78	25	1	
268	36	30	1	174	6	107	2	62	2	65	23	1	
269	50	30	1	128	5	77	1	46	1	48	19	1	
270	35	30	1	127	8	115	2	84	0	86	33	1	
271	49	30	1	106	4	65	1	36	1	38	15	1	
272	51	30	1	95	3	60	1	32	2	34	13	1	
273	47	30	1	88	3	54	1	30	1	32	13	1	
274	46	30	1	84	3	53	1	28	1	30	12	1	
275	26	30	1	148	4	53	1	40	0	42	64	1	
276	27	30	1	148	3	53	1	35	0	37	69	1	
277	61	30	1	74	3	42	1	27	0	28	13	0	
278	58	30	1	71	2	46	0	22	1	24	10	0	
279	34	30	1	120	3	44	2	36	0	38	48	1	
280	28	30	1	106	3	39	1	30	0	31	44	0	
281	52	30	1	27	1	15	0	10	0	10	5	0	
282	54	30	1	26	1	15	0	9	0	9	5	0	
283	59	30	1	20	1	11	0	7	0	7	4	0	
284	55	30	1	19	1	11	0	7	0	7	3	0	
285	57	30	1	11	0	6	0	4	0	4	2	0	
286	62	30	1	11	0	6	0	4	0	4	2	0	
287	19	50	1	390	15	225	3	146	2	151	61	2	
288	48	50	1	320	11	190	3	122	3	128	42	2	
289	50	50	1	211	8	127	2	75	2	79	31	1	
290	49	50	1	175	6	107	1	60	2	63	26	1	
291	47	50	1	145	5	89	1	50	2	53	21	1	
292	26	50	1	218	5	70	2	54	0	56	107	1	
293	61	50	1	123	5	70	1	45	0	47	21	1	
294	34	50	1	176	4	59	2	47	0	50	81	1	
295	52	50	1	44	2	24	0	16	0	17	8	0	
296	59	50	1	34	1	19	0	12	0	12	6	0	
297	57	50	1	18	1	10	0	7	0	7	3	0	
298	31	50	1	44	0	3	0	3	0	3	39	0	
299	7	100	1	932	25	569	8	319	19	346	121	6	

h													
RC 3-4 Standard													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
265	35	10	5	633	24	347	8	254	-	262	99	4	
266	26	10	5	738	12	177	5	135	-	140	107	2	
267	48	30	1	193	6	115	2	74	2	78	25	1	
268	36	30	1	174	6	107	2	62	2	65	23	1	
269	50	30	1	128	5	77	1	46	1	48	19	1	
270	35	30	1	127	8	115	2	84	0	86	33	1	
271	49	30	1	106	4	65	1	36	1	38	15	1	
272	51	30	1	95	3	60	1	32	2	34	13	1	
273	47	30	1	88	3	54	1	30	1	32	13	1	
274	46	30	1	84	3	53	1	28	1	30	12	1	
275	26	30	1	148	4	53	1	40	0	42	64	1	
276	27	30	1	148	3	53	1	35	0	37	69	1	
277	61	30	1	74	3	42	1	27	0	28	13	0	
278	58	30	1	71	2	46	0	22	1	24	10	0	
279	34	30	1	120	3	44	2	36	0	38	48	1	
280	28	30	1	106	3	39	1	30	0	31	44	0	
281	52	30	1	27	1	15	0	10	-	10	5	0	
282	54	30	1	26	1	15	0	9	-	9	5	0	
283	59	30	1	20	1	11	0	7	-	7	4	0	
284	55	30	1	19	1	11	0	7	-	7	3	0	
285	57	30	1	11	0	6	0	4	-	4	2	-	
286	62	30	1	11	0	6	-	4	-	4	2	-	
287	19	50	1	390	15	225	3	146	2	151	61	2	
288	48	50	1	320	11	190	3	122	3	128	42	2	
289	50	50	1	211	8	127	2	75	2	79	31	1	
290	49	50	1	175	6	107	1	60	2	63	26	1	
291	47	50	1	145	5	89	1	50	2	53	21	1	
292	26	50	1	218	5	70	2	54	0	56	107	1	
293	61	50	1	123	5	70	1	45	0	47	21	1	
294	34	50	1	176	4	59	2	47	0	50	81	1	
295	52	50	1	44	2	24	0	16	-	17	8	0	
296	59	50	1	34	1	19	0	12	-	12	6	0	
297	57	50	1	18	1	10	0	7	0	7	3	0	
298	31	50	1	44	0	3	-	3	-	3	39	-	
299	7	100	1	932	25	569	8	319	19	346	121	6	

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Standard												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
300	14	100	1	739	28	434	6	269	3	279	101	4
301	50	100	1	415	15	248	4	141	3	148	62	3
302	51	100	1	308	9	194	2	99	6	107	42	2
303	26	100	1	398	8	116	3	84	0	87	214	1
304	58	100	1	232	7	150	1	70	4	76	33	1
305	52	100	1	87	3	47	1	30	0	31	16	1
306	55	100	1	61	2	35	1	20	0	21	11	0
307	31	100	1	87	0	5	0	4	0	4	78	0
308	65	100	1	31	1	17	0	11	0	11	6	0
309	38	200	1	1749	68	1029	18	673	6	697	236	11
310	36	200	1	1085	37	662	10	380	11	401	156	7
311	51	200	1	594	16	373	4	199	12	215	83	4
312	27	200	1	807	13	235	4	158	1	163	461	2
313	28	200	1	544	11	162	5	123	0	129	290	2
314	55	200	1	118	4	67	1	40	0	41	23	1
315	60	200	1	61	2	32	1	23	0	23	12	0
316	53	200	1	27	1	15	0	9	0	10	6	0
Average			2	292	9	156	3	100	2	105	44	2
No. of Works				13582	13582	13582	13582	13582	13582	13582	13582	13582
Cost of Congestion	£			3,965,487	128584	2121809	35779	1361179	25746	1422703	601409	21865

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Standard												
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
300	14	100	1	739	28	434	6	269	3	279	101	4
301	50	100	1	415	15	248	4	141	3	148	62	3
302	51	100	1	308	9	194	2	99	6	107	42	2
303	26	100	1	398	8	116	3	84	0	87	214	1
304	58	100	1	232	7	150	1	70	4	76	33	1
305	52	100	1	87	3	47	1	30	0	31	16	1
306	55	100	1	61	2	35	1	20	0	21	11	0
307	31	100	1	87	0	5	0	4	-	4	78	-
308	65	100	1	31	1	17	0	11	-	11	6	0
309	38	200	1	1,749	68	1,029	18	673	6	697	236	11
310	36	200	1	1,085	37	662	10	380	11	401	156	7
311	51	200	1	594	16	373	4	199	12	215	83	4
312	27	200	1	807	13	235	4	158	1	163	461	2
313	28	200	1	544	11	162	5	123	0	129	290	2
314	55	200	1	118	4	67	1	40	0	41	23	1
315	60	200	1	61	2	32	1	23	-	23	12	0
316	53	200	1	27	1	15	0	9	-	10	6	0
Average			2	292	9	156	3	100	2	105	44	2
No. of Works				13,582	13,582	13,582	13,582	13,582	13,582	13,582	13,582	13,582
Cost of Congestion	£			3,965,487	128,584	2,121,809	35,779	1,361,179	25,746	1,422,703	601,409	21,865

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Urgent												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
1	38	10	6	1700	67	1011	18	661	6	685	212	10
2	19	10	6	1420	54	822	11	532	6	549	218	9
3	14	10	6	1371	52	808	12	532	6	550	183	9
4	48	10	6	1161	39	691	11	443	12	466	152	7
5	36	10	6	1044	36	644	9	370	11	391	141	7
6	50	10	6	766	27	461	7	275	6	287	112	4
7	35	10	6	759	29	417	9	304	0	314	119	4
8	49	10	5	528	18	325	4	182	6	192	77	3
9	51	10	5	474	14	301	3	160	9	172	63	3
10	47	10	5	438	14	271	3	150	6	159	64	3
11	46	10	5	421	13	267	3	139	7	149	59	3
12	26	10	5	385	12	177	5	135	0	140	107	2
13	27	10	5	376	11	176	4	118	1	123	115	2
14	61	10	5	371	14	212	3	136	1	140	63	2
15	58	10	3	214	6	139	1	67	4	72	30	1
16	34	10	3	192	6	88	4	71	0	75	48	1
17	28	10	3	168	6	79	2	60	0	62	44	1
18	52	10	3	80	3	44	1	30	0	31	15	0
19	54	10	3	78	3	44	1	27	0	28	14	0
20	59	10	3	61	3	34	0	21	0	22	12	0
21	55	10	3	56	2	32	1	20	0	20	10	0
22	57	10	3	33	1	19	0	12	0	12	6	0
23	62	10	3	33	1	19	0	11	0	11	6	0
24	31	10	3	31	0	5	0	4	0	4	24	0
25	60	10	3	29	1	15	0	11	0	11	6	0
26	64	10	3	29	1	17	0	10	0	10	6	0
27	65	10	3	28	1	16	0	10	0	10	6	0
Average			4	470	17	274	4	172	3	180	73	3
No. of Works				1161	1161	1161	1161	1161	1161	1161	1161	1161
Cost of Congestion			£	545,593	19405	317795	5046	200100	3604	208750	84964	3247

Southampton Sample Sites QUADRO Results Summary												
RC 3-4 Emergency												
Sample	Ref	Length	Duration High	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon
1	38	10	7	1983	78	1180	21	772	7	800	247	12
2	36	10	7	1218	42	751	11	432	13	456	164	8
3	51	10	7	663	19	421	4	224	13	241	88	4
4	27	10	7	527	16	246	5	166	1	172	161	3
5	28	10	7	392	13	185	5	140	0	145	102	2
6	55	10	7	131	5	76	2	46	0	48	24	1
7	60	10	7	68	2	36	0	25	0	25	13	0
8	53	10	7	30	1	17	0	11	0	11	6	0
Average			7	627	22	364	6	227	4	237	101	4
No. of Works				336	336	336	336	336	336	336	336	336
Cost of Congestion			£	210,504	7392	122270	2016	76255	1428	79699	33810	1260

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Urgent													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	38	10	3	850	33	506	9	331	3	343	106	5	
2	19	10	3	710	27	411	6	266	3	274	109	4	
3	14	10	3	686	26	404	6	266	3	275	91	4	
4	48	10	3	580	19	346	6	222	6	233	76	3	
5	36	10	3	522	18	322	5	185	6	195	70	3	
6	50	10	3	383	14	230	3	137	3	144	56	2	
7	35	10	3	380	15	208	5	152	-	157	60	2	
8	49	10	3	317	11	195	3	109	3	115	46	2	
9	51	10	3	284	8	181	2	96	6	103	38	2	
10	47	10	3	263	9	163	2	90	3	95	38	2	
11	46	10	3	252	8	160	2	83	4	89	35	2	
12	26	10	3	231	7	106	3	81	-	84	64	1	
13	27	10	3	226	7	105	2	71	0	74	69	1	
14	61	10	5	371	14	212	3	136	1	140	63	2	
15	58	10	5	356	11	231	2	111	6	120	50	2	
16	34	10	5	319	10	147	6	118	1	125	81	2	
17	28	10	5	280	9	132	4	100	-	104	73	1	
18	52	10	5	133	5	73	1	51	-	52	24	1	
19	54	10	5	129	5	74	1	45	-	47	24	1	
20	59	10	5	102	4	57	1	35	-	36	19	1	
21	55	10	6	112	4	65	2	39	-	41	21	1	
22	57	10	6	67	3	37	1	24	-	25	12	-	
23	62	10	6	66	3	38	-	22	-	22	13	-	
24	31	10	6	63	1	9	-	8	-	8	47	-	
25	60	10	6	58	2	31	-	22	-	22	11	-	
26	64	10	6	57	3	34	-	20	-	20	11	-	
27	65	10	6	57	3	33	-	20	-	20	11	-	
Average			4	300	11	172	3	108	2	113	50	2	
No. of Works				1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	1,161	
Cost of Congestion	£			348,236	12,261	199,901	3,260	125,932	2,169	131,360	58,356	2,016	

Southampton Sample Sites QUADRO Results Summary													
RC 3-4 Emergency													
Sample	Ref	Length	Duration Low	Total Impact	Consumer Vehicle Operating Cost Total	Consumer Travel Time Total	Business Vehicle Operating Cost Total	Business Travel Time Total	PSP Bus & Coach Operating Cost	Total Business	Accident Cost	Carbon	
1	38	10	7	1,983	78	1,180	21	772	7	800	247	12	
2	36	10	7	1,218	42	751	11	432	13	456	164	8	
3	51	10	7	663	19	421	4	224	13	241	88	4	
4	27	10	7	527	16	246	5	166	1	172	161	3	
5	28	10	7	392	13	185	5	140	-	145	102	2	
6	55	10	7	131	5	76	2	46	-	48	24	1	
7	60	10	7	68	2	36	-	25	-	25	13	-	
8	53	10	7	30	1	17	-	11	-	11	6	-	
Average			7	627	22	364	6	227	4	237	101	4	
No. of Works				336	336	336	336	336	336	336	336	336	
Cost of Congestion	£			210,504	7,392	122,270	2,016	76,255	1,428	79,699	33,810	1,260	

Annex B

List of requirements for permit schemes in legislation and statutory guidance

Permit Application: Evaluation template

Authority				
		Name of authority	Type of scheme	Date received
		Southampton City Council	Single Scheme	

Content checklist

No.	Ref	Subject	Yes/No	Reference
		Consultation		
1	r3(a)	Consulted all statutory undertakers and s50 holders in the area	YES	Consultation Report
2	r3(b)	Consulted all authorities whose streets / areas are included or affected by the scheme	YES	Consultation Report
3	r3(c)	Consulted TFL if the scheme is in London	N/A	
4	r3(d)	Consulted any PTE if the scheme covers their area	N/A	
5	r3(e)	Consulted the emergency services which operate in the area covered by the scheme	YES	Consultation Report
6	r3(f)	Consulted the SoS (transport)	YES	Consultation Report
7	r4(i)	The submission contains a summary of responses to the consultation and the changes made in the light of the consultation	YES	Consultation Report
8	Sg25	There is a commitment to provide all activity promoters operating within the permit area, and all those consulted on the proposed scheme, with the details of post consultation changes before the scheme goes live	YES	Scheme Annex
		Scheme objectives, design, cost-benefit analysis and evaluation arrangements		
9	r4(b)	The scheme states the objectives	YES	Scheme Doc Section 3
10	Sg24	There is an explanation of the Permit Authority's chosen design for the permit scheme	YES	1.1.1
11	r4(c)	The scheme sets out how the permit authority will ensure non - discrimination between permit applicants	YES	2.8.3 5.2.2

No.	Ref	Subject	Yes/No	Reference
				22.1.1
12	Sg23	The scheme is designed to ensure, as far as possible, parity of treatment between both types of works by evidence of compliance with KPIs.	YES	22.1.1
13	Sg23	At least 4 KPIs are included in the scheme, including the two mandatory ones	YES	Section 22
14	r4(d)	The scheme sets out how and when the permit authority will evaluate the scheme to ensure that the stated objectives are met	YES	Section 22
15	r4(e)	The submission sets out the costs and benefits of the scheme	YES	Cost Benefit Analysis
		Coverage of the scheme		
16	r4(a)	The scheme lists all highway authorities with streets included in it	YES	Section 2.3.2
17	r7(1)	The scheme states the area it will cover	YES	Section 4
18	r8(1)	The scheme states the streets within the area that are included in the scheme	YES	Section 4.3.1
19	r6(1)	The scheme states the types of works the scheme applies to	YES	Section 2.5
20	Sg7	The scheme includes both highway and statutory undertakers' works	YES	Section 2.5.2
21	Sg7	All works comprising "registerable works" in terms of the 2007 Notices Regulations under NRSWA are included in the scheme	YES	Section 2.5.3
22	r9(2)	The scheme states which specified people or types of people do not have to apply for a permit, and in what circumstances	YES	Section 6.2
		Implementation and transition		
23	r4(g)	The scheme states the date when the permit scheme is going to start operation	YES	Section 2.3.6
24	r4(h)	The scheme sets out any transitional arrangements that the authority proposes to implement	YES	Section 21
		Compliance with general technical and definitional requirements		
25	Sg9	The scheme is set up to receive applications, issue notices and otherwise communicate electronically	YES	Section 10.2
26	Sg21	The scheme is designed to operate in a manner which complies with the Technical Specification and follows its requirements	YES	Section 10.2.1
27	Sg18	The scheme uses a nationally consistent street gazetteer system for identifying streets that is used under NRSWA	YES	Section 4.3.2
28	Sg60	The scheme provides that a "street" refers to that length of road associated with a single USRN, i.e. to part of a whole street where a street is subdivided	YES	Section 2.7.1

No.	Ref	Subject	Yes/No	Reference
29	Sg19	The permit authorities street gazetteer is upgraded to level 3	YES	Section 4.3.2
30	r33(2)	The permit authority is committed to creating and maintaining a register containing the names of each street included in the scheme and specifying whether such streets have been designated as protected, of special engineering difficulties, or traffic-sensitive	YES	Section 20
31	Sg20	The permit authority is committed to maintaining a register in connection with their permit scheme containing information about all registerable activities on those streets	YES	Section 5.1.2
32	Sg21	The permit authority is committed to ensuring that all the information held in permit registers is referenced to the Elementary Street Unit Identifier, and the Unique Street Reference Number (USRN) and that permit registers follow the street works equivalent by being GIS (Geographic Information System) based	YES	Section 20.1
33	Sg8	The scheme uses the same or equivalent definitions or requirements as are used in the NRSWA notice system for: Registerable activities/works Categories of activities/works (major, standard, minor and immediate activities/works); Street gazetteers, including street referencing by means of Unique Street Reference Number (USRN) and Associated Street Data (ASD) Street reinstatement categories as defined in the NRSWA Reinstatement Specification The distinction between main roads and minor roads, where such distinctions are relevant Streets designated as protected, having special engineering difficulty or traffic sensitive	YES	Section 2.7
34	Sg 36	The scheme defines major activities as works that: have been identified in an organisation's annual operating programme; or if not identified in that programme, are normally planned; or known about at least six months in advance of the date proposed for the activity; or other than immediate activities, require a temporary traffic regulation order; or other than immediate activities, have a duration of 11 working days or more	YES	Section 9.2
		Provisional Advance Authorisations		
35	Sg36	If the scheme requires a PAA for major works then the promoter should be required to provide the final detailed information in support of its application for a permit at least 10 working days before the activity is due to commence	YES	Section 10.7 Table 1
36	Sg38	The scheme incorporates a requirement for PAAs in relation to major permits only	YES	Section 8.2
37	r11(2)	Where a scheme requires PAAs to be applied for it specifies the	YES	Section 8.2.6

No.	Ref	Subject	Yes/No	Reference
		information that should be included in the application for a PAA		
38	Sg39	The scheme requires an application for a PAA to specify proposed start and end dates for the relevant activities, although the scheme should allow sufficient flexibility to enable the dates to be reasonably adjusted when a permit is ultimately issued	YES	Section 8.2.6
39	Sg40	The information stipulated by the scheme to support an application for a PAA should be equivalent to, and certainly should not exceed, that required in support of an application for a permit	YES	Section 8.3.2
40	r11(6)	Where a scheme requires a PAA to be applied for, it requires that a copy of the PAA is sent to a relevant authority or any other body having kit in the street when it is requested by that body	YES	Section 8.2.9
41	Sg45	Where a PAA has been given but a full permit has not yet been issued, and proposals change, the scheme stipulates that the Permit Authority has to be informed of the proposed changes and a revised application for PAA or permit made	YES	Section 15.4.2
42	Sg36	If the scheme requires a PAA for major works then the promoter should be required to provide the final detailed information in support of its application for a permit at least 10 working days before the activity is due to commence	YES	Section 8.3.1 + 10.7
		Immediate activities		
43	Sg36	Immediate Activities are defined as emergency works as defined in section 52 of NRSWA, or activities (not being emergency works) whose execution at the time they are executed is required (or which the person responsible for the works believes on reasonable grounds to be required)— (i) to prevent or put an end to an unplanned interruption of any supply or service provided by the promoter; (ii) to avoid substantial loss to the promoter in relation to an existing service; or (iii) to reconnect supplies or services where the promoter would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period; This includes works that cannot reasonably be separated or severed from such works	YES	Section 9.5
44	Sg36	The scheme provides that the initial stage of immediate activities are exempt from requiring a permit	YES	Section 6.3
45	Sg36	The scheme requires promoters of immediate activities to apply for a permit within two hours of the activity starting.	YES	Section 6.3.1
46	Sg43	The scheme is able to link an immediate activity and the conditions attached to it prior to a permit being issued with the application for a permit for that immediate activity when it is made	YES	10.2 + 10.4 EToN specification provides this
47	Sg48	The scheme is compliant with paragraph 48m of the SG (different procedures regarding immediate works and fault finding)	YES	Section 15.10
48	Sg57	The ASD must be marked with any streets for which the scheme requires a promoter to ring the authority when starting immediate	YES	Section 13.3.1

No.	Ref	Subject	Yes/No	Reference
		works		
		Other works requiring permits		
49	r9(1)	The scheme includes a provision requiring a permit to be obtained before specified works are carried out in a specified street	YES	Section 5
50	r9(8)	The scheme provides that each phase of work requires a separate permit, e.g a separate permit would be required for interim and permanent reinstatements	YES	Section 7.4.1
51	Sg36	Standard activities are defined in the scheme as those activities, other than immediate or major activities, that have a planned duration of between 4 and 10 working days inclusive	YES	Section 9.3.1
52	Sg36	The scheme stipulates that a standard permit is applied for 10 days in advance of works commencing	YES	Section 10.7 Table 1
53	Sg36	Minor Activities are defined in the scheme as activities, other than immediate or major activities, where the planned working is 3 working days or less	YES	Section 9.4.1
54	Sg36	The scheme stipulates that a minor permit is applied for 3 days in advance of works commencing	YES	Section 10.7 Table 1
		Applications for permits		
55	Sg55	The scheme requires promoters applying for permits or PAAs to copy their applications to any authority or undertaker that has requested to see permit applications on certain streets	YES	Sections 8.2.9 + 8.3.4
56	r9(3)	The information that has to be included in a permit application is specified in the scheme	YES	Section 11
57	r9(4)	The scheme requires that each application for a permit only covers one street	YES	Section 12
58	r9(5)	The scheme requires each application for a permit or a variation of a permit to include an estimate of the likely duration of the works	YES	Section 11
59	Sg61	The scheme requires a sufficiently detailed description of the activities to be provided to allow the street authority to assess the likely impact of the activity	YES	Section 11.1.3
60	Sg62	The scheme requires promoters to include an accurate location in their application based on National Grid References (NGRs), one in the centre of the excavation for small excavations and one at each end of trenches, along with the dimensions of the space taken up by the activity in the street	YES	Section 11.1.1
61	Sg63	The scheme requires each application for a permit to include proposed start and end dates, and should require applicants to indicate whether they wish the permit to cover work at weekends and on Bank Holidays (where applicable)	YES	Section 12.4
62	Sg64	The scheme allows the Permit Authority to require the applicant to provide an illustration of the works (including plans, digital photographs etc) in appropriate cases. Activities on streets with Special Engineering Difficulty will in any case require a plan and section. This should include details of what the works are, whether	YES	Section 12.5

No.	Ref	Subject	Yes/No	Reference
		they are likely to affect more than one lane of the street and if possible a numerical measure of estimated disruption		
63	Sg65	The scheme requires applicants to supply details of the planned techniques to be used, such as open cut, trench share, minimum dig technique or no dig	YES	Section 12.6
64	Sg66	The scheme requires applicants to supply details of their traffic management proposals, including any requirement for action by the local authority, such as the need for Traffic Regulation Orders (TROs), lifting of parking restrictions and approval for portable light signals	YES	Section 12.7
65	Sg67	The scheme requires that activity promoters provide their best estimate of the excavation depth as part of the application	YES	Section 12.8
66	Sg68	The scheme requires applicants to indicate whether the activity is intended to be completed with interim or permanent reinstatement or a mixture of both. If the latter, then details would need to be provided as to where interim or permanent reinstatements will be completed within that permit	YES	Section 12.9.1
67	Sg69	The scheme requires applications to include the provisional number of estimated inspection units appropriate to the activity	YES	Section 12.10.2
68	Sg70	The scheme requires all applications to include the contact details of the person appointed by the activity promoter to deal with any problems that may occur during the activity, including any provision made for out of hours contact by the promoter	YES	Section 11.2.1
		Permit content and conditions		
69	r9(6)	The scheme provides for each permit to specify the duration within which the specified works on a specified street are by that permit authorised	YES	Section 12.4
70	Sg32	There is a commitment to date permits in calendar days not working days	YES	Section 14.2.2 + 9.3 + 9.4
71	Sg35	The scheme is designed so that in relation to category 0, 1, 2, and traffic sensitive streets the planned commencement date and finishing date for the activity are the start date and end dates respectively on the permit. The permit will not be valid before the start date on the permit and will cease to be valid once the end date has passed unless a variation is granted	YES	Section 9
72	Sg35	The scheme is designed so that on category 3 and 4 streets that are not traffic sensitive, permit start and end dates should allow for flexibility in the start of the activity but once the activity is started it must be completed within the activity duration period specified in the permit. The starting window should be 5 working days for major and standard activities and 2 working days for minor activities	YES	Section 7.10
73	Sg35	The scheme is designed to ensure that working at weekends or on bank holidays is reflected in the permit start and end dates	YES	Section 12.4 + 14.2.2
74	Sg41	The scheme provides for permit conditions to be applied and specifies the types of conditions that will be applied	YES	Section 13

No.	Ref	Subject	Yes/No	Reference
75	Sg41	The scheme provides that the permit will specify in detail the activity it allows and the conditions attached	YES	Section 13
76	Sg41	The scheme provides that any constraints in the original application should be reflected in conditions in the permit	YES	Section 13.1.1
77	Sg71	The scheme provides that an issued permit will contain all the conditions attached to the permit so that there is no ambiguity about the validity and terms of the permit	YES	Section 13
78	Sg73	The scheme imposes standard conditions on permits which will require the permit reference number to be prominently displayed on the site information board for each set of works	YES	Section 13.3.5
		Time limits for responses to applications		
79	Sg58	The scheme sets out times in which the permit authority will respond to applications for PAAs; and, variations of permits; and permit conditions	YES	Section 10.7 Table 1
80	Sg58	The time limits for the permit authority to respond to a permit application are as set out in the statutory guidance	YES	Section 10.7 Table 1
		Issue of permits: procedure		
81	Sg71	The scheme provides that permits will be sent to the promoter electronically through the EToN system	YES	Section 14.2
82	Sg71	The scheme provides that the permit will be placed on the permit register and copied to any undertaker, authority or other relevant body that has asked to be informed about activities on a particular street	YES	Section 20.1
83	Sg71	The scheme provides that a permit will be issued to the promoter for every permit that is granted	YES	Section 14.2
84	Sg72	The scheme provides that all permits will be given a unique reference number (following the EToN numbering conventions)	YES	Section 15.11.1
85	Sg72	The scheme provides that permits will be marked so as to indicate cross references to any linked permits which have also been issued	YES	Section 7.5 + 7.4.3
		Revocation and variation of permits		
86	r15(1)	The scheme includes provisions to enable the permit authority to vary and/or revoke permits and permit conditions	YES	Section 15
87	r10(4)	The scheme provides that the permit authority can revoke a permit where it appears that the conditions have been broken	YES	Section 15
88	Sg50	The scheme includes a statement of the Permit Authority's policy as to the circumstances in which it will review, vary or revoke permits on its own initiative	YES	Section 15.1.2
89	Sg52	The scheme sets out the process by which:	YES	Section 15.3.1

No.	Ref	Subject	Yes/No	Reference
		a promoter who no longer requires a permit for an activity can request the authority to revoke or cancel a permit that has already been issued; or cancel or withdraw an application that has been submitted but for which a permit has not yet been granted		
90	Sg46	The scheme sets out clearly how applications for variations to permits or conditions should be made. It provides that where the existing permit has more than 20% of its duration or more than two working days to run, whichever is the longer, the promoter shall apply for a variation electronically	YES	Section 10.7 Table 1
91	Sg46	The scheme stipulates that in any other case the promoter shall first telephone the Permit Authority to ascertain whether the Authority is prepared to grant a variation and only apply, again electronically, if the Authority is so prepared	YES	Section 15.5 + 15.9.2
92	r15(2)	The scheme specifies the information that needs to be included in an application for a variation or revocation of a permit or permit condition	YES	Section 15.11
		Other miscellaneous aspects of scheme content		
93	Sg94	Part 8 of the Regulations amend NRSWA section 58 (restrictions on works following substantial road works) and section 74 (charge for occupation of the highway where works unreasonably prolonged) for undertakers' works only. The scheme provides similar arrangements for highway authorities' works, in the interests of parity	YES	Section 2.8.2
94		The scheme has taken into account any major known projects such as Cross Rail, Olympics, TIF projects, Thames Gateway projects etc	YES	Section 2.3.5
95	r13	If a scheme has specified conditions and types of works where a permit does not apply, but still wants to apply conditions to these types of works, then the scheme specifies how these conditions are to be identified and how any variations applicable to these conditions will be brought to the attention of the undertaker	NO	
		Fees		
96	r4(f)	The submission provides the evidence considered by the permit authority when deciding on the proposed fee levels, and the reasons for their decisions	YES	Fees Matrix
97	Sg77	Permit fees are within the maximum specified.	YES	Section 24
98	r30(2)	Where applicable the scheme sets out the range of fees that may be charged and the criteria which are taken into account when determining how the fee applicable is identified from the range	YES	Section 24
99	Sg80	The scheme provides that where a permit variation would move an activity into a higher category, the promoter will be required to pay the difference between the permit fees for the two categories as well as the permit variation fee	YES	Section 24.2.3
100	Sg82	The scheme provides that where through no action, failing or fault on the part of the promoter, the Permit Authority revokes the promoter's permit, no fee should be payable for the new permit	YES	Section 17.2.2 iv
101	Sg84	The permit scheme sets out the circumstances in which the permit	YES	Section 17.2.3

No.	Ref	Subject	Yes/No	Reference
		fees are discounted		
		Joint schemes		
102	Sg14	For joint schemes, applicants show that they have fully discussed, and come to an agreement on, the way the scheme will be controlled and any fees apportioned	N/A	N/A
103	Sg14	For joint schemes, the relevant authorities have appointed a person to be responsible for financial accounting in relation to such a scheme who is capable of issuing the relevant certificates under regulation 26(5)	N/A	N/A
104	Sg14	For joint schemes, all applicants have demonstrated how each authority will meet their network management duty requirements	N/A	N/A

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Agenda Item 13

Appendix 10

Southampton Permit Scheme – Consultation Draft

Document Information	
Date:	July 2014
Project Name:	Southampton City Council Permit Scheme (SPS)
Service Area:	Southampton City Council Highway Network
Directorate:	Place
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1 FORWARD

- 1.1.1 The Southampton Permit Scheme is a Single Permit Scheme for the purposes of Part 3 of the Traffic Management Act 2004 (TMA) and the Traffic Management Permit Scheme (England) Regulations 2007 (the Permit Regulations).

2 INTRODUCTION TO THE PERMIT SCHEME

- 2.1.1 A Permit Scheme is an important development for Southampton City Council and the surrounding area. The development of the scheme shows how the Council, working together with communities and stakeholders, expects to support and deliver the wider aims and priorities that the city has, by investing in the management of its transport network.
- 2.1.2 This includes coordinating essential works, supporting businesses, economic growth, getting people into work, getting children safely to school, improving air quality and protecting and enhancing our unique natural and built local environments.
- 2.1.3 We must maintain, manage, protect and improve the transport network because it is such a valuable asset. By making sure the network works safely and efficiently for everybody, we can also enable people to make the right transport and route choices and we want those choices to be, first and foremost, efficient, sustainable, healthy and convenient.

2.2 BACKGROUND

- 2.2.1 Part 3 of the Traffic Management Act 2004 (TMA) introduced Permit Schemes as a new way in which activities in the public highway could be better managed and to improve Authorities' abilities to minimise disruption from street and road works.

2.3 THE PERMIT SCHEME

- 2.3.1 This Permit Scheme, to be known as the **Southampton Permit Scheme (SPS)**, and hereinafter referred to as the 'Permit Scheme', is made under Part 3 of the TMA and the Traffic Management Permit Scheme (England) Regulations 2007, (the Regulations), and has been prepared with regard to the Statutory Guidance issued by the Secretary of State to assist Highway Authorities wishing to become Permit Authorities and in accordance with the requirements set out in the Regulations.
- 2.3.2 The Permit Scheme will be operated solely by Southampton City Council as a Single Permit Scheme.
- 2.3.3 Promoters should make themselves aware of the content of these documents and also the Code of Practice for Permits (Department for Transport) alongside which the Permit Scheme will be operated.
- 2.3.4 All current New Roads and Street Works Act (NRSWA) and Traffic Management Act (TMA) legislation, codes of practice, etc. and any future amendments to that legislation, apply to this Permit Scheme.
- 2.3.5 Southampton City Council recognises the local economic benefits of nationally significant infrastructure projects, including the improved timing, coordination and delivery of works for the roll out of the Superfast Broadband project and any other significant projects in the area. We are committed to ensuring that the commencement of the Southampton Permit Scheme will not have a detrimental impact on the implementation of any such projects within, or adjacent to, the Permit Scheme area.
- 2.3.6 In accordance with Regulation 4 (g) it is intended that the Permit Scheme is going to start operation in mid-March 2015.

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2.4 THE PERMIT AUTHORITY

- 2.4.1 The Permit Scheme will be operated as a Single Permit Scheme by Southampton City Council, as the Highway Authority for Southampton, hereinafter referred to as the 'Permit Authority'.

2.5 ACTIVITIES

- 2.5.1 For consistency, the generic term 'activities' has been used rather than "works" to reflect the fact that the Scheme may eventually cover more than street and road works in subsequent Regulations. These are the specified works as set out in the Regulations.
- 2.5.2 The term 'Promoters' will be used for both Statutory Undertakers (including Utility companies) and the Southampton Highway Authority. The present 2007 Permit Regulations provide for permit schemes to include both street works by statutory undertakers, as defined in NRSWA (this excludes street works licensed under s50 of NRSWA), and highway works, defined in s83 of NRSWA as works for road purposes. Although the term "works" is used generically in the Regulations, "activities" is used in this guidance to encompass both types of works and anticipates subsequent sets of regulations which may extend the scope of permit schemes to other activities on the street.
- 2.5.3 Authorities preparing permit schemes must include both highway and statutory undertakers' works. All works comprising "registerable works" in terms of the 2007 Notices Regulations under NRSWA should be included.
- 2.5.4 A glossary of the main terms contained within this document is provided in Appendix A.

2.6 RELATIONSHIP TO NRSWA

- 2.6.1 Permit Schemes provide an alternative to Sections of the existing notification system of the New Roads and Street Works Act 1991 (NRSWA), whereby, instead of informing a Highway Authority about its intention to carry out works in its area, a Statutory Undertaker has to book time on the highway by obtaining a Permit from the Permit Authority.
- 2.6.2 Under a Permit Scheme, the activities undertaken by the Highway Authority, its partners or agents are also treated in exactly the same way as a Statutory Undertaker.
- 2.6.3 The Permit Authority may apply conditions, attached to Permits, which impose constraints on the dates and times of activities and the way that work is carried out.
- 2.6.4 The Permit Authority's control over variations to Permit conditions, particularly time extensions, gives a greater incentive to complete activities on time.
- 2.6.5 A Highway Authority may choose to implement a Permit Scheme on all or some of the roads under its control.
- 2.6.6 Southampton City Council has decided to implement a Permit Scheme on all of the roads under its control.

2.7 EQUIVALENT DEFINITIONS

- 2.7.1 As the Permit Scheme will operate alongside the NRSWA noticing system, the same or equivalent definitions and requirements are used as in the NRSWA notice system, namely:
- Registerable activities/works
 - Categories of activities/works, (major, standard, minor and immediate activities/works)

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- Street gazetteers, including street referencing by means of a Unique Street Reference Number (USRN) and Associated Street Data (ASD)
- Street reinstatement categories as defined in the NRSWA Reinstatement Specification
- Streets designated as Protected Streets, streets having Special Engineering Difficulties, (SED), or a Traffic Sensitive Street

2.8 CHANGES TO NRSWA LEGISLATION

2.8.1 Where it is implemented on the specified streets, and in accordance with the Regulations, the Permit Scheme will result in the disapplication and modification of the following Sections of the NRSWA:

- Sections of NRSWA disappplied: s53; s54; s55; s56; s57; s66
- Sections of NRSWA modified: s58; s58A; s64; s69; s73A; s74; s88; s89; s90; s93; s105; Schedule 3A
- Regulations modified: The Street Works (Registers, Notices, Directions and Designations)(England) Regulations 2007 SI 2007/1951

2.8.2 Changes to Section 58 and 58a (restrictions on works following substantial road works) and Section 74 (charges of occupation of the highway where works are unreasonably prolonged) apply only to Statutory Undertakers activities.

2.8.3 The Permit Scheme makes arrangements so that procedures are followed for Highway Authority Promoter activities in relation to timing and duration, in order to facilitate the operation of the Permit Scheme and ensure there is parity of treatment for all Promoters.

3 OBJECTIVES OF THE SOUTHAMPTON PERMIT SCHEME

Delivering collaboration to ensure optimised capacity of the highway network and reliable access to City destinations.

- 3.1.1 All activities on highways have the potential to reduce the width of the street available to traffic, pedestrians and other users and have the potential to also inconvenience businesses and local residents.
- 3.1.2 The scale of disruption caused is relative to the type of activities being undertaken and the capacity of the street. Activities where the traffic flow is close to, or exceeds, the physical capacity of the street will have the potential to cause congestion, disruption and delays.
- 3.1.3 The objective of the Southampton Permit Scheme is to improve the strategic and operational management of the highway network through better planning, scheduling and management of activities to minimise disruption to any road or pavement user.
- 3.1.4 The Southampton Permit Scheme will enable better coordination of activities throughout the highway network, ensuring those competing for space or time in the street, including traffic, to be resolved in a positive and constructive way.
- 3.1.5 The objectives and benefits of the Southampton Permit Scheme are:
- Reduced disruption on the road network
 - Improvements to overall network management
 - A reduction in delays to the travelling public
 - A reduction in costs to businesses caused by delays

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- Promotion of a safer environment
 - Reduced carbon emissions
- 3.1.6 The Permit Scheme objectives will be facilitated by improving performance in line with the Authorities' Network Management Duty in relation to the following key factors:
- Enhanced coordination and cooperation
 - Encouragement of partnership working between the Permit Authority, all Promoters and key stakeholders
 - Provision of more accurate and timely information to be communicated between all stakeholders including members of the public
 - Promotion and encouragement of collaborative working
 - Improvement in timing and duration of activities particularly in relation to the busiest streets within the network
 - Promotion of dialogue with regard to the way activities are to be carried out
 - Enhanced programming of activities and better forward planning by all Promoters

3.2 ALIGNED OBJECTIVES

- 3.2.1 The Permit Scheme objectives align with the Transport Policies contained within the Southampton Local Transport Plan 3:
- Work with the Highways Agency, Network Rail, Ports and Airports to ensure reliable access to and from South Hampshire's three international gateways for people and freight.
 - To optimise the capacity of the highway network and improve journey time reliability for all modes
 - To achieve and sustain a high-quality, resilient and well-maintained highway network for all
 - To deliver improvements in air quality

4 SCOPE OF THE PERMIT SCHEME

4.1 AREA COVERED BY THE PERMIT SCHEME

- 4.1.1 The Permit Scheme applies within the boundaries of Southampton City Council.

4.2 DEFINITION OF THE TERM "STREET"

- 4.2.1 For the purposes of the Permit Scheme, the term "street" refers to that length of road associated with a single Unique Street Reference Number (USRN). Where a single street on the ground has more than one USRN, separate Permits will be required for each USRN to which an activity relates.

4.3 STREETS COVERED BY THE PERMIT SCHEME

- 4.3.1 The Permit Scheme will apply to adopted and publicly maintainable streets identified on the National Street Gazetteer (NSG).
- 4.3.2 The Permit Authority will create, maintain and publish the Street Gazetteer to Level 3.
- 4.3.3 The Street Gazetteer will be maintained and updated with relevant information. The Street Gazetteer will be available to all Promoters via the National Street Gazetteer Concessionaire's website.

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4.4 STREETS NOT COVERED BY THE PERMIT SCHEME

4.4.1 Streets that are not highways maintainable at public expense or private streets are not included in the Permit Scheme.

4.5 MOTORWAYS AND TRUNK ROADS

4.5.1 Motorways and trunk roads for which the Highways Agency is the Highway Authority are excluded from the Permit Scheme.

4.6 STREETS TO BE ADOPTED AS A MAINTAINABLE HIGHWAY

4.6.1 Where a street is expected to become a maintainable highway, controls on specified activities under the Permit Scheme will only apply after the street has become a maintainable highway.

5 ACTIVITIES COVERED BY THE PERMIT SCHEME

5.1 ACTIVITIES REQUIRING A PERMIT

5.1.1 The Permit Scheme controls the following activities undertaken on the public highway and as defined as Registerable Activities in Chapter 9 of The Code of Practice for Permits:

- i. Street works as in Part 3 of NRSWA, as defined by s48, except for works by licensees under Section 50 of NRSWA
- ii. Works for road purposes as defined by Section 86 of NRSWA – maintenance and improvement works to the road itself, carried out by, or on behalf of, the Highways Authority
- iii. Major Highway Works (including Developer activities under Section 278 of the Highways Act 1980)
- iv. Other activities that may be introduced under future regulations

5.1.2 The following activities defined in the Regulations as specified works are Registerable for all Promoters and information related to them has to be recorded on the register:

- (a) Involve the breaking up or resurfacing any street
- (b) Involve opening the carriageway or cycleway of traffic-sensitive streets at traffic-sensitive times.
- (c) Require any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works.
- (d) Reduce the lanes available on a carriageway of three or more lanes.
- (e) Require a temporary traffic regulation order or notice, or the suspension of pedestrian crossing facilities.
- (f) Require a reduction in the width of the existing carriageway of a traffic-sensitive street at a traffic-sensitive time

5.2 WORKS FOR ROAD PURPOSES

5.2.1 The requirements of the Permit Scheme apply equally to both works undertaken by the Highway Authority and Statutory Undertakers with the one exception, that fees will not be charged for Permits issued for the Highway Authority's own works for road purposes.

5.2.2 To demonstrate parity of treatment for all Promoters, particularly between the Highway Authority and Statutory Undertakers, Key Performance Indicators will be used.

5.2.3 Highway Authorities and Promoters of works for road purposes must ensure that they have followed the equivalent Provisional Advance Authorisation (PAA) and Permit application processes for activities.

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5.3 STREET LIGHTING

5.3.1 The definition of works for road purposes may include some works carried out by Undertakers, such as street lighting. It is for Promoters to ensure that Permit applications for such activities are made and that the activity is registered, as appropriate.

6 EXEMPT ACTIVITIES

6.1.1 Certain types of activities are exempt from requiring a Permit.

6.2 NON REGISTERABLE ACTIVITIES

6.2.1 The following activities are non Registerable and do not require a Permit:

1. Traffic Census Surveys

Traffic census surveys have deliberately not been included as disclosure of this information prior to a census taking place can encourage a change to the normal pattern of traffic flows.

2. Pole testing

3. Fire service vehicles

Fire service vehicles occasionally need to be parked adjacent to fire hydrants when these are being tested. These operations are exempt from the requirement to obtain a Permit, provided the work is done outside traffic-sensitive periods.

6.2.2 Other activities that do not require a Permit:

- Replacing manhole or chamber covers - that do not involve breaking up the street
- Replacing poles, lamps, columns or signs in the same location where that does not involve breaking up the street
- Bar holes

6.3 ACTIVITIES NOT REQUIRING A PERMIT BEFORE THEY START

6.3.1 Immediate activities do require a Permit but as such works are concerned with emergency or urgent situations, a Promoter can start work before applying for a Permit provided they apply for a Permit within 2 hours of the works commencing.

6.3.2 If the work commences out of working hours, then a Permit must be applied for by 10am the next working day.

6.4 ACTIVITIES FOR WHICH NO PERMIT IS REQUIRED

6.4.1 Activities executed in a street pursuant to a street works licence issued under Section 50 of the NRSWA are not included in the Permit Scheme but will have to follow the normal NRSWA procedures.

7 PERMITS - GENERAL

7.1 REQUIREMENT TO OBTAIN A PERMIT

7.1.1 Any Promoter of specified activities who wishes to carry out such an activity on a specified street **must** obtain a Permit from the Permit Authority. The Permit will allow the Promoter to:

- Carry out the specified activity
- At the specified location
- Between the dates shown and for the duration shown

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- Subject to any conditions that may be attached or required

7.2 APPLICATION REQUIREMENTS

7.2.1 Each application for a Permit must include the information indicated in Section 11.

7.3 ACTIVITIES COVERING SEVERAL STREETS

7.3.1 An application can only be for one street.

7.3.2 Where the specified activity involves a number of specified streets, a separate PAA or Permit will be required for each street.

7.3.3 Permit applications for specified activities covering more than one specified street shall be cross-referenced to all related applications.

7.3.4 Fees for specified activities which involve several Permits will be discounted where the applications are submitted together.

7.4 PHASING OF ACTIVITIES

7.4.1 One Permit can only relate to one phase of an activity. A phase of an activity is a period of continuous occupation of the street (whether or not work is taking place for the whole time) between the start and completion of the works, for example a separate Permit would be required for interim, permanent and remedial reinstatements.

7.4.2 The dates given in a Permit application and in the issued Permit will denote the dates for that phase. A phase can end only when all the plant, equipment and materials, including any signing, lighting and guarding have been removed from the site and the highway is returned to full use.

7.4.3 A Promoter must clarify when an activity is to be carried out in phases on the application. Each phase will require a separate Permit and, if a major activity involving asset activity also a PAA, which will be cross referenced to the other Permits.

7.4.4 Phased activities must relate to the same works, with applications submitted using the same works reference.

7.5 LINKED ACTIVITIES

7.5.1 Linked activities carried out at separate locations in the same street must be treated as belonging to the same set of works.

7.5.2 If an activity involving more than one street forms part of one project in management and contractual terms, separate Permits and Provisional Advance Authorisations must be obtained for each street.

7.5.3 Customer connections associated with the installation of a new main or cable run or the replacement or renewal of existing assets will be considered to be linked activities when the work is completed as a single occupancy of a single street. If an activity relating to the installation of customer connections is undertaken at a later date then the Promoter shall apply for a separate Permit.

7.6 INTERRUPTED ACTIVITIES

7.6.1 In the event of an activity being interrupted and delayed, for instance due to damage to a third party's plant or while missing apparatus is acquired. It is the responsibility of the Promoter to contact the Permit Authority to agree what action should be taken.

7.6.2 Where the Permit Authority is satisfied that the excavation can remain open while the repairs are implemented or the equipment obtained, then a variation will be required and an extension to the Permit will be granted.

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7.6.3 However, where the Permit Authority considers that the opening should be reinstated and the road returned to full traffic use then the Promoter will need to apply for a further Permit to complete the work at a later date. A Permit fee may be charged for the new Permit.

7.7 CROSS BOUNDARY ACTIVITIES

- 7.7.1 Where a project with activities in more than one street straddles the boundary between the Permit Authority and an adjacent Permit Authority, separate Permit applications, including any PAA, should be submitted to both Authorities.
- 7.7.2 If a cross boundary project involves activities on a street of a Street Authority operating a notice system under NRSWA, then the Permit application to the Permit Authority must identify the activity in the other Authority area so that the Permit Authority can liaise with them.
- 7.7.3 A single project reference should be included on applications and all notices so that both Authorities can consider the impact and coordinate the activities together.

7.8 COLLABORATIVE WORKING

- 7.8.1 The Permit Authority encourages collaborative working between Promoters for both street works and works for road purposes. It is accepted that there are often issues in such arrangements, particularly contractual complications. Nevertheless, every opportunity should be sought to minimise the disruption to users of the highway.
- 7.8.2 Where two or more Promoters decide to enter into such arrangements, one must take on the role of the Primary Promoter with the overall responsibility for the activities and will be the point of contact with the Permit Authority. While the Secondary Promoter(s) will be required to make a Permit application for the activity for which they are responsible, only the Permit application made by the Primary Promoter will need to show the number of estimated inspection units.
- 7.8.3 The Primary Promoter's Permit application must give details of the other Promoter(s) involved and the extent of the collaborative working.
- 7.8.4 The Primary Promoter must also ensure that the estimates of works duration are agreed and confirmed with the Secondary Promoter(s) when submitting the PAA and/or Permit applications. This is necessary in order to comply with the overrun charging requirements in the Permit and NRSWA Regulations.
- 7.8.5 While the Permit Authority will issue Permits to all the Promoters involved, not just the Primary Promoter, the fees will be discounted to reflect the collaborative approach.

7.9 REMEDIAL WORKS

7.9.1 In the event of remedial works being required after the expiry of a Permit, an application must be made for a new Permit. This Permit must be cross referenced to the Permit using the Works Reference Number for the original activity.

7.10 START AND END DATES

7.10.1 In category 3 and 4 streets that are not traffic-sensitive, the Permit will be issued with a start and end date and duration for the activity which is set as a condition. The start date of the Permit will be the proposed start date of the activity. However, because both competition for space and the expected level of disruption is likely to be lower on less busy streets, there will be flexibility on the start of the activity - a "starting window" - equivalent to the validity period on a NRSWA notice. The starting windows are:

- 5 DAYS FOR MAJOR AND STANDARD ACTIVITIES
- 2 DAYS FOR MINOR ACTIVITIES.

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The Permit end date will therefore allow for the set duration to be completed if the activity starts on the last day of the starting window.

7.11 EARLY START

- 7.11.1 The Permit Authority will consider a Promoter's request for an early start before or after applying for a Provisional Advance Authorisation or a Permit application.
- 7.11.2 Where this is agreed, the Promoter shall submit a variation to a Permit, or in the case of a Provisional Advance Authorisation, include the revised dates on the application for the Permit. If the Permit has already been granted or deemed, a variation charge will apply.
- 7.11.3 A reference number will be issued by the Permit Authority, and must be quoted on the Permit application or Permit variation application.
- 7.11.4 Requests for early starts may or may not be agreed by the Permit Authority at their discretion but will not be unreasonably refused, and it is the responsibility of the Promoter to satisfy the Permit Authority as to the necessity for any proposed early start.

7.12 CHARGES FOR OVER RUNNING STREET WORKS

- 7.12.1 Charges for over running street works, under Section 74 of the NRSWA, will be made alongside the Permit Scheme although these regulations are modified to incorporate the process of setting and modifying the duration of the activity through the Permit application, approval and variation processes.

7.13 WORKING WITHOUT A PERMIT

- 7.13.1 It is an offence for a Statutory Undertaker or a person contracted to act on its behalf to undertake activities without a Permit, except to the extent that the Permit Scheme provides that this requirement does not apply.
- 7.13.2 Where it is believed that such an offence is being committed, the Permit Authority may issue a fixed penalty notice and require the party concerned to remove the works and return the street to full use.

8 PERMITS - TYPES

8.1 TYPES COVERED BY THE PERMIT SCHEME

- 8.1.1 There are two types of Permit covered by the Permit Scheme:
- Provisional Advance Authorisation (PAA)
 - Permit

8.2 PROVISIONAL ADVANCE AUTHORIZATION (PAA)

- 8.2.1 A PAA replaces the Advance Notice under Section 54 of NRSWA.
- 8.2.2 PAAs are a means of enabling Major activities to be identified, coordinated and programmed in advance by allowing activities to be provisionally reserved by the Permit Authority pending the Authority's subsequent decision on whether, and with what conditions, to grant a Permit for the activities.
- 8.2.3 A Promoter who wishes to undertake Major activities, on a specified street **must** apply for a PAA at least 3 months in advance of those activities starting on the highway, or as agreed with the Permit Authority.
- 8.2.4 Subsequent applications for Permits for Major activities that have not been preceded by a PAA, will not, except in exceptional circumstances, be accepted by the Permit Authority.

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- 8.2.5 Each application for a PAA will be limited to one street.
- 8.2.6 An application for a PAA must include a full description of the activity and specify start and end dates, although the start date may be considered as provisional and can be amended in the application for a final Permit.
- 8.2.7 A fee will be charged for the granting of a PAA in addition to the fee which is charged for the granting of the Permit.
- 8.2.8 The granting of a PAA does not prevent the Permit Authority from subsequently refusing to grant a Permit to which the PAA relates. If circumstances change drastically an explanation will be provided.
- 8.2.9 A copy of each application for a PAA is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

8.3 PERMITS

- 8.3.1 These are full Permits with complete details of the Registerable activities on a specified street.
- 8.3.2 The information required to support an application for a PAA should be equivalent to, but should not exceed, that required in support of an application for a Permit.
- 8.3.3 The timing of Permit applications to the Permit Authority will depend on the proposed activity.
- 8.3.4 A copy of each application for a Permit is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

9 PERMITS - CLASSES

9.1 CLASSES COVERED BY THE PERMIT SCHEME

9.1.1 There are four classes of Permit covered by the Permit Scheme:

- Major
- Standard
- Minor
- Immediate

9.2 PERMITS FOR MAJOR ACTIVITIES

9.2.1 Major activities are those which:

- Have been identified in an organisation's annual operating programme, or if not identified in that programme, are part of a scheme which is planned or known about at least 6 months in advance of the proposed start date, but only includes activities on the affected streets and locations within that scheme that have been identified at least 6 months advance stage as likely to require Permits; or
- Other than immediate activities, require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulation Act 1984 for any other activities

9.2.2 Major activities are split into 3 sub-categories:

- Over 10 days and all major works requiring a traffic regulation order
- Works 4 to 10 days and meeting the requirement detailed in 9.2.1 above
- Up to 3 days and meeting the requirement detailed in 9.2.1 above

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9.2.3 Major Activity Permits are required for the most significant activities on the Highway and require the Promoter to obtain a Provisional Advance Authorisation as part of the application process for a Major Activity Permit.

9.2.4 An application for a Major Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity. Where these differ from those given in the PAA application, the applicant must explain the reasons for any variation.

9.2.5 Major activities will be subject to conditions.

9.3 PERMITS FOR STANDARD ACTIVITIES

9.3.1 Standard Activities are those activities that have a planned duration of between 4 and 10 days inclusive. Activities lasting less than 10 days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 9.2 above.

9.3.2 An application for a Standard Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity.

9.3.3 Standard activities will be subject to conditions.

9.4 PERMITS FOR MINOR ACTIVITIES

9.4.1 Minor Activities are those activities, where the planned working is 3 days or less. Activities lasting less than 3 days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 9.2 above.

9.4.2 An application for a Minor Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity.

9.4.3 Minor activities will be subject to conditions.

9.5 PERMITS FOR IMMEDIATE ACTIVITIES

9.5.1 Immediate Activities are either:

- Emergency works as defined in Section 52 of NRSWA; or
- Urgent Activities,
 - a) (not being emergency works), whose execution at the time they are executed is required, (or which the person responsible for the works believes on reasonable grounds to be required):
 - i. To prevent or put an end to an unplanned interruption of any supply or service provided by the Promoter
 - ii. To avoid substantial loss to the Promoter in relation to an existing service
 - iii. To reconnect supplies or services where the Promoter would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period
 - b) Including works that cannot reasonably be separated or severed from such works.

9.5.2 Given the nature of immediate activities, work may commence without a Permit. However, where it is necessary to carry out excavation in the Highway, Promoters of

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such activities must contact the Permit Authority by telephone immediately if identified on the NSG.

- 9.5.3 Where the activity is identified within the normal working day (i.e. after 08.00 hours and before 16.30 hours), a Permit application must be made as soon as reasonably practicable and in any event, within two hours of the activity starting.
- 9.5.4 If work starts outside of working hours, an application for a Permit must be submitted by 10am the next working day.
- 9.5.5 If the Permit Authority disputes whether an activity, or part of an activity, is immediate, the Promoter must demonstrate conclusively that it is.
- 9.5.6 Immediate activities will be subject to conditions.

10 PERMIT APPLICATIONS

10.1 APPLICATION TIMING AND RESPONSE TIMES

- 10.1.1 The timing of applications for Permits and PAAs and the Permit Authority's response will vary according to the proposed activity. The **minimum** times are given in Table 1 Section 10.7 and Promoters should give as much notice as possible to ensure that the coordination process can be facilitated effectively.
- 10.1.2 Where the activity is dependent on a Temporary Traffic Regulation Order (TTRO), temporary traffic signal approval, or the suspension of parking regulations, the relevant timescales should be taken into account by the Promoter, and applicants are advised to submit their requests for TTROs and/or temporary traffic signal approval when applying for a PAA.
- 10.1.3 The application process will begin at the time of receipt of the application by the Permit Authority. The EToN system will provide an auditable record of when an application was received.
- 10.1.4 The Permit Scheme sets down the application and response times for dealing with Permit applications and variation applications in Table 1 below.
- 10.1.5 In all cases given in Table 1, the time period is measured from the time of receipt of the application by the Permit Authority.
- 10.1.6 A "response" means a decision to grant, refuse or request a Permit Application Modification Request. Where there are reasons why the Permit cannot be granted in the terms applied for, the response indicating that a Permit will not be granted in those terms will explain the reasons to the applicant.

10.2 SUBMITTING AN APPLICATION

- 10.2.1 Permit and PAA applications must be made electronically, as set down in the Technical Specification for the Electronic Transfer of Notices, (EToN), unless there is a failure in the electronic system or the Promoter does not have access to electronic systems in which case a paper application will be acceptable and is available from the Council.

10.3 SYSTEM FAILURE

- 10.3.1 In the event of a system failure, Promoters shall adopt the following procedure:
 - Where after three attempts to give an application or a notice by EToN (duly recorded by the person serving the application or notice), the application or notice cannot be given, notification should be given by telephone, email or fax for immediate activities with formal EToN application or notice following as soon as reasonably practicable

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- Other applications or notices may be given by other electronic means, (e.g. e-mail or fax), or may be sent by post or delivered by any other method agreed with the Permit Authority
- Following recovery of the service a copy of the application or notice should be sent through EToN to ensure information on the works is correctly recorded in the register
- Where applications or notices are sent by post or delivered by any other method agree with the Permit Authority, Promoters should take into account that there is no guarantee that they will be delivered to the Permit Authority the next day
- A delivery mechanism that includes a delivery receipt is recommended

10.3.2 In regards to variations during a system failure, Promoters should also make contact with the Permit Authority by telephone.

10.3.3 The Permit Authority will issue an individual reference number. This number must be displayed on an electronic application through EToN following recovery of service to ensure correct cross-referencing.

10.4 COMPLIANCE WITH ETON

10.4.1 All applications must comply with the definitive format and content given in the current Technical Specification for ETON.

10.5 NOTIFICATION TO INTERESTED PARTIES

10.5.1 Where the NSG indicates other interested parties, Permit applications will be copied to those parties by the Works Promoter.

10.5.2 Promoters are required to check whether any parties have registered such an interest prior to submitting an application for a Permit or PAA.

10.6 CONSULTATION REQUIREMENTS

10.6.1 Promoters must carry out the necessary consultations as set down in Sections 88, 89 and 93 (as amended) and Sections 90 and 91 of the NRSWA.

10.7 TABLE 1 – APPLICATION TIMINGS

Activity Type	Minimum application periods ahead of proposed start date		Minimum period before Permit expires for application for variation (including extension)	Response times for issuing a Permit or seeking further information or discussion		Response times for responding to applications for Permit variations
	Provisional Advance Authorisation	Application		Provisional Advance Authorisation	Application	
Major	3 months	10 days	2 days or 20% of the original duration whichever is the longer	1 calendar month	5 days	2 days
Standard	N/A	10 days		N/A	5 days	
Minor	N/A	3 days		N/A	2 days	
Immediate	N/A	2 hours after		N/A	2 days	

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10.8 REFUSAL OF APPLICATION

- 10.8.1 The Permit Authority reserves the right to refuse or request a Permit Application Modification Request for a Permit or PAA where it considers that elements of the application (e.g. timing, location or conditions) are not acceptable.
- 10.8.2 If the Permit Authority decides to refuse the application or request a Permit Application Modification Request, it will contact the Promoter within the response time given in Table 1 to explain why the application is not satisfactory and what amendments are needed in order to achieve a successful application.

10.9 RESTRICTIONS ON FURTHER ACTIVITIES

- 10.9.1 Where a Promoter wishes to apply for a Permit to carry out specified activities on a specified street where a Section 58 or 58A Notice under NRSWA is in force, and the activities are not covered by the specific exemptions of that notice, the Promoter must make an application for the Permit Authority's consent specifying the grounds on which the consent is sought.

10.10 ERROR CORRECTION

- 10.10.1 Where the Permit Authority identifies an error in data recorded in, or submitted for recording in, the Permit register, it will contact the Promoter to discuss and agree the corrections to be made.
- 10.10.2 Where the Promoter identifies an error, they will contact the Permit Authority to discuss and agree the corrections to be made. If an error has been identified on an application, the Promoter shall submit a Modified Application by the end of the next working day following the agreement of the correction.
- 10.10.3 This Modified Application should include the corrected data and the name of the person in the Permit Authority who agreed that the correction should be made.
- 10.10.4 The error correction process is described in the Technical Specification for EToN.
- 10.10.5 This procedure cannot be used without the prior agreement of both parties.
- 10.10.6 A variation fee will be payable where the identified error has been caused by the Promoter.

11 INFORMATION REQUIRED IN A PERMIT APPLICATION

11.1 PERMIT AUTHORITY REQUIREMENTS

- 11.1.1 To enable the Permit Authority to determine the granting of a Permit and any conditions that may be attached to the Permit, Promoters may be required to supply the following information which is covered in more detail below:
- Contact details
 - USRN
 - Description of activity
 - Location
 - Timing and duration
 - Illustration
 - Technique to be used for belowground activities
 - Traffic management and traffic regulation orders
 - Depth
 - Reinstatement type

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- Inspection units

11.1.2 In the case of Provisional Advance Authorisation applications, the Promoter should provide the most accurate information available at the time of making the application.

11.1.3 Quality of the information provided will allow the Permit Authority to make an informed decision and coordinate the activity effectively.

11.2 CONTACT PERSON

11.2.1 All Permit applications must include the contact details, if different from the normal contact number, of any person appointed by the Promoter to deal with any problems that may occur during the activity, including any provision made for out-of-hours contact of the Promoter.

11.2.2 This must include details for Secondary Promoters if collaborative working is in place.

12 USRN

12.1.1 Where a street has more than one USRN, separate Permit applications will be required for each USRN to which an activity relates.

12.2 DESCRIPTION OF ACTIVITY

12.2.1 A sufficiently detailed description of the activity, in plain English, must be provided to allow the Permit Authority to assess the impact of the activity.

12.2.2 In regards to collaborative working, all Promoters must be identified and details of the scheme must be provided.

12.3 LOCATION

12.3.1 The Promoter must give an accurate location based on National Grid References, (NGR).

12.3.2 In the case of Major works, start and end NGRs must be supplied as a minimum. If the proposed works deviates from a straight line, for example, follow the curvature of a street, a poly line (line centre of site) will be preferred.

12.3.3 For Standard, Minor and Immediate works, a centre point NGR must be supplied as a minimum. As with Major works, a poly line will be preferred when:

- The activity are or trenches are expected to be over 10 metres in length
- Activity locations on the application in the same street are separated
- Activity areas or trenches deviate from a straight line.

12.3.4 In addition, if required, dimensions should be given of the space that will be taken up by the activity in the street including space for the storage of materials, working space, safety zone, provision for pedestrians and traffic management.

12.4 TIMING AND DURATION

12.4.1 Each Permit application must include the proposed start and end dates of the activity and the times of the day when the activity is to be carried out. The applicant must also indicate if it is intended for work to continue over weekends and bank holidays and if night working is required.

12.5 ILLUSTRATION

12.5.1 Provisional Advance Authorisation applications and Major Activity Permit applications must be accompanied by an illustration(s) of the works and include details of the activity and the extent of Highway occupancy. The illustration will comprise plans, Sections, digital photographs and similar material as appropriate.

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12.5.2 Illustrations must also be submitted with the application for standard and minor activities where the activity is significant in terms of potential disruption due to the position and size of the activity, or where the Permit Authority consider an illustration is necessary.

12.6 TECHNIQUE TO BE USED FOR ACTIVITIES

12.6.1 Details of the planned techniques, including open cut, trench share, minimum dig technique or no dig must be provided.

12.7 TRAFFIC MANAGEMENT AND TRAFFIC REGULATION ORDERS

12.7.1 The Promoter must supply full details of their traffic management proposals including any requirement for action by the Highway Authority such as the need for Temporary Traffic Regulation Orders (TTROs) and approval for portable light signals. Evidence of application/agreement for a TTRO must be provided with the PAA/Permit application.

12.7.2 In the case of the suspension of a parking bay being required, an application by the Promoter must be made to the Highway or Permit Authority as Parking Authority. This must be separate from any Permit application and evidence of the agreement by the relevant Parking Authority must be included in the Permit application.

12.7.3 Applicants should be aware that such action by the Highway Authority may involve additional costs and Promoters should familiarise themselves with the timescales relating to TTRO and parking applications.

12.8 DEPTH

12.8.1 Promoters must provide their best estimate of the excavation depth of the activity. This may be expressed as a range where appropriate.

12.9 REINSTATEMENT TYPE

12.9.1 Permit applications must indicate wherever possible, whether the proposed activity is intended to be completed with interim or permanent reinstatement or a mixture of both.

12.9.2 Where the activity is completed with an interim reinstatement, a separate Permit application will be required for the permanent reinstatement where this is to be undertaken outside the duration of the Permit.

12.10 INSPECTION UNITS

12.10.1 The Promoter is required to indicate the provisional number of inspection units appropriate to the activity in accordance with the rules laid down in the Inspections Code of Practice and in The Street Works (Inspection Fees)(England)(Amendment) Regulations 2004.

12.10.2 Where there is trench sharing, only the Primary Promoter is required to give the inspection units.

13 PERMIT CONDITIONS

13.1 APPLYING CONDITIONS

13.1.1 The Permit Scheme allows for the attaching of conditions to Permits. These will be specified in detail on the Permit and will reflect any constraints on the original application.

13.1.2 Not all types of conditions will necessarily be applied to all Permits or PAA's.

13.1.3 In general, conditions will be varied for each Permit, as each set of circumstances will be different. The detailed 'Standard' wording of all conditions will be made available to all Promoters as a separate document.

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13.1.4 However, the Permit Authority can define conditions that will be applied to all Permits.

13.1.5 The Promoter should endeavour to have a copy, either electronic or hard copy, of the current Permit on site for inspection.

13.2 CONDITIONS APPLIED TO ALL PERMITS

13.2.1 Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.

13.3 REQUIREMENTS FOR IMMEDIATE ACTIVITIES

13.3.1 Promoters of such activities must contact the Permit Authority by telephone immediately if identified in the NSG.

13.3.2 The Promoter shall submit an application for a Permit within two hours of beginning work. If work starts outside of working hours, an application for a Permit must be submitted by 10am the next working day.

13.3.3 A full description of works being carried out must justify why the activity has been categorised as immediate works.

13.3.4 The Permit Authority may impose further conditions prior to the granting of a Permit where this is required. Imposing such conditions will be in discussion with the Promoter of the activity and will be included in the subsequent Permit.

13.3.5 Once granted, the Permit reference number must be prominently displayed on the site information board for each set of works.

13.4 BREACH OF CONDITIONS

13.4.1 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit then it may revoke the Permit. Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.

13.4.2 Where it appears to the Permit Authority that a condition has been breached and that the Promoter or a person contracted to act on its behalf has therefore committed an offence it will take action as described in Section 18.

13.5 AVOIDANCE OF CONFLICT WITH OTHER LEGISLATION

13.5.1 The Promoter should bring such conflicts to the attention of the Permit Authority who will then be responsible for resolving the issue with the other legislative bodies or groups that may be involved and amending the Permit conditions accordingly.

13.5.2 If the Promoter has safety concerns about conditions set by the Permit Authority it should raise these concerns with the Permit Authority and if necessary challenge the condition.

13.5.3 It is a criminal offence for a Statutory Undertaker or a person contracted to act on its behalf to breach a Permit Condition.

13.5.4 Any person guilty of an offence under this Regulation is liable on summary conviction to a fine not exceeding level 4 on the standard scale.

14 GRANTING OF PERMITS

14.1 TIMING OF PERMIT ISSUE

14.1.1 Where the Permit Authority is content with the proposal, it will Grant a Permit within the response times detailed in Table 1 Section 10.7, via EToN.

14.2 ISSUING OF PERMITS

14.2.1 A Granted Permit will be issued electronically in accordance with the formats given in the Technical Specification for EToN with the details placed on the Permit register and copies supplied to any Promoter, Authority or other relevant body that has asked to be informed about activities on a particular street.

14.2.2 The Permit will specify in detail the activity it allows and its duration. The start and end dates will be in calendar days to prevent any ambiguity over the duration of the Permit.

14.3 PERMIT REFUSAL

14.3.1 If, after careful consideration, the Permit Authority decides to refuse the PAA or Permit application, the refusal will be issued electronically via EToN and where possible using sector agreed refusal codes as approved by HAUC England. An explanation of refusal will be given and discussions with the Promoter may be held regarding amendment to the application.

14.4 RIGHT OF APPEAL

14.4.1 The Promoter has a right of appeal, in accordance with the Dispute Resolution process set down in Section 19 if it is unable to reach agreement with the Permit Authority over the terms it requested or the conditions attached.

14.4.2 In the case of immediate activities it may be that the Permit Authority may direct the work to stop, subject to safety and legal considerations, such as Health and Safety legislation, until the issues are resolved.

14.5 PERMIT APPLICATION DEEMED TO BE APPROVED

14.5.1 If the Permit Authority fails to reply to an application for a Permit or PAA within the designated response times, the Permit or PAA is deemed to be granted under the terms of the application.

14.5.2 The proposed start and end dates, description, location, duration, traffic management, etc, will be included in the Permit and associated conditions for the activity. This detail will then be binding on the Promoter as it would have had the Permit been issued within the timescale. Breaching the conditions will constitute an offence.

14.5.3 No fee will be applied to deemed Permits.

15 REVIEW, VARIATION AND REVOCATION OF PERMITS AND CONDITIONS

15.1.1 Once a Permit has been issued, the Promoter should have reasonable confidence that the road space will be available for them. However, circumstances beyond the Permit Authority's control may occur which may cause the Authority to review the Permit and as a result, may lead to the conclusion that the Permit or its conditions need to be changed or revoked.

15.1.2 The Permit Authority's policy is to avoid making such changes other than in exceptional circumstances which could not reasonably have been predicted or where the impact is significant. Such events may include floods and other adverse weather

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conditions, burst mains, dangerous buildings, etc. which may result in traffic being diverted onto the road where the activity was underway or about to start.

- 15.1.3 As soon as the Permit Authority is aware that it may be necessary to vary or revoke a Permit, it will contact the Promoter to discuss the best way of dealing with the situation.

15.2 PERMIT AUTHORITY POWERS

- 15.2.1 Within the Permit Scheme, the Permit Authority has the power, under Regulation 15 of the Traffic Management Permit Scheme (England) Regulations 2007, to review, vary or revoke Permits and Permit conditions on its own or a Promoter's initiative. However, the Permit Authority is under no obligation to let activities run beyond the Permitted period.

- 15.2.2 Any activities that exceed the Permitted duration will be committing an offence and could be subject to Section 74 overrun charges.

15.3 PROMOTER REVOCATION

- 15.3.1 If a Promoter wishes to cancel a Permit or withdraw a Permit application for which they have no further use or seeks a revocation of a Permit condition, they should use the voluntary cancellation notice detailed within the relevant EToN specification.

15.4 CHANGES TO A PROVISIONAL ADVANCE AUTHORIZATION

- 15.4.1 A PAA cannot be varied once granted.
- 15.4.2 Where a PAA has been given but a Permit has not been granted and the proposals change, the Promoter must inform the Permit Authority immediately of the proposed changes and a revised application for a PAA or Permit should be made.

15.5 CHANGES TO PERMITS

- 15.5.1 If the Permit Authority considers a variation necessary then it should contact the Promoter to discuss the best way of dealing with the situation whilst meeting the coordination duties and other Statutory Requirements of those involved. Good coordination and cooperation between Promoter and the Permit Authority will minimise the time that the Authority needs to vary Permits or their conditions. This will be in the interests of all parties.
- 15.5.2 This discussion may lead to an agreement on the variation required. In that case, the Permit Authority will then grant a revised Permit on those terms when, the Promoter applies for a Variation.

15.6 AVOIDANCE OF CRIMINAL OFFENCE

- 15.6.1 Variations should be sought as soon as changes are identified to avoid a criminal offence being committed by work being undertaken in breach of the conditions associated with that Permit.

15.7 SUSPENDING OR POSTPONING AN ACTIVITY

- 15.7.1 If a Promoter would like to start an activity at a later date after a Permit has been issued, a Permit Variation will need to be applied for. There is no option to suspend or postpone an activity.

15.8 REVIEW OF PERMIT BY PERMIT AUTHORITY DUE TO CIRCUMSTANCES OUTSIDE ITS CONTROL

- 15.8.1 The Permit Authority may review the Permit and associated conditions in the event of circumstances beyond its control having a significant disruptive effect at the location of the activity.

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15.8.2 No fee will apply for Permit Variations initiated by the Permit Authority unless, at the same time, the Promoter applies for variations which are not the result of the circumstances causing the Permit Authority's action.

15.9 TIMING OF VARIATIONS

15.9.1 Permit Variations may be made at any time after a Permit has been issued up until the end date of the Permit. Once this date has passed, applications for variations cannot be made.

15.9.2 If a variation is required, the Promoter is encouraged to telephone the Permit Authority to discuss, prior to submitting a Duration Variation Application electronically, to improve coordination.

15.10 VARIATIONS FOR IMMEDIATE ACTIVITIES

15.10.1 In the event of immediate activities requiring a series of fault finding excavations or openings, for example locating a gas leak, the following procedure shall apply where it is necessary to undertake works beyond the initial excavation or opening covered by the first application.

15.10.2 As they are immediate works, the Promoter will submit the first Permit application within two hours of starting work. That first application will contain the location of the initial excavation or opening:

- i. For any further excavations or openings on the same street within 50 metres of the original hole, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed and no variation charge will apply
- ii. The Promoter must apply for a Permit variation for the first excavation in each new 50 metre band away from the original hole in the same street, i.e. 50-100 metres, 100-150 metres, etc. Standard variation charges will apply, however the Permit Authority may use their discretion to waive these charges.
- iii. For additional excavations within each band, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed and no variation charge will apply
- iv. If the search carries into a different street or a new USRN, (including if the street changes to a different Permit Authority), then a separate Permit application will be needed

15.10.3 Conditions for these activities may be varied to take into account the fact that a new location, even within the permissive bands, can be more disruptive

15.11 INFORMATION REQUIRED FOR VARIATION APPLICATIONS

15.11.1 Applications for Permit variations must contain the following information as applicable:

- i. The Permit reference number
- ii. The revised timescale
- iii. Any change to the description of the activity
- iv. A revised illustration
- v. Any change to the method of excavation
- vi. Any variation to the depth of the excavation
- vii. Any changes to the reinstatement method
- viii. Any changes to the conditions
- ix. Any changes to Traffic Management including TTROs

15.12 IF AN AGREEMENT CANNOT BE MADE

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15.12.1 If agreement cannot be reached regarding a variation, the Permit Authority may issue an Authority imposed variation on the terms it considers reasonable. If the Promoter disagrees with the decision, it will have the option to invoke the dispute resolution procedure (See Section 19)

15.13 REVIEW OF PERMIT DUE TO NON-COMPLIANCE BY THE PROMOTER

15.13.1 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit then it may revoke the Permit or issue a Fixed Penalty Notice (FPN).

15.13.2 Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.

15.14 WORKING AFTER A PERMIT HAS BEEN REVOKED

15.14.1 A Promoter will be committing an offence if it continues to work after a Permit has been revoked.

16 CANCELLATION OF A PERMIT

16.1 CANCELLATION NOTICE

16.1.1 If a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not yet been granted, it should use the cancellation notice containing the relevant Permit number – see the *Technical Specification for EToN*. There is no fee payable for this process; however Permits already granted will still be charged.

17 FEES

17.1 PERMIT AUTHORITY POWER TO CHARGE FEES

17.1.1 To meet the additional costs of introducing and operating the Scheme, Regulation 30 gives the Permit Authority the power to charge a fee in respect of the following:

- i. The application for a PAA in respect of Major activities
- ii. The issuing of a Permit
- iii. Each occasion where there is a variation of a Permit or the conditions attached
- iv. Where a Permit variation would move an activity into a higher category, the Promoter will be required to pay the difference between the Permit fee for the two categories as well as the Permit variation fee

17.2 FEE POLICY

17.2.1 The Permit Authority will charge Statutory Undertakers for the actions detailed in Section 17.1.

17.2.2 Fees will not be payable in the following circumstances:

- i. By the Highway Authority in respect of its own works for road purposes, however a record of the Permit and fee will be used for reporting purposes and fee reviews.
- ii. Any work undertaken on a fire hydrant.
- iii. Where a Permit is deemed to be granted because the Permit Authority failed to respond to an application within the time set down in Section 10.710.7 above
- iv. If a Permit variation is initiated by the Permit Authority or the Authority has to revoke a Permit through no fault of the Promoter

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- v. Where a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not yet been granted

17.2.3 Lower fees or discounted fees will be given in the following circumstances:

- i. Where several Permit applications for works that are of part of the same project but which are carried out on more than one street, but on a scale comparative to one street, are submitted at the same time.
- ii. Where several Promoters are working within the same site submit applications at the same time. Where the Highway Authority Promoter is collaborating with Statutory Undertakers, those Undertakers will be eligible for the discount.
- iii. Where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets.
- iv. A discount may be applied where it is demonstrated that an activity provides significant economic benefit to the local authority or Council. For instance supplies for a new development, or where it is demonstrated that a network investment programme is being undertaken to meet customer demand.

17.3 RATE OF DISCOUNT

17.3.1 A discount of **30%** will be applied in the above circumstances.

17.4 OPTION TO WAIVE OR REDUCE FEES

17.4.1 The Permit Authority retains the option to waive or reduce fees at its discretion.

17.5 REVIEW OF FEES

17.5.1 The Permit Authority will review its scale of fees annually to ensure that the overall fee income does not exceed the allowable costs.

17.5.2 The outcome of the annual fee reviews will be published and open to public scrutiny.

17.5.3 As far as possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.

17.6 APPROVED SCALE OF FEES

17.6.1 The current approved scale of fees is included in the order made by the Secretary of State for the Permit Authority to operate the Permit Scheme.

17.7 PROCESSING OF FEES

17.7.1 Monthly invoices will be issued to each Promoter with all Permits referenced.

17.7.2 A summary may be issued to each Promoter every two weeks so amounts can be confirmed prior to the invoice being raised.

18 SANCTIONS

18.1 UNDERTAKING ACTIVITIES WITHOUT A PERMIT

18.1.1 It is a criminal offence for a Statutory Undertaker, or a person contracted to act on its behalf, to undertake specified activities in a specified street in the absence of a Permit, except as set down in Section 6.

18.1.2 Any person guilty of an offence under this Regulation is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

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18.2 ACTION BY PERMIT AUTHORITY

18.2.1 Where a Statutory Undertaker or a person contracted to act on its behalf undertakes without a Permit, works for which a Permit is required, or breaches a Permit condition, the Permit Authority may take one or more of the following courses of action depending on the seriousness and persistence of the offences:

- i. Serve a notice requiring that Statutory Undertaker to take such reasonable steps as detailed in the notice to remedy the situation within a specified timescale
- ii. Where a Statutory Undertaker fails to comply with the requirements of such a notice within the timescale the Permit Authority may undertake the specified steps and recover the costs that are reasonably incurred from the Statutory Undertaker
- iii. Issue a Fixed Penalty Notice (FPN), against the Statutory Undertaker
- iv. Prosecute the Statutory Undertaker

18.2.2 Remedial action could include the removal of the activity; rectify the breach of conditions or discontinuing any obstruction.

18.2.3 In the event that the Permit Authority subsequently considers that an FPN which has been given ought not to have been given, it shall give to the person to whom that notice was given a notice withdrawing the FPN.

18.2.4 Any offences which run alongside to the Permit Scheme under NRSWA will still apply and action will be taken.

19 DISPUTE RESOLUTION

19.1 INTRODUCTION

19.1.1 Southampton City Council welcomes the opportunity to informally resolve disputes before resorting to formal resolution processes

19.1.2 If disputes are not resolved informally within 14 days, they will be referred to SEHAUC or HAUC (UK) as appropriate.

19.2 DISPUTE RESOLUTION PROCEDURE

19.2.1 If agreement cannot be reached informally on any matter arising in relation to the Southampton Permit Scheme, the dispute will be referred for review on the following basis:

Straightforward issues

19.2.2 Where Southampton City Council and the Promoter(s) consider that the issues involved in the dispute are relatively straightforward, the matter will be referred to impartial members of the regional SEHAUC (that is those not representing parties directly involved in the dispute) for review. That review should take place within ten days from the date of referral by either party. Both parties will accept the result as binding.

Complex issues

19.2.3 If by Southampton City Council or the Promoter(s) involved in the dispute think the issues are particularly complex, HAUC (UK) will be asked to set up a review panel of four members - two Utilities and two Street Authorities. One of the four persons will be appointed as Chair of the panel by the HAUC (UK) joint chairs.

19.2.4 Each party must make all relevant financial, technical and other information available to the review panel.

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19.2.5 The review would normally take place within ten working days from the date on which the issue is referred to HAUC (UK) by either party. Both parties will accept the conclusions of the review panel as binding.

19.3 INDEPENDENT ADJUDICATION

19.3.1 If agreement cannot be reached by the procedure above, the dispute can be referred to independent adjudication.

19.3.2 Adjudication within the Southampton Permit Scheme will only be used by Southampton City Council and the Promoter(s) if they agree in relation to the matter under dispute, that:-

- The decision of the adjudicator will be deemed to be final; and
- The costs of adjudication will be borne equally unless the adjudicator considers that one party has presented a frivolous case, in which case costs may be awarded against them.

19.3.3 Where the adjudication route is followed, Southampton City Council and the Promoter(s) will apply to the joint chairs of HAUC (UK), who will select and appoint the independent adjudicator from a suitable recognised professional body.

20 REGISTERS

20.1 REGISTER OF PERMITS

20.1.1 The Permit Authority will maintain a register of Permits in connection with the Permit Scheme and in accordance with regulation 33 and 34, Part 7 of the Regulations.

20.1.2 The register will contain information about current and planned activities and will be available electronically to Promoters to assist them in planning and coordinating their own works at the earliest possible stage

20.2 REFERENCING OF INFORMATION

20.2.1 All information held in the register of Permits will be referenced to the USRN and the Permit register will be Geographic Information System (GIS) based.

21 TRANSITIONAL PHASE

21.1.1 Once an Order has been made, the Authority will provide at least four weeks notice of its intention to operate a Permit Scheme from a given date.

21.1.2 The Permit Authority will liaise closely with all Promoters during the transition period so that any issues are identified early and appropriate action taken to resolve them.

21.1.3 The Permit Scheme will apply to all activities where the administrative processes, such as an application for a Permit or Provisional Advance Authorisation, start after the commencement date of the Permit Scheme stated in the order.

21.1.4 Activities which are planned to start on site more than one month after the changeover date, (for standard, minor and immediate activities), or three months after the changeover date, (for major activities), shall operate under the Permit Scheme. This means that even if the relevant Section 54, 55 or 57 NRSWA notice has been sent before the changeover, the Promoter will have to apply for a Permit.

21.1.5 If the Promoter has not substantially begun the activity (or phase of activity) one month after the changeover date (for standard, minor and immediate activities) or three months after the changeover date (for major activities), then the Promoter must cancel the NRSWA notice for that activity (or phase of activity) and apply for a Permit.

21.1.6 Any Phase which started under the notices regime will continue under that regime until completed.

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21.1.7 The issue of Fixed Penalty Notices (FPNs) will be suspended for the first month of operation of the Scheme to allow a settling in period.

21.1.8 This period is sufficient as much of the Permit Scheme operation is run alongside NRSWA and extensive testing of systems between the Permit Authority and Promoters will have taken place and will continue on the run up to the implementation of the Scheme

22 PERMIT SCHEME MONITORING

22.1 USE OF KEY PERFORMANCE INDICATORS

22.1.1 Parity will be measured through Key Performance Indicators (KPIs). The following KPIs are mandatory and in addition, the Permit Authority will produce an annual set of KPIs identifying the treatment of individual Promoters.

22.2 MANDATORY KPIS

KPI 1

The number of Permit and Permit variation applications received, the number granted and the number refused

This will be measured by Promoter and shown as:

- the total number of Permit and Permit variation applications received, excluding any applications that are subsequently withdrawn
- the number granted as a percentage of the total applications made
- the number refused as a percentage of the total applications made.

KPI 2

The number of conditions applied by condition type

This will be measured by Promoter and shown as:

- the number of Permits issued
- the number of conditions applied, broken down into condition types. The number of each type being shown as a percentage of the total Permits issued.

22.3 ADDITIONAL KPIS

KPI 3

The Number of approved extensions

This will be measured by promoter and shown as:

- the total number of permits issued
- the number of requests for extensions shown as a percentage of permits issued
- the number of agreed extensions as a percentage of extensions applied for.

KPI 7

Number of inspections carried out to monitor conditions

This will be broken down by promoter and shown as:

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- the number of sample permit condition checks carried out as a percentage of the number of permits issued
- the percentage of sample inspections by promoter should also be shown.

22.4 PRESENTATION OF KPIS TO COORDINATION MEETINGS

22.4.1 The KPIs will be discussed at the local coordination meetings and at other meetings with Promoters. In addition, the KPIs will be made available to any other person on request or via the Authority's website.

23 APPENDIX A: DEFINITION OF TERMS

Activity	Any works undertaken by Statutory Undertakers and the Highway Authority (or their agents/contractors) and any other works that maybe covered in future regulations.
Additional Street Data	Additional Street Data (ASD) refers to other information about streets held on the NSG concessionaire's website alongside the NSG
Apparatus	As defined in Section 105(1) of NRSWA "apparatus includes any structure for the lodging therein of apparatus or for gaining access to apparatus"
Appeal	If there is an unresolved disagreement between the Promoter and the Permit Authority about the terms and conditions of the Permit or PAA, the Promoter may appeal against the Permit Authority's decision to either SEHAUC or HAUC (UK).
Bank Holiday	As defined in Section 98(3) of NRSWA, "Bank Holiday means a day which is a Bank Holiday under the Banking and Financial Dealings Act 1971 in the locality in which the street in question is situated"
Bar holes	Bar holes are used to detect and monitor gas leaks.
Breaking up (the street)	Any disturbance to the surface of the street (other than opening the street)
Bridge	As provided in Section 88(1)(a) of NRSWA, "references to a bridge include so much of any street as gives access to the bridge and any embankment, retaining wall or other work or substance supporting or protecting that part of the street"
Bridge Authority	As defined in Section 88(1)(b) of NRSWA, "Bridge Authority means the Authority, body or person in whom a bridge is vested"
Carriageway	As defined in Section 329 of HA 1980, "carriageway means a way constituting or comprised in a Highway, being a way (other than a cycle track) over which the public have a right of way for the passage of vehicles"
Code of Practice for Permits	As published by the Department for Transport March 2008
Collaborative working	Includes trench sharing, multi-utility working, utility/works for road purposes situations and compliance testing.
Cycle track	As defined in Section 329 of the HA 1980, "cycle track means a way constituting or comprised in a Highway, being a way over which the public have the following, but not other, rights of way, that is to say, a right of way on pedal cycles with or without a right of way on foot"
Day	A calendar day, unless explicitly stated otherwise
DfT	Department for Transport
Emergency works	As defined in Section 52 of NRSWA, "emergency works means works whose execution at the time when they are executed is required in order to put an end to, or to prevent the occurrence

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	of, circumstances then existing or imminent (or which the person responsible for the works believes on reasonable grounds to be existing or imminent) which are likely to cause danger to persons or property"
EToN	Electronic Transfer of Notices, the system defined in the Technical Specification for EToN for passing notices. Permit applications, Permits and other information between Promoters and the Permit Authority.
Excavation	"Breaking up" (as defined above)
Fixed Penalty Notice	As defined in schedule 4B to NRSWA, "fixed penalty notice means a notice offering a person the opportunity of discharging any liability to conviction for a fixed penalty offence by payment of a penalty"
Footway	As defined in Section 329 of the HA 1980, "footway means a way comprised in a highway which also comprises a carriageway, being a way over which the public have a right of way on foot only"
Geographical Information system (GIS)	A computer system for capturing, storing, checking, integrating, manipulating, analysing and displaying data related to positions on the Earth's surface
HA 1980	The Highways Act 1980
Highway	As defined in Section 328 of the HA 1980, "Highway means the whole or part of a highway other than a ferry or waterway"
Highway Authority	As defined in Sections 1 and 329 of the HA 1980
Highway works	"Works for road purposes" or "major highway works"
Immediate activities	As stated in Section 8.5, immediate activities are either emergency works as defined in Section 52 of NRSWA or urgent works as defined in <i>The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007</i>
In	As defined in Section 105(1) of NRSWA, "in, in a context referring to works, apparatus or other property in a street or other place includes a reference to works, apparatus or other property under, over, along or upon it"
Local Authority	As defined in Section 270(1) of the Local Government Act 1972(a) and includes the Common Council of the City of London.
Local Highway Authority	As defined in Section 329 of HA 1980, "Local Highway Authority means a Highway Authority other than the Minister"
Main roads	All streets in reinstatement categories 0, 1 and 2 and those streets in categories 3 and 4 which are traffic sensitive for all or part of the time
Maintainable Highway	As defined in Section 329 of HA 1980, a "Highway maintainable at the public expense means a highway which by virtue of Section 36 above or of any other enactment (whether contained in this Act or not) is a highway which for the purposes of this Act is a highway maintainable at the public

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	expense"
Maintenance	As defined in Section 329 of HA 1980, "maintenance includes repair, and "maintain" and "maintainable" are to be construed accordingly"
Major activities	As stated in Section 9.2, Major activities are those which: <ul style="list-style-type: none"> • Have been identified in an organisation’s annual operating programme, or if not identified in that programme, are normally planned or known about at least six months in advance of the proposed date of the activity • Other than immediate activities, require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulation Act 1984 for any other activities
Major Highway works	As defined in Section 86(3) of NRSWA, "major highway works means works of any of the following descriptions executed by the Highway Authority in relation to a highway which consists of or includes a carriageway – <ol style="list-style-type: none"> a) a reconstruction or widening of the highway; b) works carried out in exercise of the powers conferred by Section 64 of the Highways Act 1980 (dual carriageways and roundabouts); c) substantial alteration of the level of the highway; d) provision, alteration of the position or width, or substantial alteration in the level of a carriageway, footway or cycle track in the Highway; e) the construction or removal of a road hump within the meaning of Section 90F of the Highways Act 1980; f) works carried out in exercise of the powers conferred by Section 184 of the Highways Act 1980 (vehicle crossings over footways and verges); g) provision of a cattle-grid in the highway or works ancillary thereto; or h) tunnelling or boring under the highway"
Minor activities	As stated in Section 9.4, minor activities are those activities other than immediate activities where the planned duration is 3 days or less.
Minor roads	Streets in reinstatement categories 3 and 4 which are not traffic sensitive at any time.
National grid reference	Location reference using nationally defined eastings and northings.
Nationally consistent Street gazetteer (NSG)	A database defined as an “index of streets and their geographical locations created and maintained by the local Highway Authorities” based on BS 7666 standard.
NRSWA	New Roads and Street Works Act 1991.
NSG Concessionaire	The body appointed to manage the NSG on behalf of the local Highway Authorities.

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Opening (the street)	Removing a lid or cover to a manhole, inspection chamber, meter box or other structure embedded in the street without any "breaking up" of the street.
Permit	The approval of a Permit Authority for a Promoter to carry out activity in the highway subject to conditions.
Permit application	See Section 10. The application that is made by a Promoter to the Authority to carry out an activity in the highway. It is equivalent to the notice of proposed start of works (Section 55 of NRSWA) given under the Coordination regime.
Permit Authority	See Section 1.4. A local Authority or other "Highway Authority" which has been given approval by the Secretary of State to operate a Permit Scheme on all or some of its road network.
Permit Scheme	See Section 1. A Scheme approved by the Secretary of State under which Permits for activities are sought and given.
Promoter	A person or organisation responsible for commissioning activities in the streets covered by the Permit Scheme. The Promoter will usually be a Statutory Undertaker or the Highway or Traffic Authority.
Protected Street	See Section 1.6. A street that has been designated as a protected street. It serves a specific strategic major traffic need and therefore needs to be protected from unnecessary excavation and works and providing there is a reasonable alternative route in which Statutory Undertakers can place the equipment that would otherwise lawfully have been placed in the protected street.
Provisional Advance Authorisation	See Section 8.2. The early approval of activities in the highway, equivalent to the advance notice given under s 54 of NRSWA.
Registerable activities	See Section 5.1. Registerable activities are as listed in Chapter 9 of The Code of Practice for Permits.
Reinstatement	As defined in Section 105(1) of NRSWA, "reinstatement includes making good".
Relevant Authority	As defined in Section 49(6) of NRSWA, "references in this Part to the relevant Authorities in relation to any works in a street are to the Highway Authority and also: <ul style="list-style-type: none"> a) where the works include the breaking up or opening of a public sewer in the street, the Sewer Authority; b) where the street is carried or crossed by a bridge vested in a Transport Authority, or crosses or is crossed by any other property held or used for the purposes of a Transport Authority, that Authority; and c) where in any other case the street is carried or crossed by a bridge, the Bridge Authority"
Remedial work	Remedial works are those required to put right defects identified and in accordance with the provisions of the Code of Practice for Inspections and regulations.
Road	See "Street".
Road Categories:	Roads carrying over:

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<ul style="list-style-type: none"> • Type 0 • Type 1 • Type 2 • Type 3 • Type 4 	<ul style="list-style-type: none"> • 30 to 125 msa* • 10 to 30 msa • 2.5 to 10 msa • 0.5 to 2.5 msa • Up to 0.5 msa <p>*millions of standard axles</p>
Road works	See “Works for road purposes” definition below.
Special Engineering Difficulties (SED)	See Section 1.6. By virtue of Section 63 of NRSWA, the term special engineering difficulties relates to streets or, more commonly, parts of streets associated with structures, or streets of extraordinary construction where street works must be carefully planned and executed in order to avoid damage to, or failure of, the street itself or the associated structure with attendant danger to person or property.
Specified Area	That geographical area to which the Permit Scheme applies.
Specified Street	Those streets to which the Permit Scheme applies.
SROH	Specification for Reinstatement of Openings in the Highway.
Standard activities	Standard activities are those activities, other than immediate activities, that have a planned duration of between 4 and 10 days inclusive.
Statutory Undertaker	As defined in Section 48(4) of NRSWA, "undertaker in relation to street works means the person by whom the relevant statutory right is exercisable (in the capacity in which it is exercisable by him) or the licensee under the relevant street works licence, as the case may be".
Street	As defined in Section 48(1) of NRSWA, "street means the whole or any part of any of the following, irrespective of whether it is a thoroughfare: <ul style="list-style-type: none"> a) any highway, road, lane, footway, alley or passage; b) any square or court; c) any land laid out as a way whether it is for the time being formed as a way or not".
Street Authority	As defined in Section 49(1) of NRSWA, "the Street Authority in relation to a street means, subject to the following provisions: <ul style="list-style-type: none"> a) if the street is a maintainable highway, the Highway Authority, and b) if the street is not a maintainable highway, the street managers".
Street works	As defined in Section 48(3) of NRSWA, "street works means works of any of the following kinds (other than works for road purposes) executed in a street in pursuance of a statutory right or a street works licence: <ul style="list-style-type: none"> a) placing apparatus; or b) inspecting, maintaining, adjusting, repairing, altering or renewing apparatus, changing the position of apparatus or removing it, or works required for or incidental to any such works (including, in particular, breaking up or

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	opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street".
Street works licence	As stated in Section 50(1) of NRSWA, "the Highway Authority may grant a licence (a "street works licence") Permitting a person: a) to place, or to retain, apparatus in the street, and b) thereafter to inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it, and to execute for those purposes any works required for or incidental to such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street).
TMA	The Traffic Management Act 2004.
Traffic	As defined in Section 105(1) of NRSWA, "traffic includes pedestrians and animals"
Traffic control	Any of the five methods of controlling traffic detailed in the Code of Practice "Safety at Street Works and Road Works"
Traffic regulation order	This means an order made under Section 1, 6 or 9 of the Road Traffic Regulation Act 1984.
Traffic sensitive street	See Section 1.6. This means a street designated by a Highway Authority as traffic sensitive pursuant to Section 64 of NRSWA and in a case where a limited designation is made pursuant to Section 64(3) any reference to works in a traffic sensitive street shall be construed as a reference to works to be executed at the times and dates specified in such designation.
Transport Authority	As defined in Section 91(1)(a) of NRSWA, "Transport Authority means the Authority, body or person having the control or management of a transport undertaking".
Temporary Traffic Regulation Order (TTRO)	This means an order made under Section 14 of the Road Traffic Regulation Act 1984 and amendments.
Trunk road	As defined in Section 329 of the HA 1980, "trunk road means a highway, or a proposed highway, which is a trunk road by virtue of Section 10(1) or Section 19 of the above or by virtue of an order or direction under Section 10 of the above or under any other enactment".
Unique Street Reference Number (USRN)	As defined in the British Standard BS7666.
Urgent activities	Urgent activities are: a) activities (not being emergency activities) whose execution at the time they are executed is required (or which the person responsible for the activity believes on reasonable grounds to be required) (i) to prevent or put an end to an unplanned interruption of any supply or service provided by the undertaker; (ii) to avoid substantial loss to the undertaker in relation to an existing service; or (iii) to reconnect supplies or services where the

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	<p>undertaker would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period; and</p> <p>b) Includes activity that cannot reasonably be separated or severed from such activities.</p>
Working day	As defined in Section 98(2) of NRSWA, "for the purposes of this Part a working day means a day other than a Saturday, Sunday, Christmas Day, Good Friday or a Bank Holiday; and a notice given after 4.30 p.m. on a working day shall be treated as given on the next working day".
Works	Street works or Works for road purposes.
Works for road purposes	<p>As defined in Section 86(2) of NRSWA, "works for road purposes means works of any of the following descriptions executed in relation to a highway:</p> <p>a) works for the maintenance of the highway;</p> <p>b) any works under powers conferred by Part V of the Highways Act 1980 (improvement);</p> <p>c) the erection, maintenance, alteration or removal of traffic signs on or near the highway; or</p> <p>d) the construction of a crossing for vehicles across a footway or grass verge or the strengthening or adaptation of a footway for use as a crossing for vehicles".</p>

24 APPENDIX E: PERMIT FEES

24.1 PERMIT FEES TABLE

Reinstatement category of street	Main Roads			Minor Roads
	0, 1 and 2	3 and 4		3 and 4
Street designated as traffic sensitive or not	All streets	Traffic sensitive at some times/locations		Non traffic sensitive at any time or location
Time and location of activity	Any time and location	Any part within traffic sensitive times / locations	Wholly within non traffic sensitive times / locations	Any time and location
Provisional Advance Authorisation	£105	£105	£75	£75
Major Works – over 10 days <u>and</u> all major works requiring a traffic regulation order	£240	£240	£150	£150
Major works – 4 to 10 days	£130	£130	£75	£75
Major works – up to 3 days	£65	£65	£45	£45
Standard Activity	£130	£130	£75	£75
Minor Activity	£65	£65	£45	£45
Immediate Activity	£60	£60	£40	£40

Note: That in line with the Permit Authorities policies and procedures, the above fees will be reviewed on an annual basis.

24.2 PERMIT VARIATION FEES

24.2.1 £45 for activities on category 0, 1 and 2 streets, and on 3 and 4 traffic sensitive streets.

24.2.2 £35 for activities on category 3 and 4 non traffic sensitive streets.

24.2.3 If a Permit variation moves an activity into a higher fee category, the Promoter will be required to pay the difference in Permit fee.

24.2.4 No fee is payable if a Permit variation is initiated by the Permit Authority.

24.2.5 The review will take into account the on-going Scheme costs and inflationary rates.

24.2.6 The fees will not exceed the maximum charges as set by the DFT.

24.2.7 All Promoters will be notified of any changes to the fees.

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2 FORWARD

- 2.1.1 The Southampton Permit Scheme is a Single Permit Scheme for the purposes of Part 3 of the Traffic Management Act 2004 (TMA) and the Traffic Management Permit Scheme (England) Regulations 2007 (the Permit Regulations).

3 INTRODUCTION TO THE PERMIT SCHEME

- 3.1.1 A Permit Scheme is an important development for Southampton City Council and the surrounding area. The development of the scheme shows how the Council, working together with communities and stakeholders, expects to support and deliver the wider aims and priorities that the city has, by investing in the management of its transport network.
- 3.1.2 This includes coordinating essential works, supporting businesses, economic growth, getting people into work, getting children safely to school, improving air quality and protecting and enhancing our unique natural and built local environments.
- 3.1.3 We must maintain, manage, protect and improve the transport network because it is such a valuable asset. By making sure the network works safely and efficiently for everybody, we can also enable people to make the right transport and route choices and we want those choices to be, first and foremost, efficient, sustainable, healthy and convenient.

3.2 BACKGROUND

- 3.2.1 Part 3 of the Traffic Management Act 2004 (TMA) introduced Permit Schemes as a new way in which activities in the public highway could be better managed and to improve Authorities' abilities to minimise disruption from street and road works.

3.3 THE PERMIT SCHEME

- 3.3.1 This Permit Scheme, to be known as the **Southampton Permit Scheme (SPS)**, and hereinafter referred to as the 'Permit Scheme', is made under Part 3 of the TMA and the Traffic Management Permit Scheme (England) Regulations 2007, (the Regulations), and has been prepared with regard to the Statutory Guidance issued by the Secretary of State to assist Highway Authorities wishing to become Permit Authorities and in accordance with the requirements set out in the Regulations.
- 3.3.2 The Permit Scheme will be operated solely by Southampton City Council as a Single Permit Scheme.
- 3.3.3 Promoters should make themselves aware of the content of these documents and also the Code of Practice for Permits (Department for Transport) alongside which the Permit Scheme will be operated.
- 3.3.4 All current New Roads and Street Works Act (NRSWA) and Traffic Management Act (TMA) legislation, codes of practice, etc. and any future amendments to that legislation, apply to this Permit Scheme.
- 3.3.5 Southampton City Council recognises the local economic benefits of nationally significant infrastructure projects, including the improved timing, coordination and delivery of works for the roll out of the Superfast Broadband project and any other significant projects in the area. We are committed to ensuring that the commencement of the Southampton Permit Scheme will not have a detrimental impact on the implementation of any such projects within, or adjacent to, the Permit Scheme area.

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3.3.6 In accordance with Regulation 4 (g) it is intended that the Permit Scheme is going to start operation in mid-March 2015.

3.4 THE PERMIT AUTHORITY

3.4.1 The Permit Scheme will be operated as a Single Permit Scheme by Southampton City Council, as the Highway Authority for Southampton, hereinafter referred to as the 'Permit Authority'.

3.5 ACTIVITIES

3.5.1 For consistency, the generic term 'activities' has been used rather than "works" to reflect the fact that the Scheme may eventually cover more than street and road works in subsequent Regulations. These are the specified works as set out in the Regulations.

3.5.2 The term 'Promoters' will be used for both Statutory Undertakers (including Utility companies) and the Southampton Highway Authority. The present 2007 Permit Regulations provide for permit schemes to include both street works by statutory undertakers, as defined in NRSWA (this excludes street works licensed under s50 of NRSWA), and highway works, defined in s83 of NRSWA as works for road purposes. Although the term "works" is used generically in the Regulations, "activities" is used in this guidance to encompass both types of works and anticipates subsequent sets of regulations which may extend the scope of permit schemes to other activities on the street.

3.5.3 Authorities preparing permit schemes must include both highway and statutory undertakers' works. All works comprising "registerable works" in terms of the 2007 Notices Regulations under NRSWA should be included.

3.5.4 A glossary of the main terms contained within this document is provided in Appendix A.

3.6 RELATIONSHIP TO NRSWA

3.6.1 Permit Schemes provide an alternative to Sections of the existing notification system of the New Roads and Street Works Act 1991 (NRSWA), whereby, instead of informing a Highway Authority about its intention to carry out works in its area, a Statutory Undertaker has to book time on the highway by obtaining a Permit from the Permit Authority.

3.6.2 Under a Permit Scheme, the activities undertaken by the Highway Authority, its partners or agents are also treated in exactly the same way as a Statutory Undertaker.

3.6.3 The Permit Authority may apply conditions, attached to Permits, which impose constraints on the dates and times of activities and the way that work is carried out.

3.6.4 The Permit Authority's control over variations to Permit conditions, particularly time extensions, gives a greater incentive to complete activities on time.

3.6.5 A Highway Authority may choose to implement a Permit Scheme on all or some of the roads under its control.

3.6.6 Southampton City Council has decided to implement a Permit Scheme on all of the roads under its control.

3.7 EQUIVALENT DEFINITIONS

3.7.1 As the Permit Scheme will operate alongside the NRSWA noticing system, the same or equivalent definitions and requirements are used as in the NRSWA notice system, namely:

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- Registerable activities/works
- Categories of activities/works, (major, standard, minor and immediate activities/works)
- Street gazetteers, including street referencing by means of a Unique Street Reference Number (USRN) and Associated Street Data (ASD)
- Street reinstatement categories as defined in the NRSWA Reinstatement Specification
- Streets designated as Protected Streets, streets having Special Engineering Difficulties, (SED), or a Traffic Sensitive Street

3.8 CHANGES TO NRSWA LEGISLATION

- 3.8.1 Where it is implemented on the specified streets, and in accordance with the Regulations, the Permit Scheme will result in the disapplication and modification of the following Sections of the NRSWA:
- Sections of NRSWA disappplied: s53; s54; s55; s56; s57; s66
 - Sections of NRSWA modified: s58; s58A; s64; s69; s73A; s74; s88; s89; s90; s93; s105; Schedule 3A
 - Regulations modified: The Street Works (Registers, Notices, Directions and Designations)(England) Regulations 2007 SI 2007/1951
- 3.8.2 Changes to Section 58 and 58a (restrictions on works following substantial road works) and Section 74 (charges of occupation of the highway where works are unreasonably prolonged) apply only to Statutory Undertakers activities.
- 3.8.3 The Permit Scheme makes arrangements so that procedures are followed for Highway Authority Promoter activities in relation to timing and duration, in order to facilitate the operation of the Permit Scheme and ensure there is parity of treatment for all Promoters.

4 OBJECTIVES OF THE SOUTHAMPTON PERMIT SCHEME

Delivering collaboration to ensure optimised capacity of the highway network and reliable access to City destinations.

- 4.1.1 All activities on highways have the potential to reduce the width of the street available to traffic, pedestrians and other users and have the potential to also inconvenience businesses and local residents.
- 4.1.2 The scale of disruption caused is relative to the type of activities being undertaken and the capacity of the street. Activities where the traffic flow is close to, or exceeds, the physical capacity of the street will have the potential to cause congestion, disruption and delays.
- 4.1.3 The objective of the Southampton Permit Scheme is to improve the strategic and operational management of the highway network through better planning, scheduling and management of activities to minimise disruption to any road or pavement user.
- 4.1.4 The Southampton Permit Scheme will enable better coordination of activities throughout the highway network, ensuring those competing for space or time in the street, including traffic, to be resolved in a positive and constructive way.
- 4.1.5 The objectives and benefits of the Southampton Permit Scheme are:
- Reduced disruption on the road network

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- Improvements to overall network management
- A reduction in delays to the travelling public
- A reduction in costs to businesses caused by delays
- Promotion of a safer environment
- Reduced carbon emissions

4.1.6 The Permit Scheme objectives will be facilitated by improving performance in line with the Authorities' Network Management Duty in relation to the following key factors:

- Enhanced coordination and cooperation
- Encouragement of partnership working between the Permit Authority, all Promoters and key stakeholders
- Provision of more accurate and timely information to be communicated between all stakeholders including members of the public
- Promotion and encouragement of collaborative working
- Improvement in timing and duration of activities particularly in relation to the busiest streets within the network
- Promotion of dialogue with regard to the way activities are to be carried out
- Enhanced programming of activities and better forward planning by all Promoters

4.2 ALIGNED OBJECTIVES

4.2.1 The Permit Scheme objectives align with the Transport Policies contained within the Southampton Local Transport Plan 3:

- Work with the Highways Agency, Network Rail, Ports and Airports to ensure reliable access to and from South Hampshire's three international gateways for people and freight.
- To optimise the capacity of the highway network and improve journey time reliability for all modes
- To achieve and sustain a high-quality, resilient and well-maintained highway network for all
- To deliver improvements in air quality

5 SCOPE OF THE PERMIT SCHEME

5.1 AREA COVERED BY THE PERMIT SCHEME

5.1.1 The Permit Scheme applies within the boundaries of Southampton City Council.

5.2 DEFINITION OF THE TERM “STREET”

5.2.1 For the purposes of the Permit Scheme, the term “street” refers to that length of road associated with a single Unique Street Reference Number (USRN). Where a single street on the ground has more than one USRN, separate Permits will be required for each USRN to which an activity relates.

5.3 STREETS COVERED BY THE PERMIT SCHEME

5.3.1 The Permit Scheme will apply to adopted and publicly maintainable streets identified on the National Street Gazetteer (NSG).

5.3.2 The Permit Authority will create, maintain and publish the Street Gazetteer to Level 3.

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5.3.3 The Street Gazetteer will be maintained and updated with relevant information. The Street Gazetteer will be available to all Promoters via the National Street Gazetteer Concessionaire's website.

5.4 STREETS NOT COVERED BY THE PERMIT SCHEME

5.4.1 Streets that are not highways maintainable at public expense or private streets are not included in the Permit Scheme.

5.5 MOTORWAYS AND TRUNK ROADS

5.5.1 Motorways and trunk roads for which the Highways Agency is the Highway Authority are excluded from the Permit Scheme.

5.6 STREETS TO BE ADOPTED AS A MAINTAINABLE HIGHWAY

5.6.1 Where a street is expected to become a maintainable highway, controls on specified activities under the Permit Scheme will only apply after the street has become a maintainable highway.

6 ACTIVITIES COVERED BY THE PERMIT SCHEME

6.1 ACTIVITIES REQUIRING A PERMIT

6.1.1 The Permit Scheme controls the following activities undertaken on the public highway and as defined as Registerable Activities in Chapter 9 of The Code of Practice for Permits:

- i. Street works as in Part 3 of NRSWA, as defined by s48, except for works by licensees under Section 50 of NRSWA
- ii. Works for road purposes as defined by Section 86 of NRSWA – maintenance and improvement works to the road itself, carried out by, or on behalf of, the Highways Authority
- iii. Major Highway Works (including Developer activities under Section 278 of the Highways Act 1980)
- iv. Other activities that may be introduced under future regulations

6.1.2 The following activities defined in the Regulations as specified works are Registerable for all Promoters and information related to them has to be recorded on the register:

- (a) Involve the breaking up or resurfacing any street
- (b) Involve opening the carriageway or cycleway of traffic-sensitive streets at traffic-sensitive times.
- (c) Require any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works.
- (d) Reduce the lanes available on a carriageway of three or more lanes.
- (e) Require a temporary traffic regulation order or notice, or the suspension of pedestrian crossing facilities.
- (f) Require a reduction in the width of the existing carriageway of a traffic-sensitive street at a traffic-sensitive time

6.2 WORKS FOR ROAD PURPOSES

6.2.1 The requirements of the Permit Scheme apply equally to both works undertaken by the Highway Authority and Statutory Undertakers with the one exception, that fees will not be charged for Permits issued for the Highway Authority's own works for road purposes.

6.2.2 To demonstrate parity of treatment for all Promoters, particularly between the Highway Authority and Statutory Undertakers, Key Performance Indicators will be used.

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6.2.3 Highway Authorities and Promoters of works for road purposes must ensure that they have followed the equivalent Provisional Advance Authorisation (PAA) and Permit application processes for activities.

6.3 STREET LIGHTING

6.3.1 The definition of works for road purposes may include some works carried out by Undertakers, such as street lighting. It is for Promoters to ensure that Permit applications for such activities are made and that the activity is registered, as appropriate.

7 EXEMPT ACTIVITIES

7.1.1 Certain types of activities are exempt from requiring a Permit.

7.2 NON REGISTERABLE ACTIVITIES

7.2.1 The following activities are non Registerable and do not require a Permit:

1. Traffic Census Surveys

Traffic census surveys have deliberately not been included as disclosure of this information prior to a census taking place can encourage a change to the normal pattern of traffic flows.

2. Pole testing

3. Fire service vehicles

Fire service vehicles occasionally need to be parked adjacent to fire hydrants when these are being tested. These operations are exempt from the requirement to obtain a Permit, provided the work is done outside traffic-sensitive periods.

7.2.2 Other activities that do not require a Permit:

- Replacing manhole or chamber covers - that do not involve breaking up the street
- Replacing poles, lamps, columns or signs in the same location where that does not involve breaking up the street
- Bar holes

7.3 ACTIVITIES NOT REQUIRING A PERMIT BEFORE THEY START

7.3.1 Immediate activities do require a Permit but as such works are concerned with emergency or urgent situations, a Promoter can start work before applying for a Permit provided they apply for a Permit within 2 hours of the works commencing.

7.3.2 If the work commences out of working hours, then a Permit must be applied for by 10am the next working day.

7.4 ACTIVITIES FOR WHICH NO PERMIT IS REQUIRED

7.4.1 Activities executed in a street pursuant to a street works licence issued under Section 50 of the NRSWA are not included in the Permit Scheme but will have to follow the normal NRSWA procedures.

8 PERMITS - GENERAL

8.1 REQUIREMENT TO OBTAIN A PERMIT

8.1.1 Any Promoter of specified activities who wishes to carry out such an activity on a specified street **must** obtain a Permit from the Permit Authority. The Permit will allow the Promoter to:

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- Carry out the specified activity
- At the specified location
- Between the dates shown and for the duration shown
- Subject to any conditions that may be attached or required

8.2 APPLICATION REQUIREMENTS

8.2.1 Each application for a Permit must include the information indicated in Section 12.

8.3 ACTIVITIES COVERING SEVERAL STREETS

- 8.3.1 An application can only be for one street.
- 8.3.2 Where the specified activity involves a number of specified streets, a separate PAA or Permit will be required for each street.
- 8.3.3 Permit applications for specified activities covering more than one specified street shall be cross-referenced to all related applications.
- 8.3.4 Fees for specified activities which involve several Permits will be discounted where the applications are submitted together.

8.4 PHASING OF ACTIVITIES

- 8.4.1 One Permit can only relate to one phase of an activity. A phase of an activity is a period of continuous occupation of the street (whether or not work is taking place for the whole time) between the start and completion of the works, for example a separate Permit would be required for interim, permanent and remedial reinstatements.
- 8.4.2 The dates given in a Permit application and in the issued Permit will denote the dates for that phase. A phase can end only when all the plant, equipment and materials, including any signing, lighting and guarding have been removed from the site and the highway is returned to full use.
- 8.4.3 A Promoter must clarify when an activity is to be carried out in phases on the application. Each phase will require a separate Permit and, if a major activity involving asset activity also a PAA, which will be cross referenced to the other Permits.
- 8.4.4 Phased activities must relate to the same works, with applications submitted using the same works reference.

8.5 LINKED ACTIVITIES

- 8.5.1 Linked activities carried out at separate locations in the same street must be treated as belonging to the same set of works.
- 8.5.2 If an activity involving more than one street forms part of one project in management and contractual terms, separate Permits and Provisional Advance Authorisations must be obtained for each street.
- 8.5.3 Customer connections associated with the installation of a new main or cable run or the replacement or renewal of existing assets will be considered to be linked activities when the work is completed as a single occupancy of a single street. If an activity relating to the installation of customer connections is undertaken at a later date then the Promoter shall apply for a separate Permit.

8.6 INTERRUPTED ACTIVITIES

- 8.6.1 In the event of an activity being interrupted and delayed, for instance due to damage to a third party's plant or while missing apparatus is acquired. It is the responsibility of the Promoter to contact the Permit Authority to agree what action should be taken.

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8.6.2 Where the Permit Authority is satisfied that the excavation can remain open while the repairs are implemented or the equipment obtained, then a variation will be required and an extension to the Permit will be granted.

8.6.3 However, where the Permit Authority considers that the opening should be reinstated and the road returned to full traffic use then the Promoter will need to apply for a further Permit to complete the work at a later date. A Permit fee may be charged for the new Permit.

8.7 CROSS BOUNDARY ACTIVITIES

8.7.1 Where a project with activities in more than one street straddles the boundary between the Permit Authority and an adjacent Permit Authority, separate Permit applications, including any PAA, should be submitted to both Authorities.

8.7.2 If a cross boundary project involves activities on a street of a Street Authority operating a notice system under NRSWA, then the Permit application to the Permit Authority must identify the activity in the other Authority area so that the Permit Authority can liaise with them.

8.7.3 A single project reference should be included on applications and all notices so that both Authorities can consider the impact and coordinate the activities together.

8.8 COLLABORATIVE WORKING

8.8.1 The Permit Authority encourages collaborative working between Promoters for both street works and works for road purposes. It is accepted that there are often issues in such arrangements, particularly contractual complications. Nevertheless, every opportunity should be sought to minimise the disruption to users of the highway.

8.8.2 Where two or more Promoters decide to enter into such arrangements, one must take on the role of the Primary Promoter with the overall responsibility for the activities and will be the point of contact with the Permit Authority. While the Secondary Promoter(s) will be required to make a Permit application for the activity for which they are responsible, only the Permit application made by the Primary Promoter will need to show the number of estimated inspection units.

8.8.3 The Primary Promoter's Permit application must give details of the other Promoter(s) involved and the extent of the collaborative working.

8.8.4 The Primary Promoter must also ensure that the estimates of works duration are agreed and confirmed with the Secondary Promoter(s) when submitting the PAA and/or Permit applications. This is necessary in order to comply with the overrun charging requirements in the Permit and NRSWA Regulations.

8.8.5 While the Permit Authority will issue Permits to all the Promoters involved, not just the Primary Promoter, the fees will be discounted to reflect the collaborative approach.

8.9 REMEDIAL WORKS

8.9.1 In the event of remedial works being required after the expiry of a Permit, an application must be made for a new Permit. This Permit must be cross referenced to the Permit using the Works Reference Number for the original activity.

8.10 START AND END DATES

8.10.1 In category 3 and 4 streets that are not traffic-sensitive, the Permit will be issued with a start and end date and duration for the activity which is set as a condition. The start date of the Permit will be the proposed start date of the activity. However, because both competition for space and the expected level of disruption is likely to be lower on less busy streets, there will be flexibility on the start of the activity - a "starting window" - equivalent to the validity period on a NRSWA notice. The starting windows are:

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- 5 DAYS FOR MAJOR AND STANDARD ACTIVITIES
- 2 DAYS FOR MINOR ACTIVITIES.

The Permit end date will therefore allow for the set duration to be completed if the activity starts on the last day of the starting window.

8.11 EARLY START

- 8.11.1 The Permit Authority will consider a Promoter's request for an early start before or after applying for a Provisional Advance Authorisation or a Permit application.
- 8.11.2 Where this is agreed, the Promoter shall submit a variation to a Permit, or in the case of a Provisional Advance Authorisation, include the revised dates on the application for the Permit. If the Permit has already been granted or deemed, a variation charge will apply.
- 8.11.3 A reference number will be issued by the Permit Authority, and must be quoted on the Permit application or Permit variation application.
- 8.11.4 Requests for early starts may or may not be agreed by the Permit Authority at their discretion but will not be unreasonably refused, and it is the responsibility of the Promoter to satisfy the Permit Authority as to the necessity for any proposed early start.

8.12 CHARGES FOR OVER RUNNING STREET WORKS

- 8.12.1 Charges for over running street works, under Section 74 of the NRSWA, will be made alongside the Permit Scheme although these regulations are modified to incorporate the process of setting and modifying the duration of the activity through the Permit application, approval and variation processes.

8.13 WORKING WITHOUT A PERMIT

- 8.13.1 It is an offence for a Statutory Undertaker or a person contracted to act on its behalf to undertake activities without a Permit, except to the extent that the Permit Scheme provides that this requirement does not apply.
- 8.13.2 Where it is believed that such an offence is being committed, the Permit Authority may issue a fixed penalty notice and require the party concerned to remove the works and return the street to full use.

9 PERMITS - TYPES

9.1 TYPES COVERED BY THE PERMIT SCHEME

- 9.1.1 There are two types of Permit covered by the Permit Scheme:
- Provisional Advance Authorisation (PAA)
 - Permit

9.2 PROVISIONAL ADVANCE AUTHORIZATION (PAA)

- 9.2.1 A PAA replaces the Advance Notice under Section 54 of NRSWA.
- 9.2.2 PAAs are a means of enabling Major activities to be identified, coordinated and programmed in advance by allowing activities to be provisionally reserved by the Permit Authority pending the Authority's subsequent decision on whether, and with what conditions, to grant a Permit for the activities.
- 9.2.3 A Promoter who wishes to undertake Major activities, on a specified street **must** apply for a PAA at least 3 months in advance of those activities starting on the highway, or as agreed with the Permit Authority.

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- 9.2.4 Subsequent applications for Permits for Major activities that have not been preceded by a PAA, will not, except in exceptional circumstances, be accepted by the Permit Authority.
- 9.2.5 Each application for a PAA will be limited to one street.
- 9.2.6 An application for a PAA must include a full description of the activity and specify start and end dates, although the start date may be considered as provisional and can be amended in the application for a final Permit.
- 9.2.7 A fee will be charged for the granting of a PAA in addition to the fee which is charged for the granting of the Permit.
- 9.2.8 The granting of a PAA does not prevent the Permit Authority from subsequently refusing to grant a Permit to which the PAA relates. If circumstances change drastically an explanation will be provided.
- 9.2.9 A copy of each application for a PAA is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

9.3 PERMITS

- 9.3.1 These are full Permits with complete details of the Registerable activities on a specified street.
- 9.3.2 The information required to support an application for a PAA should be equivalent to, but should not exceed, that required in support of an application for a Permit.
- 9.3.3 The timing of Permit applications to the Permit Authority will depend on the proposed activity.
- 9.3.4 A copy of each application for a Permit is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

10 PERMITS - CLASSES

10.1 CLASSES COVERED BY THE PERMIT SCHEME

10.1.1 There are four classes of Permit covered by the Permit Scheme:

- Major
- Standard
- Minor
- Immediate

10.2 PERMITS FOR MAJOR ACTIVITIES

10.2.1 Major activities are those which:

- Have been identified in an organisation's annual operating programme, or if not identified in that programme, are part of a scheme which is planned or known about at least 6 months in advance of the proposed start date, but only includes activities on the affected streets and locations within that scheme that have been identified at least 6 months advance stage as likely to require Permits; or
- Other than immediate activities, require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulation Act 1984 for any other activities

10.2.2 Major activities are split into 3 sub-categories:

- Over 10 days and all major works requiring a traffic regulation order

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- Works 4 to 10 days and meeting the requirement detailed in 9.2.1 above
- Up to 3 days and meeting the requirement detailed in 9.2.1 above

10.2.3 Major Activity Permits are required for the most significant activities on the Highway and require the Promoter to obtain a Provisional Advance Authorisation as part of the application process for a Major Activity Permit.

10.2.4 An application for a Major Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity. Where these differ from those given in the PAA application, the applicant must explain the reasons for any variation.

10.2.5 Major activities will be subject to conditions.

10.3 PERMITS FOR STANDARD ACTIVITIES

10.3.1 Standard Activities are those activities that have a planned duration of between 4 and 10 days inclusive. Activities lasting less than 10 days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 10.2 above.

10.3.2 An application for a Standard Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity.

10.3.3 Standard activities will be subject to conditions.

10.4 PERMITS FOR MINOR ACTIVITIES

10.4.1 Minor Activities are those activities, where the planned working is 3 days or less. Activities lasting less than 3 days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 10.2 above.

10.4.2 An application for a Minor Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity.

10.4.3 Minor activities will be subject to conditions.

10.5 PERMITS FOR IMMEDIATE ACTIVITIES

10.5.1 Immediate Activities are either:

- Emergency works as defined in Section 52 of NRSWA; or
- Urgent Activities,
 - a) (not being emergency works), whose execution at the time they are executed is required, (or which the person responsible for the works believes on reasonable grounds to be required):
 - i. To prevent or put an end to an unplanned interruption of any supply or service provided by the Promoter
 - ii. To avoid substantial loss to the Promoter in relation to an existing service
 - iii. To reconnect supplies or services where the Promoter would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period
 - b) Including works that cannot reasonably be separated or severed from such works.

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- 10.5.2 Given the nature of immediate activities, work may commence without a Permit. However, where it is necessary to carry out excavation in the Highway, Promoters of such activities must contact the Permit Authority by telephone immediately if identified on the NSG.
- 10.5.3 Where the activity is identified within the normal working day (i.e. after 08.00 hours and before 16.30 hours), a Permit application must be made as soon as reasonably practicable and in any event, within two hours of the activity starting.
- 10.5.4 If work starts outside of working hours, an application for a Permit must be submitted by 10am the next working day.
- 10.5.5 If the Permit Authority disputes whether an activity, or part of an activity, is immediate, the Promoter must demonstrate conclusively that it is.
- 10.5.6 Immediate activities will be subject to conditions.

11 PERMIT APPLICATIONS

11.1 APPLICATION TIMING AND RESPONSE TIMES

- 11.1.1 The timing of applications for Permits and PAAs and the Permit Authority's response will vary according to the proposed activity. The **minimum** times are given in Table 1 Section 10.7 and Promoters should give as much notice as possible to ensure that the coordination process can be facilitated effectively.
- 11.1.2 Where the activity is dependent on a Temporary Traffic Regulation Order (TTRO), temporary traffic signal approval, or the suspension of parking regulations, the relevant timescales should be taken into account by the Promoter, and applicants are advised to submit their requests for TTROs and/or temporary traffic signal approval when applying for a PAA.
- 11.1.3 The application process will begin at the time of receipt of the application by the Permit Authority. The EToN system will provide an auditable record of when an application was received.
- 11.1.4 The Permit Scheme sets down the application and response times for dealing with Permit applications and variation applications in Table 1 below.
- 11.1.5 In all cases given in Table 1, the time period is measured from the time of receipt of the application by the Permit Authority.
- 11.1.6 A "response" means a decision to grant, refuse or request a Permit Application Modification Request. Where there are reasons why the Permit cannot be granted in the terms applied for, the response indicating that a Permit will not be granted in those terms will explain the reasons to the applicant.

11.2 SUBMITTING AN APPLICATION

- 11.2.1 Permit and PAA applications must be made electronically, as set down in the Technical Specification for the Electronic Transfer of Notices, (EToN), unless there is a failure in the electronic system or the Promoter does not have access to electronic systems in which case a paper application will be acceptable and is available from the Council.

11.3 SYSTEM FAILURE

- 11.3.1 In the event of a system failure, Promoters shall adopt the following procedure:
- Where after three attempts to give an application or a notice by EToN (duly recorded by the person serving the application or notice), the application or notice cannot be given, notification should be given by telephone, email or fax

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for immediate activities with formal EToN application or notice following as soon as reasonably practicable

- Other applications or notices may be given by other electronic means, (e.g. e-mail or fax), or may be sent by post or delivered by any other method agreed with the Permit Authority
- Following recovery of the service a copy of the application or notice should be sent through EToN to ensure information on the works is correctly recorded in the register
- Where applications or notices are sent by post or delivered by any other method agree with the Permit Authority, Promoters should take into account that there is no guarantee that they will be delivered to the Permit Authority the next day
- A delivery mechanism that includes a delivery receipt is recommended

11.3.2 In regards to variations during a system failure, Promoters should also make contact with the Permit Authority by telephone.

11.3.3 The Permit Authority will issue an individual reference number. This number must be displayed on an electronic application through EToN following recovery of service to ensure correct cross-referencing.

11.4 COMPLIANCE WITH ETON

11.4.1 All applications must comply with the definitive format and content given in the current Technical Specification for EToN.

11.5 NOTIFICATION TO INTERESTED PARTIES

11.5.1 Where the NSG indicates other interested parties, Permit applications will be copied to those parties by the Works Promoter.

11.5.2 Promoters are required to check whether any parties have registered such an interest prior to submitting an application for a Permit or PAA.

11.6 CONSULTATION REQUIREMENTS

11.6.1 Promoters must carry out the necessary consultations as set down in Sections 88, 89 and 93 (as amended) and Sections 90 and 91 of the NRSWA.

11.7 TABLE 1 – APPLICATION TIMINGS

Activity Type	Minimum application periods ahead of proposed start date		Minimum period before Permit expires for application for variation (including extension)	Response times for issuing a Permit or seeking further information or discussion		Response times for responding to applications for Permit variations
	Provisional Advance Authorisation	Application		Provisional Advance Authorisation	Application	
Major	3 months	10 days	2 days or 20% of the original duration whichever is the longer	1 calendar month	5 days	2 days
Standard	N/A	10 days		N/A	5 days	
Minor	N/A	3 days		N/A	2 days	
Immediate	N/A	2 hours after		N/A	2 days	

11.8 REFUSAL OF APPLICATION

- 11.8.1 The Permit Authority reserves the right to refuse or request a Permit Application Modification Request for a Permit or PAA where it considers that elements of the application (e.g. timing, location or conditions) are not acceptable.
- 11.8.2 If the Permit Authority decides to refuse the application or request a Permit Application Modification Request, it will contact the Promoter within the response time given in Table 1 to explain why the application is not satisfactory and what amendments are needed in order to achieve a successful application.

11.9 RESTRICTIONS ON FURTHER ACTIVITIES

- 11.9.1 Where a Promoter wishes to apply for a Permit to carry out specified activities on a specified street where a Section 58 or 58A Notice under NRSWA is in force, and the activities are not covered by the specific exemptions of that notice, the Promoter must make an application for the Permit Authority's consent specifying the grounds on which the consent is sought.

11.10 ERROR CORRECTION

- 11.10.1 Where the Permit Authority identifies an error in data recorded in, or submitted for recording in, the Permit register, it will contact the Promoter to discuss and agree the corrections to be made.
- 11.10.2 Where the Promoter identifies an error, they will contact the Permit Authority to discuss and agree the corrections to be made. If an error has been identified on an application, the Promoter shall submit a Modified Application by the end of the next working day following the agreement of the correction.
- 11.10.3 This Modified Application should include the corrected data and the name of the person in the Permit Authority who agreed that the correction should be made.
- 11.10.4 The error correction process is described in the Technical Specification for EToN.
- 11.10.5 This procedure cannot be used without the prior agreement of both parties.
- 11.10.6 A variation fee will be payable where the identified error has been caused by the Promoter.

12 INFORMATION REQUIRED IN A PERMIT APPLICATION

12.1 PERMIT AUTHORITY REQUIREMENTS

- 12.1.1 To enable the Permit Authority to determine the granting of a Permit and any conditions that may be attached to the Permit, Promoters may be required to supply the following information which is covered in more detail below:
- Contact details
 - USRN
 - Description of activity
 - Location
 - Timing and duration
 - Illustration
 - Technique to be used for belowground activities
 - Traffic management and traffic regulation orders
 - Depth

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- Reinstatement type
- Inspection units

12.1.2 In the case of Provisional Advance Authorisation applications, the Promoter should provide the most accurate information available at the time of making the application.

12.1.3 Quality of the information provided will allow the Permit Authority to make an informed decision and coordinate the activity effectively.

12.2 CONTACT PERSON

12.2.1 All Permit applications must include the contact details, if different from the normal contact number, of any person appointed by the Promoter to deal with any problems that may occur during the activity, including any provision made for out-of-hours contact of the Promoter.

12.2.2 This must include details for Secondary Promoters if collaborative working is in place.

13 USRN

13.1.1 Where a street has more than one USRN, separate Permit applications will be required for each USRN to which an activity relates.

13.2 DESCRIPTION OF ACTIVITY

13.2.1 A sufficiently detailed description of the activity, in plain English, must be provided to allow the Permit Authority to assess the impact of the activity.

13.2.2 In regards to collaborative working, all Promoters must be identified and details of the scheme must be provided.

13.3 LOCATION

13.3.1 The Promoter must give an accurate location based on National Grid References, (NGR).

13.3.2 In the case of Major works, start and end NGRs must be supplied as a minimum. If the proposed works deviates from a straight line, for example, follow the curvature of a street, a poly line (line centre of site) will be preferred.

13.3.3 For Standard, Minor and Immediate works, a centre point NGR must be supplied as a minimum. As with Major works, a poly line will be preferred when:

- The activity are or trenches are expected to be over 10 metres in length
- Activity locations on the application in the same street are separated
- Activity areas or trenches deviate from a straight line.

13.3.4 In addition, if required, dimensions should be given of the space that will be taken up by the activity in the street including space for the storage of materials, working space, safety zone, provision for pedestrians and traffic management.

13.4 TIMING AND DURATION

13.4.1 Each Permit application must include the proposed start and end dates of the activity and the times of the day when the activity is to be carried out. The applicant must also indicate if it is intended for work to continue over weekends and bank holidays and if night working is required.

13.5 ILLUSTRATION

13.5.1 Provisional Advance Authorisation applications and Major Activity Permit applications must be accompanied by an illustration(s) of the works and include details of the activity and the extent of Highway occupancy. The illustration will comprise plans, Sections, digital photographs and similar material as appropriate.

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13.5.2 Illustrations must also be submitted with the application for standard and minor activities where the activity is significant in terms of potential disruption due to the position and size of the activity, or where the Permit Authority consider an illustration is necessary.

13.6 TECHNIQUE TO BE USED FOR ACTIVITIES

13.6.1 Details of the planned techniques, including open cut, trench share, minimum dig technique or no dig must be provided.

13.7 TRAFFIC MANAGEMENT AND TRAFFIC REGULATION ORDERS

13.7.1 The Promoter must supply full details of their traffic management proposals including any requirement for action by the Highway Authority such as the need for Temporary Traffic Regulation Orders (TTROs) and approval for portable light signals. Evidence of application/agreement for a TTRO must be provided with the PAA/Permit application.

13.7.2 In the case of the suspension of a parking bay being required, an application by the Promoter must be made to the Highway or Permit Authority as Parking Authority. This must be separate from any Permit application and evidence of the agreement by the relevant Parking Authority must be included in the Permit application.

13.7.3 Applicants should be aware that such action by the Highway Authority may involve additional costs and Promoters should familiarise themselves with the timescales relating to TTRO and parking applications.

13.8 DEPTH

13.8.1 Promoters must provide their best estimate of the excavation depth of the activity. This may be expressed as a range where appropriate.

13.9 REINSTATEMENT TYPE

13.9.1 Permit applications must indicate wherever possible, whether the proposed activity is intended to be completed with interim or permanent reinstatement or a mixture of both.

13.9.2 Where the activity is completed with an interim reinstatement, a separate Permit application will be required for the permanent reinstatement where this is to be undertaken outside the duration of the Permit.

13.10 INSPECTION UNITS

13.10.1 The Promoter is required to indicate the provisional number of inspection units appropriate to the activity in accordance with the rules laid down in the Inspections Code of Practice and in The Street Works (Inspection Fees)(England)(Amendment) Regulations 2004.

13.10.2 Where there is trench sharing, only the Primary Promoter is required to give the inspection units.

14 PERMIT CONDITIONS

14.1 APPLYING CONDITIONS

14.1.1 The Permit Scheme allows for the attaching of conditions to Permits. These will be specified in detail on the Permit and will reflect any constraints on the original application.

14.1.2 Not all types of conditions will necessarily be applied to all Permits or PAA's.

14.1.3 In general, conditions will be varied for each Permit, as each set of circumstances will be different. The detailed 'Standard' wording of all conditions will be made available to all Promoters as a separate document.

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14.1.4 However, the Permit Authority can define conditions that will be applied to all Permits.

14.2

14.2.1 The Promoter should endeavour to have a copy, either electronic or hard copy, of the current Permit on site for inspection.

14.3 CONDITIONS APPLIED TO ALL PERMITS

14.3.1 Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.

14.4 REQUIREMENTS FOR IMMEDIATE ACTIVITIES

14.4.1 Promoters of such activities must contact the Permit Authority by telephone immediately if identified in the NSG.

14.4.2 The Promoter shall submit an application for a Permit within two hours of beginning work. If work starts outside of working hours, an application for a Permit must be submitted by 10am the next working day.

14.4.3 A full description of works being carried out must justify why the activity has been categorised as immediate works.

14.4.4 The Permit Authority may impose further conditions prior to the granting of a Permit where this is required. Imposing such conditions will be in discussion with the Promoter of the activity and will be included in the subsequent Permit.

14.4.5 Once granted, the Permit reference number must be prominently displayed on the site information board for each set of works.

14.4.6 Breach

14.5 OF CONDITIONS

14.5.1 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit then it may revoke the Permit. Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.

14.5.2 Where it appears to the Permit Authority that a condition has been breached and that the Promoter or a person contracted to act on its behalf has therefore committed an offence it will take action as described in Section 18.

14.6 AVOIDANCE OF CONFLICT WITH OTHER LEGISLATION

14.6.1 The Promoter should bring such conflicts to the attention of the Permit Authority who will then be responsible for resolving the issue with the other legislative bodies or groups that may be involved and amending the Permit conditions accordingly.

14.6.2 If the Promoter has safety concerns about conditions set by the Permit Authority it should raise these concerns with the Permit Authority and if necessary challenge the condition.

14.6.3 It is a criminal offence for a Statutory Undertaker or a person contracted to act on its behalf to breach a Permit Condition.

14.6.4 Any person guilty of an offence under this Regulation is liable on summary conviction to a fine not exceeding level 4 on the standard scale.

15 GRANTING OF PERMITS

15.1 TIMING OF PERMIT ISSUE

15.1.1 Where the Permit Authority is content with the proposal, it will Grant a Permit within the response times detailed in Table 1 Section 10.7, via EToN.

15.2 ISSUING OF PERMITS

15.2.1 A Granted Permit will be issued electronically in accordance with the formats given in the Technical Specification for EToN with the details placed on the Permit register and copies supplied to any Promoter, Authority or other relevant body that has asked to be informed about activities on a particular street.

15.2.2 The Permit will specify in detail the activity it allows and its duration. The start and end dates will be in calendar days to prevent any ambiguity over the duration of the Permit.

15.3 PERMIT REFUSAL

15.3.1 If, after careful consideration, the Permit Authority decides to refuse the PAA or Permit application, the refusal will be issued electronically via EToN and where possible using sector agreed refusal codes as approved by HAUC England. An explanation of refusal will be given and discussions with the Promoter may be held regarding amendment to the application.

15.4 RIGHT OF APPEAL

15.4.1 The Promoter has a right of appeal, in accordance with the Dispute Resolution process set down in Section 19 if it is unable to reach agreement with the Permit Authority over the terms it requested or the conditions attached.

15.4.2 In the case of immediate activities it may be that the Permit Authority may direct the work to stop, subject to safety and legal considerations, such as Health and Safety legislation, until the issues are resolved.

15.5 PERMIT APPLICATION DEEMED TO BE APPROVED

15.5.1 If the Permit Authority fails to reply to an application for a Permit or PAA within the designated response times, the Permit or PAA is deemed to be granted under the terms of the application.

15.5.2 The proposed start and end dates, description, location, duration, traffic management, etc, will be included in the Permit and associated conditions for the activity. This detail will then be binding on the Promoter as it would have had the Permit been issued within the timescale. Breaching the conditions will constitute an offence.

15.5.3 No fee will be applied to deemed Permits.

16 REVIEW, VARIATION AND REVOCATION OF PERMITS AND CONDITIONS

16.1.1 Once a Permit has been issued, the Promoter should have reasonable confidence that the road space will be available for them. However, circumstances beyond the Permit Authority's control may occur which may cause the Authority to review the Permit and as a result, may lead to the conclusion that the Permit or its conditions need to be changed or revoked.

16.1.2 The Permit Authority's policy is to avoid making such changes other than in exceptional circumstances which could not reasonably have been predicted or where the impact is significant. Such events may include floods and other adverse weather

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conditions, burst mains, dangerous buildings, etc. which may result in traffic being diverted onto the road where the activity was underway or about to start.

- 16.1.3 As soon as the Permit Authority is aware that it may be necessary to vary or revoke a Permit, it will contact the Promoter to discuss the best way of dealing with the situation.

16.2 PERMIT AUTHORITY POWERS

- 16.2.1 Within the Permit Scheme, the Permit Authority has the power, under Regulation 15 of the Traffic Management Permit Scheme (England) Regulations 2007, to review, vary or revoke Permits and Permit conditions on its own or a Promoter's initiative. However, the Permit Authority is under no obligation to let activities run beyond the Permitted period.

- 16.2.2 Any activities that exceed the Permitted duration will be committing an offence and could be subject to Section 74 overrun charges.

16.3 PROMOTER REVOCATION

- 16.3.1 If a Promoter wishes to cancel a Permit or withdraw a Permit application for which they have no further use or seeks a revocation of a Permit condition, they should use the voluntary cancellation notice detailed within the relevant EToN specification.

16.4 CHANGES TO A PROVISIONAL ADVANCE AUTHORIZATION

- 16.4.1 A PAA cannot be varied once granted.
- 16.4.2 Where a PAA has been given but a Permit has not been granted and the proposals change, the Promoter must inform the Permit Authority immediately of the proposed changes and a revised application for a PAA or Permit should be made.

16.5 CHANGES TO PERMITS

- 16.5.1 If the Permit Authority considers a variation necessary then it should contact the Promoter to discuss the best way of dealing with the situation whilst meeting the coordination duties and other Statutory Requirements of those involved. Good coordination and cooperation between Promoter and the Permit Authority will minimise the time that the Authority needs to vary Permits or their conditions. This will be in the interests of all parties.
- 16.5.2 This discussion may lead to an agreement on the variation required. In that case, the Permit Authority will then grant a revised Permit on those terms when, the Promoter applies for a Variation.

16.6 AVOIDANCE OF CRIMINAL OFFENCE

- 16.6.1 Variations should be sought as soon as changes are identified to avoid a criminal offence being committed by work being undertaken in breach of the conditions associated with that Permit.

16.7 SUSPENDING OR POSTPONING AN ACTIVITY

- 16.7.1 If a Promoter would like to start an activity at a later date after a Permit has been issued, a Permit Variation will need to be applied for. There is no option to suspend or postpone an activity.

16.8 REVIEW OF PERMIT BY PERMIT AUTHORITY DUE TO CIRCUMSTANCES OUTSIDE ITS CONTROL

- 16.8.1 The Permit Authority may review the Permit and associated conditions in the event of circumstances beyond its control having a significant disruptive effect at the location of the activity.

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16.8.2 No fee will apply for Permit Variations initiated by the Permit Authority unless, at the same time, the Promoter applies for variations which are not the result of the circumstances causing the Permit Authority's action.

16.9 TIMING OF VARIATIONS

16.9.1 Permit Variations may be made at any time after a Permit has been issued up until the end date of the Permit. Once this date has passed, applications for variations cannot be made.

16.9.2 If a variation is required, the Promoter is encouraged to telephone the Permit Authority to discuss, prior to submitting a Duration Variation Application electronically, to improve coordination.

16.10 VARIATIONS FOR IMMEDIATE ACTIVITIES

16.10.1 In the event of immediate activities requiring a series of fault finding excavations or openings, for example locating a gas leak, the following procedure shall apply where it is necessary to undertake works beyond the initial excavation or opening covered by the first application.

16.10.2 As they are immediate works, the Promoter will submit the first Permit application within two hours of starting work. That first application will contain the location of the initial excavation or opening:

- i. For any further excavations or openings on the same street within 50 metres of the original hole, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed and no variation charge will apply
- ii. The Promoter must apply for a Permit variation for the first excavation in each new 50 metre band away from the original hole in the same street, i.e. 50-100 metres, 100-150 metres, etc. Standard variation charges will apply, however the Permit Authority may use their discretion to waive these charges.
- iii. For additional excavations within each band, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed and no variation charge will apply
- iv. If the search carries into a different street or a new USRN, (including if the street changes to a different Permit Authority), then a separate Permit application will be needed

16.10.3 Conditions for these activities may be varied to take into account the fact that a new location, even within the permissive bands, can be more disruptive

16.11 INFORMATION REQUIRED FOR VARIATION APPLICATIONS

16.11.1 Applications for Permit variations must contain the following information as applicable:

- i. The Permit reference number
- ii. The revised timescale
- iii. Any change to the description of the activity
- iv. A revised illustration
- v. Any change to the method of excavation
- vi. Any variation to the depth of the excavation
- vii. Any changes to the reinstatement method
- viii. Any changes to the conditions
- ix. Any changes to Traffic Management including TTROs

16.12 IF AN AGREEMENT CANNOT BE MADE

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16.12.1 If agreement cannot be reached regarding a variation, the Permit Authority may issue an Authority imposed variation on the terms it considers reasonable. If the Promoter disagrees with the decision, it will have the option to invoke the dispute resolution procedure (See Section 19)

16.13 REVIEW OF PERMIT DUE TO NON-COMPLIANCE BY THE PROMOTER

16.13.1 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit then it may revoke the Permit or issue a Fixed Penalty Notice (FPN).

16.13.2 Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.

16.14 WORKING AFTER A PERMIT HAS BEEN REVOKED

16.14.1 A Promoter will be committing an offence if it continues to work after a Permit has been revoked.

17 CANCELLATION OF A PERMIT

17.1 CANCELLATION NOTICE

17.1.1 If a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not yet been granted, it should use the cancellation notice containing the relevant Permit number – see the *Technical Specification for EToN*. There is no fee payable for this process; however Permits already granted will still be charged.

18 FEES

18.1 PERMIT AUTHORITY POWER TO CHARGE FEES

18.1.1 To meet the additional costs of introducing and operating the Scheme, Regulation 30 gives the Permit Authority the power to charge a fee in respect of the following:

- i. The application for a PAA in respect of Major activities
- ii. The issuing of a Permit
- iii. Each occasion where there is a variation of a Permit or the conditions attached
- iv. Where a Permit variation would move an activity into a higher category, the Promoter will be required to pay the difference between the Permit fee for the two categories as well as the Permit variation fee

18.2 FEE POLICY

18.2.1 The Permit Authority will charge Statutory Undertakers for the actions detailed in Section 17.1.

18.2.2 Fees will not be payable in the following circumstances:

- i. By the Highway Authority in respect of its own works for road purposes, however a record of the Permit and fee will be used for reporting purposes and fee reviews.
- ii. Any work undertaken on a fire hydrant.
- iii. Where a Permit is deemed to be granted because the Permit Authority failed to respond to an application within the time set down in Section 10.711.7 above
- iv. If a Permit variation is initiated by the Permit Authority or the Authority has to revoke a Permit through no fault of the Promoter

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- v. Where a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not yet been granted

18.2.3 Lower fees or discounted fees will be given in the following circumstances:

- i. Where several Permit applications for works that are of part of the same project but which are carried out on more than one street, but on a scale comparative to one street, are submitted at the same time.
- ii. Where several Promoters are working within the same site submit applications at the same time. Where the Highway Authority Promoter is collaborating with Statutory Undertakers, those Undertakers will be eligible for the discount.
- iii. Where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets.
- iv. A discount may be applied where it is demonstrated that an activity provides significant economic benefit to the local authority or Council. For instance supplies for a new development, or where it is demonstrated that a network investment programme is being undertaken to meet customer demand.

18.3 RATE OF DISCOUNT

18.3.1 A discount of **30%** will be applied in the above circumstances.

18.4 OPTION TO WAIVE OR REDUCE FEES

18.4.1 The Permit Authority retains the option to waive or reduce fees at its discretion.

18.5 REVIEW OF FEES

18.5.1 The Permit Authority will review its scale of fees annually to ensure that the overall fee income does not exceed the allowable costs.

18.5.2 The outcome of the annual fee reviews will be published and open to public scrutiny.

18.5.3 As far as possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.

18.6 APPROVED SCALE OF FEES

18.6.1 The current approved scale of fees is included in the order made by the Secretary of State for the Permit Authority to operate the Permit Scheme.

18.7 PROCESSING OF FEES

18.7.1 Monthly invoices will be issued to each Promoter with all Permits referenced.

18.7.2 A summary may be issued to each Promoter every two weeks so amounts can be confirmed prior to the invoice being raised.

19 SANCTIONS

19.1 UNDERTAKING ACTIVITIES WITHOUT A PERMIT

19.1.1 It is a criminal offence for a Statutory Undertaker, or a person contracted to act on its behalf, to undertake specified activities in a specified street in the absence of a Permit, except as set down in Section 7.

19.1.2 Any person guilty of an offence under this Regulation is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

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19.1.3

19.2 ACTION BY PERMIT AUTHORITY

19.2.1 Where a Statutory Undertaker or a person contracted to act on its behalf undertakes without a Permit, works for which a Permit is required, or breaches a Permit condition, the Permit Authority may take one or more of the following courses of action depending on the seriousness and persistence of the offences:

- i. Serve a notice requiring that Statutory Undertaker to take such reasonable steps as detailed in the notice to remedy the situation within a specified timescale
- ii. Where a Statutory Undertaker fails to comply with the requirements of such a notice within the timescale the Permit Authority may undertake the specified steps and recover the costs that are reasonably incurred from the Statutory Undertaker
- iii. Issue a Fixed Penalty Notice (FPN), against the Statutory Undertaker
- iv. Prosecute the Statutory Undertaker

19.2.2 Remedial action could include the removal of the activity; rectify the breach of conditions or discontinuing any obstruction.

19.2.3 In the event that the Permit Authority subsequently considers that an FPN which has been given ought not to have been given, it shall give to the person to whom that notice was given a notice withdrawing the FPN.

19.2.4 Any offences which run alongside to the Permit Scheme under NRSWA will still apply and action will be taken.

20 DISPUTE RESOLUTION

20.1 INTRODUCTION

20.1.1 Southampton City Council welcomes the opportunity to informally resolve disputes before resorting to formal resolution processes

20.1.2 If disputes are not resolved informally within 14 days, they will be referred to SEHAUC or HAUC (UK) as appropriate.

20.2 DISPUTE RESOLUTION PROCEDURE

20.2.1 If agreement cannot be reached informally on any matter arising in relation to the Southampton Permit Scheme, the dispute will be referred for review on the following basis:

Straightforward issues

20.2.2 Where Southampton City Council and the Promoter(s) consider that the issues involved in the dispute are relatively straightforward, the matter will be referred to impartial members of the regional SEHAUC (that is those not representing parties directly involved in the dispute) for review. That review should take place within ten days from the date of referral by either party. Both parties will accept the result as binding.

Complex issues

20.2.3 If by Southampton City Council or the Promoter(s) involved in the dispute think the issues are particularly complex, HAUC (UK) will be asked to set up a review panel of four members - two Utilities and two Street Authorities. One of the four persons will be appointed as Chair of the panel by the HAUC (UK) joint chairs.

20.2.4 Each party must make all relevant financial, technical and other information available to the review panel.

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20.2.5 The review would normally take place within ten working days from the date on which the issue is referred to HAUC (UK) by either party. Both parties will accept the conclusions of the review panel as binding.

20.3 INDEPENDENT ADJUDICATION

20.3.1 If agreement cannot be reached by the procedure above, the dispute can be referred to independent adjudication.

20.3.2 Adjudication within the Southampton Permit Scheme will only be used by Southampton City Council and the Promoter(s) if they agree in relation to the matter under dispute, that:-

- The decision of the adjudicator will be deemed to be final; and
- The costs of adjudication will be borne equally unless the adjudicator considers that one party has presented a frivolous case, in which case costs may be awarded against them.

20.3.3 Where the adjudication route is followed, Southampton City Council and the Promoter(s) will apply to the joint chairs of HAUC (UK), who will select and appoint the independent adjudicator from a suitable recognised professional body.

21 REGISTERS

21.1 REGISTER OF PERMITS

21.1.1 The Permit Authority will maintain a register of Permits in connection with the Permit Scheme and in accordance with regulation 33 and 34, Part 7 of the Regulations.

21.1.2 The register will contain information about current and planned activities and will be available electronically to Promoters to assist them in planning and coordinating their own works at the earliest possible stage

21.2 REFERENCING OF INFORMATION

21.2.1 All information held in the register of Permits will be referenced to the USRN and the Permit register will be Geographic Information System (GIS) based.

22 TRANSITIONAL PHASE

22.1.1 Once an Order has been made, the Authority will provide at least four weeks notice of its intention to operate a Permit Scheme from a given date.

22.1.2 The Permit Authority will liaise closely with all Promoters during the transition period so that any issues are identified early and appropriate action taken to resolve them.

22.1.3 The Permit Scheme will apply to all activities where the administrative processes, such as an application for a Permit or Provisional Advance Authorisation, start after the commencement date of the Permit Scheme stated in the order.

22.1.4 Activities which are planned to start on site more than one month after the changeover date, (for standard, minor and immediate activities), or three months after the changeover date, (for major activities), shall operate under the Permit Scheme. This means that even if the relevant Section 54, 55 or 57 NRSWA notice has been sent before the changeover, the Promoter will have to apply for a Permit.

22.1.5 If the Promoter has not substantially begun the activity (or phase of activity) one month after the changeover date (for standard, minor and immediate activities) or three months after the changeover date (for major activities), then the Promoter must cancel the NRSWA notice for that activity (or phase of activity) and apply for a Permit.

22.1.6 Any Phase which started under the notices regime will continue under that regime until completed.

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22.1.7 The issue of Fixed Penalty Notices (FPNs) will be suspended for the first month of operation of the Scheme to allow a settling in period.

22.1.8 This period is sufficient as much of the Permit Scheme operation is run alongside NRSWA and extensive testing of systems between the Permit Authority and Promoters will have taken place and will continue on the run up to the implementation of the Scheme

23 PERMIT SCHEME MONITORING

23.1 USE OF KEY PERFORMANCE INDICATORS

23.1.1 Parity will be measured through Key Performance Indicators (KPIs). The following KPIs are mandatory and in addition, the Permit Authority will produce an annual set of KPIs identifying the treatment of individual Promoters.

23.2 MANDATORY KPIS

KPI 1

The number of Permit and Permit variation applications received, the number granted and the number refused

This will be measured by Promoter and shown as:

- the total number of Permit and Permit variation applications received, excluding any applications that are subsequently withdrawn
- the number granted as a percentage of the total applications made
- the number refused as a percentage of the total applications made.

KPI 2

The number of conditions applied by condition type

This will be measured by Promoter and shown as:

- the number of Permits issued
- the number of conditions applied, broken down into condition types. The number of each type being shown as a percentage of the total Permits issued.

23.3 ADDITIONAL KPIS

KPI 3

The Number of approved extensions

This will be measured by promoter and shown as:

- the total number of permits issued
- the number of requests for extensions shown as a percentage of permits issued
- the number of agreed extensions as a percentage of extensions applied for.

KPI 7

Number of inspections carried out to monitor conditions

This will be broken down by promoter and shown as:

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- the number of sample permit condition checks carried out as a percentage of the number of permits issued
- the percentage of sample inspections by promoter should also be shown.

23.4 PRESENTATION OF KPIS TO COORDINATION MEETINGS

23.4.1 The KPIs will be discussed at the local coordination meetings and at other meetings with Promoters. In addition, the KPIs will be made available to any other person on request or via the Authority's website.

24 APPENDIX A: DEFINITION OF TERMS

Activity	Any works undertaken by Statutory Undertakers and the Highway Authority (or their agents/contractors) and any other works that maybe covered in future regulations.
Additional Street Data	Additional Street Data (ASD) refers to other information about streets held on the NSG concessionaire's website alongside the NSG
Apparatus	As defined in Section 105(1) of NRSWA "apparatus includes any structure for the lodging therein of apparatus or for gaining access to apparatus"
Appeal	If there is an unresolved disagreement between the Promoter and the Permit Authority about the terms and conditions of the Permit or PAA, the Promoter may appeal against the Permit Authority's decision to either SEHAUC or HAUC (UK).
Bank Holiday	As defined in Section 98(3) of NRSWA, "Bank Holiday means a day which is a Bank Holiday under the Banking and Financial Dealings Act 1971 in the locality in which the street in question is situated"
Bar holes	Bar holes are used to detect and monitor gas leaks.
Breaking up (the street)	Any disturbance to the surface of the street (other than opening the street)
Bridge	As provided in Section 88(1)(a) of NRSWA, "references to a bridge include so much of any street as gives access to the bridge and any embankment, retaining wall or other work or substance supporting or protecting that part of the street"
Bridge Authority	As defined in Section 88(1)(b) of NRSWA, "Bridge Authority means the Authority, body or person in whom a bridge is vested"
Carriageway	As defined in Section 329 of HA 1980, "carriageway means a way constituting or comprised in a Highway, being a way (other than a cycle track) over which the public have a right of way for the passage of vehicles"
Code of Practice for Permits	As published by the Department for Transport March 2008
Collaborative working	Includes trench sharing, multi-utility working, utility/works for road purposes situations and compliance testing.
Cycle track	As defined in Section 329 of the HA 1980, "cycle track means a way constituting or comprised in a Highway, being a way over which the public have the following, but not other, rights of way, that is to say, a right of way on pedal cycles with or without a right of way on foot"
Day	A calendar day, unless explicitly stated otherwise
DfT	Department for Transport
Emergency works	As defined in Section 52 of NRSWA, "emergency works means works whose execution at the time when they are executed is required in order to put an end to, or to prevent the occurrence

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	of, circumstances then existing or imminent (or which the person responsible for the works believes on reasonable grounds to be existing or imminent) which are likely to cause danger to persons or property"
EToN	Electronic Transfer of Notices, the system defined in the Technical Specification for EToN for passing notices. Permit applications, Permits and other information between Promoters and the Permit Authority.
Excavation	"Breaking up" (as defined above)
Fixed Penalty Notice	As defined in schedule 4B to NRSWA, "fixed penalty notice means a notice offering a person the opportunity of discharging any liability to conviction for a fixed penalty offence by payment of a penalty"
Footway	As defined in Section 329 of the HA 1980, "footway means a way comprised in a highway which also comprises a carriageway, being a way over which the public have a right of way on foot only"
Geographical Information system (GIS)	A computer system for capturing, storing, checking, integrating, manipulating, analysing and displaying data related to positions on the Earth's surface
HA 1980	The Highways Act 1980
Highway	As defined in Section 328 of the HA 1980, "Highway means the whole or part of a highway other than a ferry or waterway"
Highway Authority	As defined in Sections 1 and 329 of the HA 1980
Highway works	"Works for road purposes" or "major highway works"
Immediate activities	As stated in Section 8.5, immediate activities are either emergency works as defined in Section 52 of NRSWA or urgent works as defined in <i>The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007</i>
In	As defined in Section 105(1) of NRSWA, "in, in a context referring to works, apparatus or other property in a street or other place includes a reference to works, apparatus or other property under, over, along or upon it"
Local Authority	As defined in Section 270(1) of the Local Government Act 1972(a) and includes the Common Council of the City of London.
Local Highway Authority	As defined in Section 329 of HA 1980, "Local Highway Authority means a Highway Authority other than the Minister"
Main roads	All streets in reinstatement categories 0, 1 and 2 and those streets in categories 3 and 4 which are traffic sensitive for all or part of the time
Maintainable Highway	As defined in Section 329 of HA 1980, a "Highway maintainable at the public expense means a highway which by virtue of Section 36 above or of any other enactment (whether contained in this Act or not) is a highway which for the purposes of this Act is a highway maintainable at the public

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	expense"
Maintenance	As defined in Section 329 of HA 1980, "maintenance includes repair, and "maintain" and "maintainable" are to be construed accordingly"
Major activities	As stated in Section 9.2, Major activities are those which: <ul style="list-style-type: none"> • Have been identified in an organisation’s annual operating programme, or if not identified in that programme, are normally planned or known about at least six months in advance of the proposed date of the activity • Other than immediate activities, require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulation Act 1984 for any other activities
Major Highway works	As defined in Section 86(3) of NRSWA, "major highway works means works of any of the following descriptions executed by the Highway Authority in relation to a highway which consists of or includes a carriageway – <ol style="list-style-type: none"> a) a reconstruction or widening of the highway; b) works carried out in exercise of the powers conferred by Section 64 of the Highways Act 1980 (dual carriageways and roundabouts); c) substantial alteration of the level of the highway; d) provision, alteration of the position or width, or substantial alteration in the level of a carriageway, footway or cycle track in the Highway; e) the construction or removal of a road hump within the meaning of Section 90F of the Highways Act 1980; f) works carried out in exercise of the powers conferred by Section 184 of the Highways Act 1980 (vehicle crossings over footways and verges); g) provision of a cattle-grid in the highway or works ancillary thereto; or h) tunnelling or boring under the highway"
Minor activities	As stated in Section 9.4, minor activities are those activities other than immediate activities where the planned duration is 3 days or less.
Minor roads	Streets in reinstatement categories 3 and 4 which are not traffic sensitive at any time.
National grid reference	Location reference using nationally defined eastings and northings.
Nationally consistent Street gazetteer (NSG)	A database defined as an “index of streets and their geographical locations created and maintained by the local Highway Authorities” based on BS 7666 standard.
NRSWA	New Roads and Street Works Act 1991.
NSG Concessionaire	The body appointed to manage the NSG on behalf of the local Highway Authorities.

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Opening (the street)	Removing a lid or cover to a manhole, inspection chamber, meter box or other structure embedded in the street without any "breaking up" of the street.
Permit	The approval of a Permit Authority for a Promoter to carry out activity in the highway subject to conditions.
Permit application	See Section 10. The application that is made by a Promoter to the Authority to carry out an activity in the highway. It is equivalent to the notice of proposed start of works (Section 55 of NRSWA) given under the Coordination regime.
Permit Authority	See Section 1.4. A local Authority or other "Highway Authority" which has been given approval by the Secretary of State to operate a Permit Scheme on all or some of its road network.
Permit Scheme	See Section 1. A Scheme approved by the Secretary of State under which Permits for activities are sought and given.
Promoter	A person or organisation responsible for commissioning activities in the streets covered by the Permit Scheme. The Promoter will usually be a Statutory Undertaker or the Highway or Traffic Authority.
Protected Street	See Section 1.6. A street that has been designated as a protected street. It serves a specific strategic major traffic need and therefore needs to be protected from unnecessary excavation and works and providing there is a reasonable alternative route in which Statutory Undertakers can place the equipment that would otherwise lawfully have been placed in the protected street.
Provisional Advance Authorisation	See Section 8.2. The early approval of activities in the highway, equivalent to the advance notice given under s 54 of NRSWA.
Registerable activities	See Section 5.1. Registerable activities are as listed in Chapter 9 of The Code of Practice for Permits.
Reinstatement	As defined in Section 105(1) of NRSWA, "reinstatement includes making good".
Relevant Authority	As defined in Section 49(6) of NRSWA, "references in this Part to the relevant Authorities in relation to any works in a street are to the Highway Authority and also: <ul style="list-style-type: none"> a) where the works include the breaking up or opening of a public sewer in the street, the Sewer Authority; b) where the street is carried or crossed by a bridge vested in a Transport Authority, or crosses or is crossed by any other property held or used for the purposes of a Transport Authority, that Authority; and c) where in any other case the street is carried or crossed by a bridge, the Bridge Authority"
Remedial work	Remedial works are those required to put right defects identified and in accordance with the provisions of the Code of Practice for Inspections and regulations.
Road	See "Street".
Road Categories:	Roads carrying over:

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<ul style="list-style-type: none"> • Type 0 • Type 1 • Type 2 • Type 3 • Type 4 	<ul style="list-style-type: none"> • 30 to 125 msa* • 10 to 30 msa • 2.5 to 10 msa • 0.5 to 2.5 msa • Up to 0.5 msa <p>*millions of standard axles</p>
Road works	See “Works for road purposes” definition below.
Special Engineering Difficulties (SED)	See Section 1.6. By virtue of Section 63 of NRSWA, the term special engineering difficulties relates to streets or, more commonly, parts of streets associated with structures, or streets of extraordinary construction where street works must be carefully planned and executed in order to avoid damage to, or failure of, the street itself or the associated structure with attendant danger to person or property.
Specified Area	That geographical area to which the Permit Scheme applies.
Specified Street	Those streets to which the Permit Scheme applies.
SROH	Specification for Reinstatement of Openings in the Highway.
Standard activities	Standard activities are those activities, other than immediate activities, that have a planned duration of between 4 and 10 days inclusive.
Statutory Undertaker	As defined in Section 48(4) of NRSWA, "undertaker in relation to street works means the person by whom the relevant statutory right is exercisable (in the capacity in which it is exercisable by him) or the licensee under the relevant street works licence, as the case may be".
Street	As defined in Section 48(1) of NRSWA, "street means the whole or any part of any of the following, irrespective of whether it is a thoroughfare: <ul style="list-style-type: none"> a) any highway, road, lane, footway, alley or passage; b) any square or court; c) any land laid out as a way whether it is for the time being formed as a way or not".
Street Authority	As defined in Section 49(1) of NRSWA, "the Street Authority in relation to a street means, subject to the following provisions: <ul style="list-style-type: none"> a) if the street is a maintainable highway, the Highway Authority, and b) if the street is not a maintainable highway, the street managers".
Street works	As defined in Section 48(3) of NRSWA, "street works means works of any of the following kinds (other than works for road purposes) executed in a street in pursuance of a statutory right or a street works licence: <ul style="list-style-type: none"> a) placing apparatus; or b) inspecting, maintaining, adjusting, repairing, altering or renewing apparatus, changing the position of apparatus or removing it, or works required for or incidental to any such works (including, in particular, breaking up or

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	opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street".
Street works licence	As stated in Section 50(1) of NRSWA, "the Highway Authority may grant a licence (a "street works licence") Permitting a person: a) to place, or to retain, apparatus in the street, and b) thereafter to inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it, and to execute for those purposes any works required for or incidental to such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street).
TMA	The Traffic Management Act 2004.
Traffic	As defined in Section 105(1) of NRSWA, "traffic includes pedestrians and animals"
Traffic control	Any of the five methods of controlling traffic detailed in the Code of Practice "Safety at Street Works and Road Works"
Traffic regulation order	This means an order made under Section 1, 6 or 9 of the Road Traffic Regulation Act 1984.
Traffic sensitive street	See Section 1.6. This means a street designated by a Highway Authority as traffic sensitive pursuant to Section 64 of NRSWA and in a case where a limited designation is made pursuant to Section 64(3) any reference to works in a traffic sensitive street shall be construed as a reference to works to be executed at the times and dates specified in such designation.
Transport Authority	As defined in Section 91(1)(a) of NRSWA, "Transport Authority means the Authority, body or person having the control or management of a transport undertaking".
Temporary Traffic Regulation Order (TTRO)	This means an order made under Section 14 of the Road Traffic Regulation Act 1984 and amendments.
Trunk road	As defined in Section 329 of the HA 1980, "trunk road means a highway, or a proposed highway, which is a trunk road by virtue of Section 10(1) or Section 19 of the above or by virtue of an order or direction under Section 10 of the above or under any other enactment".
Unique Street Reference Number (USRN)	As defined in the British Standard BS7666.
Urgent activities	Urgent activities are: a) activities (not being emergency activities) whose execution at the time they are executed is required (or which the person responsible for the activity believes on reasonable grounds to be required) (i) to prevent or put an end to an unplanned interruption of any supply or service provided by the undertaker; (ii) to avoid substantial loss to the undertaker in relation to an existing service; or (iii) to reconnect supplies or services where the

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	<p>undertaker would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period; and</p> <p>b) Includes activity that cannot reasonably be separated or severed from such activities.</p>
Working day	As defined in Section 98(2) of NRSWA, "for the purposes of this Part a working day means a day other than a Saturday, Sunday, Christmas Day, Good Friday or a Bank Holiday; and a notice given after 4.30 p.m. on a working day shall be treated as given on the next working day".
Works	Street works or Works for road purposes.
Works for road purposes	<p>As defined in Section 86(2) of NRSWA, "works for road purposes means works of any of the following descriptions executed in relation to a highway:</p> <p>a) works for the maintenance of the highway;</p> <p>b) any works under powers conferred by Part V of the Highways Act 1980 (improvement);</p> <p>c) the erection, maintenance, alteration or removal of traffic signs on or near the highway; or</p> <p>d) the construction of a crossing for vehicles across a footway or grass verge or the strengthening or adaptation of a footway for use as a crossing for vehicles".</p>

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24.1.1

24.1.2

24.1.3

APPENDIX E: PERMIT FEES

25.1 PERMIT FEES TABLE

	Main Roads			Minor Roads
	0, 1 and 2	3 and 4		3 and 4
Reinstatement category of street	0, 1 and 2	3 and 4		3 and 4
Street designated as traffic sensitive or not	All streets	Traffic sensitive at some times/locations		Non traffic sensitive at any time or location
Time and location of activity	Any time and location	Any part within traffic sensitive times / locations	Wholly within non traffic sensitive times / locations	Any time and location
Provisional Advance Authorisation	£105	£105	£75	£75
Major Works – over 10 days <u>and</u> all major works requiring a traffic regulation order	£240	£240	£150	£150
Major works – 4 to 10 days	£130	£130	£75	£75
Major works – up to 3 days	£65	£65	£45	£45
Standard Activity	£130	£130	£75	£75
Minor Activity	£65	£65	£45	£45
Immediate Activity	£60	£60	£40	£40

Note: That in line with the Permit Authorities policies and procedures, the above fees will be reviewed on an annual basis.

25.2 PERMIT VARIATION FEES

25.2.1 £45 for activities on category 0, 1 and 2 streets, and on 3 and 4 traffic sensitive streets.

25.2.2 £35 for activities on category 3 and 4 non traffic sensitive streets.

25.2.3 If a Permit variation moves an activity into a higher fee category, the Promoter will be required to pay the difference in Permit fee.

25.2.4 No fee is payable if a Permit variation is initiated by the Permit Authority.

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25.2.5 The review will take into account the on-going Scheme costs and inflationary rates.

25.2.6 The fees will not exceed the maximum charges as set by the DFT.

25.2.7 All Promoters will be notified of any changes to the fees.

END OF DOCUMENT



FORMAL SCHEME CONSULTATION REPORT

Title: **SPS Consultation Report**
Project: Proposed Southampton City Council Permit Scheme (SPS)
Date: 16th June 2014
Author: Jason Setford-Smith, Scheme Consultant

To: Mark Robinson, BBLP

1 INTRODUCTION

The formal consultation regarding the proposed Southampton Permit Scheme (SPS) ran for a period of eight (8) weeks beginning on the 17th April 2014. The deadline for receipt of responses was no later than 5pm on 12th June 2014.

It was stated in the consultation covering letter that 'all responses received by the 12th June 2014 will be taken into consideration and, if Southampton City Council consider it to be appropriate, amendments will be made to the draft Permit Scheme.

The draft Scheme Document and accompanying covering letter was issued to ?? key stakeholder organisations and individuals, including local neighbouring Highway Authorities, Utilities, road user representative groups, current IT suppliers and non-government organisations. The list is provided within this document. Some organisations had a number of consultees within them and if known those individuals were contacted directly.

A total of 344 individual comments on the proposed Permit Scheme were received by the deadline.

Additional comments from EToN developers and legal representatives have been added to the comment list so there is transparency regarding all changes to the scheme document.

1 response was received after the deadline but this had been requested and approved before the deadline as the reason was acceptable.

A list of comments received and response or amendments are provided in this document.

2 LIST OF CONSULTEES WHO RESPONDED BY THE DEADLINE

1. Southern Gas Network (SGN)
2. Southern Water
3. South East Joint Utilities (SEJUG)
4. Balfour Beatty (BB)
5. Scottish and Southern Energy (SSE)
6. Virgin Media (VM)
7. Openreach (O)

3 CONSULTEES WHO RESPONDED AFTER THE DEADLINE

1. National Joint Utilities Group (NJUG)

Internal Contacts	
Head of Legal (Highways)	Richard.Ivory@southampton.gov.uk
Head of Environmental Health	mitch.sanders@southampton.gov.uk
Head of Planning (or equal individual)	paul.nichols@southampton.gov.uk

Bus Operators	
BlueStar	richard.gagg@bluestarbus.co.uk
FirstBus	Orbay.Keskin@FirstGroup.com
VelvetBus	mikey@velvetbus.co.uk
Wilts & Dorset	ian.taylor@wdbus.co.uk
XelaBus	gareth@xelabus.info

Central Government	
Department for Transport	barbara.king@dft.gsi.gov.uk
Highways Agency – Dave Clark	dave.clark@highways.gsi.gov.uk
Environment Agency	enquiries@environment-agency.gov.uk

Emergency Services	
Fire and Rescue Service	roads@hantsfire.gov.uk
Police	traffic.management@hampshire.pnn.police.uk
Ambulance Service	John.dyer@scas.nhs.uk
Coast Guard	SAR.Response@mcga.gov.uk
Hospitals	David.griffiths@uhs.nhs.uk

IT and Systems Suppliers	
Pitney Bowes CONFIRM	Alex.mathieson@bp.com

Passenger Transport	
Network Rail	Robert.Hudleston@networkrail.co.uk
Passenger Focus	info@passengerfocus.org.uk

Representative and Interest Groups	
Automobile Association	Customer.Services@theAA.com
British Motorcyclists Federation (BMF) South – David Howe	dgphowe@btinternet.com
British Cycling	info@britishcycling.org.uk
Freight Transport Association	sdarrington@fta.co.uk
Guide Dogs Association for the Blind	guidedogs@guidedogs.org.uk
Joint Authorities Group	manager@jaguk.org
Road Safety Partnership	saferrroads@hampshire.pnn.police.uk

Chamber of Commerce	city.plan@southampton.gov.uk
Wheelchair User Group	geoff.bubbles@talktalk.net
Road Haulage Association	l.white@rha.uk.net
Royal Automobile Club	secretary@royalautomobileclub.co.uk
Royal Association for Deaf People (RAD)	info@royaldeaf.org.uk
Royal Blind Society	derekrbs@aol.com
Taxi/Black Cab/Mini Cab Owners	info@southamptontaxis.org

Surrounding Local Authorities

Hampshire County Council	lan.ackerman@hants.gov.uk
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Utility Companies

British Telecom PLC	dave.patrick@openreach.co.uk
Southern Water	Roy.clarke@southernwater.co.uk
Southern Gas Networks	Trevor.hoath@sgn.co.uk
SSE DataCom	Mario@marjen.co.uk
Scottish and Southern Energy	Donna.cooper@sse.com
Southern Electric Contracting	Timothy.dix@ssecontracting.com
Mansell working on behalf of Orange	ebudden@balfourbeatty.co.uk
Cable and Wireless	Cable & Wireless Worldwide, Unit M, Atlas business Park, Wythenshawe, Manchester, M22 5RR
Klas Groundworks	Charlotte.rew@ssedatacom.com
CMU-GTC Direct	28 Sturmi Way, Village Farm Industrial Estate, Pyle CF33 6NU
02	Nokia Siemens Networks, Lancaster Way, Ermine Business Park, Huntingdon, Cambridge, PE29 6YJ
Infocus Public Networks District 2	9 Parish Close, Bishops Itchington, Warwickshire, CV47 2YR
T-Mobile	Everything Everywhere Ltd, C/O Ericsson Ltd, NRSWA Dept, Hemel One Boundary Way, Hemel Hempstead, HP2 7YU
AWH Utility Services	info@awh-utilityservices.ltd.uk
Redcentric	Michael.brown@redcentricplc.com
BskyB Telecom Services	nrswa@sns.bskyb.com
Cable and Wireless	osm.enquiries@atkinsglobal.com
National Grid (GAS Distribution)	plantprotection@uk.ngrid.com paul.z.gerrard@uk.ngrid.com
Verizon Business	osp-team@uk.verizonbusiness.com
Virgin Media	paul.hobbs@virginmedia.co.uk
National Joint Utilities Group	info@njug.org.uk

S50 Contacts

Note: The Section 50 applicants over the last 12 month period have been listed.

Dragon Infrastructure Solutions Ltd	bworster@dragonis.net
Schofield Groundworks Ltd	schofieldgl@btinternet.com
C & L Management Ltd	clive@candlmanagement.co.uk
Express Pipe Laying & Repairs Ltd	Carol.lepley@expresspipe.co.uk
Reds Builders Ltd	paul@reds-builders.co.uk
KO Plant Groundworks Ltd	ian@koplantgroundwaorks.co.uk
Blanchard Wells Ltd	duncanbell@blanchardwells.co.uk
Wilding Butler Construction Ltd	Simon.gray@wildingbutler.co.uk
Aeropark Developments Ltd	shillier@aeroparkltd.co.uk
PT Contractors Ltd	pst@ptcontractors.co.uk
DF Groundworks Ltd	info@dfgw.co.uk
Gracelands Ltd	Andrew@gracelandsltd.com
Millwood Groundworks Ltd	millwoodgroundworks@hotmail.co.uk
Peartree Civil Engineering Ltd	Peartree.civils@yahoo.com
Mansell Construction	jkitt@mansell.plc.uk
Morland Utilities Ltd	Hayley.holland@morland-utilities.co.uk

4 GENERAL COMMENTS

Org	Suggested amendment / clarification / comment / question	Response / action / recommendation
SW	Will SCC be having a trail before Permit Fees are introduced? Suggest this be 3 months as a minimum to allow the Scheme to bed in.	Yes, there will be a trail period to test systems etc. This is expected to last for 1 month.
SEJUG	SEJUG would like stakeholder engagement from now until the Scheme has operated for at least one year.	There will be numerous meetings leading up to the implementation of the Scheme.
BB	Balfour Beatty would also like to participate in any future consultations or workshops prior to implementation and final design of this scheme. We have had a wealth of experience in the setting out of schemes and have successfully implemented all the current schemes within our business. Recently we participated in the early design workshops of the East of England, Lancashire and Knowsley Schemes which ensured that all aspects of the practical application of the schemes were looked at thus making implementation easier for all concerned.	There will be numerous meetings leading up to the implementation of the Scheme.
O	<p>We strongly believe that the Scheme should be focused only on the busiest streets (strategically significant streets) as this will enable both the Council and works promoters to focus on working together to plan those works which are likely to cause the most disruption, rather than a blanket approach.</p> <p>However if the council still chooses to apply permits to 100% of streets, Openreach urges Southampton City Council to grant permits for category 3 and 4 roads by default (unless the Permit Authority is aware of special circumstances) and for those permits to be at zero fee levels.</p> <p>We wish to point out that it is expected that conditions allowable in permit schemes should only refer to the sector agreed conditions as agreed by HAUC</p>	<p>Comments are noted</p> <p>Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard</p>

	England.	conditions, including referencing.
NJUG	<p>Rather than implementing a permit scheme, NJUG believes that the greatest reduction in disruption can best be achieved by:</p> <ul style="list-style-type: none"> • Everyone working together to achieve better co-ordination, co-operation, communication and compliance. • More effective and consistent use of the existing Noticing regime, enhanced in 2008 – and. • To deliver a further step-change in occupation of the carriageway will require greater use of innovative technologies and ways of working. <p>NJUG therefore welcomes the opportunity to comment on the Southampton City draft Permit Scheme, but has a number of concerns as follows:</p>	Comments are noted
NJUG	<p>In the South East area there are currently a number of permit schemes in operation and at consultation. Many of the schemes in the South East are independent of each other, as well as different to schemes in the surrounding HAUC areas. This is presenting a level of inconsistency across the region, especially in the case of schemes in close geographical proximity where the same operational staff will be active in multiple permit scheme areas, and where this may lead to the potential for inadvertent error.</p>	<p>Comments are noted</p> <p>Southampton and Brighton have worked together so there is consistent approach by both South East City Councils.</p>
NJUG	<p>NJUG has concerns over the scope of the scheme, with permits required for all works on all streets. NJUG requests that the permit scheme is targeted on Traffic-Sensitive streets only and ‘noticing’ retained on other streets. However if the council still chooses to apply permits to 100% of streets, which is contrary to advice from Ministers, NJUG urges Southampton City Council to grant permits for category 3 and 4 roads by default (unless the Permit Authority is aware of special circumstances) and for those permits to be at zero fee level.</p>	<p>Comments are noted</p> <p>The Permit fees reflect the additional costs incurred by Southampton City Council in administering Utilities’ Permits.</p>
NJUG	<p>NJUG notes that the permit fees are structured at the maximum possible level allowed in the 2013 DfT Additional Advice note on Permits. When the Traffic Management Act 2004 was progressing through Parliament, the Government</p>	<p>The Permit fees reflect the additional costs incurred by Southampton City Council in</p>

	<p>gave a commitment in the Lords that permit fees should be set at a level which reflects only the additional costs incurred by a local authority in administering utilities' permits i.e. the fees should be based on the reasonable and efficient costs of Southampton City Council managing, reviewing and granting utilities' permits, and not cover any of the costs incurred from administering the council's own works.</p> <p>NJUG is therefore surprised that Southampton's proposed permit fees are all at the maximum levels, and asks for sight of the detailed breakdown of the anticipated costs which make up these fees, particularly as surrounding authorities' permit fees are not at these levels.</p>	administering Utilities' Permits.
NJUG	<p>We note that John Harvey (Southampton City Council) (SCC) has confirmed that, "it is currently the intention of Southampton City Council to use the HAUC Permit Advice Note No. 2013/01; Guidance Note for the use of National Model Condition Text". NJUG welcomes this confirmation of the intention to use the national conditions, but wishes to emphasise that DfT has indicated that all future schemes should use only the HAUC England Permit Conditions. We therefore request that the scheme is amended accordingly.</p>	<p>Comments are noted</p> <p>Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing.</p>

1 SCHEME DOCUMENT COMMENTS

Org	Document Section	Suggested amendment / clarification / comment / question	Response / reply / recommendation
Section 1 & 2: Foreword and Introduction			
Legal		<p><i>Contents</i></p> <p><i>This is too long. Either reduce considerably or convert to index</i></p>	<p>Agreed.</p> <p>Contents reduced to 1 level.</p>
Legal	1	<i>FOREWORD</i>	Agreed

		<i>Not relevant to SI (presume this will not be included)</i>	Removed from application version.
Legal	2.1.1	<i>Scheme (not Schemes)</i>	Correct, the typo will be corrected.
Legal	2.1.4	<i>To our(incomplete sentence)</i> <i>This represents a big challenge (remove this sentence)</i>	A typo that will be corrected. Agreed, deleted
Legal	2.3.5	<i>Delete as not applicable</i>	Text to be changed to DfT supplied text.
EToN	2.5.2	<i>Even Organisers that are now classed as promoters will have to electronically comply with the EToN Technical specification. How is this to be achieved?</i>	'as well as other instigators of possible congestion issues such as Event Organisers.' REMOVED
Legal	2.5.2	<i>This definition does not match para 6 to 8 of the guidance. It should not be used</i>	Text to be changed to DfT supplied text.
EToN	2.6.1	<i>This appears to conflict with section 2.7.1. One states it will provide and alternative, the other states it will operate alongside the noticing system.</i>	'sections of' added
SGN	2.6.3	This does not fit with the DfT letter dated 18/12/14, which states - "no conditions should be introduced that already exist in other legislation and NO condition can exceed legislation"	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing.
SW	2.6.3	SW would like to see what standard conditions will be imposed. Are these the conditions stated in 13.2 of the document or do these relate to the HAUC(UK) document? Consultation will be required on any proposed conditions. As per DfT letter of 18/12/14 - "no conditions should be introduced that already exist in other legislation and NO condition can exceed legislation"	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing.
SEJUG	2.6.3	Regarding any conditions that will be imposed, SEJUG would like to draw SCC's attention to the DfT letter dated 18/12/14,	Southampton City Council will adopt solely the nationally agreed conditions text developed and

		which states - “no conditions should be introduced that already exist in other legislation and NO condition can exceed legislation”	approved by HAUC (England) as our standard conditions, including referencing.
VM	2.6.3	Virgin Media would like to make reference to the DfT advice (letter date 17th March 2014) indicating that only the sector agreed condition matrix (HAUC Advice Note) will be acceptable.	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing.
NJUG	2.6.3	Regarding any conditions that will be imposed, NJUG would like to draw SCC’s attention to the DfT letter dated 18/12/14, which states - “no conditions should be introduced that already exist in other legislation and NO condition can exceed legislation”. As above, the Southampton Permit Scheme needs to use only the HAUC England Permit Conditions.	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing.
SW	2.6.6	Although Southampton CC has decided to adopt a Permit Scheme on all roads, not all of these roads should be chargeable (i.e. non traffic sensitive Cat 3 & 4 roads)	The Permit fees reflect the additional costs incurred by Southampton City Council in administering Utilities’ Permits.
BB	2.6.6	Balfour Beatty is disappointed that the Southampton City Council Permit Scheme will apply to all of the roads under its control. Whilst we acknowledge that the DfT’s January 2013 Traffic Management Act 2004 (Part 3 - permit schemes) – Additional Advice Note - for developing and operating future Permit Schemes allows Councils to apply permits to all roads, but we would like to emphasise that the same document also explicitly encourages local authorities to focus on only the busiest (strategically significant) streets of its network. Other	The Permit fees reflect the additional costs incurred by Southampton City Council in administering Utilities’ Permits.

		<p>Authorities such as Northamptonshire have decided to follow this more cost effective approach to implementing a permit scheme. In our experience it is schemes such as Northampton which have proven the more successful in achieving their objectives while also driving better co-ordination and reducing disruption.</p> <p>In our experience the administering of a permit scheme for 100% of the network creates an administrative burden for both the Permit Authority and all works promoters and we argue that this will not be sufficiently balanced by improvements (directly attributable to the existence of a permit scheme) in reducing disruption or more effective network management.</p> <p>We continue to believe that the provisions within the current Noticing regime, combined with self regulatory measures as outlined in our executive summary can deliver the same results as a permit scheme, but at a much reduced cost to the local authority and utilities.</p> <p>We are currently involved in a number of projects under the Highway Maintenance Efficiency Programme which are building platforms for better co-ordination and co-operation with improved communication. Indeed in North East Lincolnshire a Charter has been drawn up by all utility companies the Highway Authority and contractors which will cement this strategy without the need to move to a permit scheme.</p> <p>Local authorities also have a range of measures with which to manage utility street works, including S74 overstay charges, which even before the last increase were resulting in 99% of all works being completed within the agreed timescales; fixed</p>	
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		<p>penalties; S58 - restricting works after major road resurfacing works; and under Noticing an authority can still dictate when works take place. Our strong preference is therefore for authorities and utilities to work together to more effectively co-ordinate and share best practice to encourage improvements in other aspects such as notice quality and on site compliance and quality. Balfour Beatty is focusing its efforts on front end planning of works and ensuring where appropriate all stakeholders including the customer, client and Highway Authority are engaged as early as possible even at design stage so when it comes to undertaking the physical works everyone understands what is happening and why and for how long. This has required a step change in parts of our business but we would prefer to change within than have change forced upon us in the guise of these permit schemes. Bristol City Council's new Code of Conduct is an excellent example on how to reduce congestion within the current NRSWA framework without introducing a financially burdensome permit scheme for both the authority and the utilities.</p> <p>The above said Balfour Beatty would, if the council still chooses to apply permits to 100% of streets, like to see Southampton grant permits for category 3 and 4 roads by default (unless the Permit Authority is aware of special circumstances), and for those permits to be at zero fee levels.</p>	
VM	2.6.6	<p>Virgin Media are disappointed that SCC Permit Scheme and associated fees will apply to all classification of roads. If the council chooses to apply permits to 100% of streets, contrary to advice from Ministers, Virgin Media requests that SCC grant permits for category 3 and 4 roads by default and for those</p>	<p>The Permit fees reflect the additional costs incurred by Southampton City Council in administering Utilities' Permits.</p>

		permits to be at zero fee levels.	
O	2.6.6	Openreach is disappointed that Southampton City Council Permit Scheme will apply to all of the roads under its control. We accept that Southampton City Council is committed to implementing a scheme. However, we ask that Southampton City Council consider applying its permit scheme to 'Strategically Significant Streets' only, If this is not possible, permits for category 3 and 4 non T/S roads should be granted by default (i.e. 'deemed' unless the Permit Authority is aware of special circumstances) and zero fee levels.	The Permit fees reflect the additional costs incurred by Southampton City Council in administering Utilities' Permits.
EToN	2.7.1	<i>Item 5. What is the meaning or definition of main roads and minor roads when they appear to have been covered in item 3 and 4 of this section.</i>	The distinction between main roads and minor roads where such distinctions are relevant REMOVED
Legal	2.7.1	<i>Suggest that definitions need to be brought together into one place in the document. They are currently fragmented</i>	The document style is designed to make reading as easy as possible.
EToN	2.8.1	<i>Refers you back to section 4.34 below but this section does not exist.</i>	See section Error! Reference source not found. 4 below REMOVED
EToN	2.8.2	<i>Refers to Section 58, why is Section 58a omitted.</i>	Agreed, 58a added.
EToN	2.8.3	<i>The Highway Authority Promoter will follow similar procedures, what are the definition of similar procedures, are they not the same for the specified timing and duration of works. Surly they should be defined.</i>	Similar REMOVED
Section 3: Objectives of the Permit Scheme			
EtoN	3.1.1	<i>All activities on highways can reduce the width. Does the use of</i>	Text changed

		<i>the word can mean are allowed to or have the potential to.</i>	
Legal	3.1.1	<i>OBJECTIVES OF THE SOUTHAMPTON PERMIT SCHEME</i> <i>This seems to duplicate the foreword. Do we need it?</i> <i>Should be moved and incorporated in foreword</i>	Foreword has been removed so this text has value.
VM	3.1.3	Virgin Media agrees with the key factors highlighted. On the point about better planning, scheduling and management of activities to minimise disruption to any road user or pavement user. Virgin Media agrees in an overall drive to further improve the timing and duration of works to minimise disruption, where safe and practical to do so. But Virgin Media already promotes improvements to timing and duration of works and there are many examples of innovation in working practices that have resulted in reduced occupation of the highway – advanced planning; use of minimum-dig technology; shared or sequential occupation of the carriageway etc. However, in seeking to reduce durations, utilities are best placed to estimate how long works will take, but should agree those times and be willing to justify them to Southampton City Council when requested.	Comments noted
SGN	3.1.5	The B&HCC Permit Scheme will not reduce congestion on the road network. Where is the evidence? A permit scheme does not have the benefit to produce a safer environment. (Section 65 NRSWA)?	The objective is to reduce disruption to the network as congestion is a natural result of traffic volumes.
SEJUG	3.1.5	SEJUG disputes that a Permit Scheme will reduce congestion on the road network. Was this proven to be the case in the CBA? How will this be quantified? How will a safer environment be promoted (as a Permit Scheme does not relate to Section 65 NRSWA)?	The objective is to reduce disruption to the network as congestion is a natural result of traffic volumes.

VM	3.1.5	Virgin Media disagrees that a Permit Scheme will ultimately reduce congestion on the road network. How will a safer environment be promoted (as a Permit Scheme does not relate to Section 65 NRSWA)?	The objective is to reduce disruption to the network as congestion is a natural result of traffic volumes.
NJUG	3.1.5	NJUG supports the objectives of the scheme, but remains unconvinced that that Permit Schemes will necessarily deliver additional reductions in congestion on the road network, which proactive co-ordination and co-operation with advanced planning of works can and does deliver at much less cost.. We also question how it is proposed that the permit scheme will promote a safer environment (considering Permit Schemes do not directly relate to Section 65 of NRSWA).	The objective is to reduce disruption to the network as congestion is a natural result of traffic volumes.
BB	3.1.5 + 3.1.6	We welcome the principles behind the performance improvements to be derived from the implementation of the scheme however there are three questions we would pose in regard to these measures:- 1. What historical statistical data is available on each of these measures in order to present a base line to demonstrate improvement once the scheme has been implemented? 2. If no historical data is available to base line current and past performance how will Southampton be able to demonstrate that the scheme is successful in achieving these improvements? 3. How will each of these improvements be measured and what will be the source of the data?	Improvement comes from the management of applications as they arrive. The scheme introduces the requirement for specific KPIs that monitor the effectiveness of the scheme in operation.
Section 4: Scope of the Permit Scheme			
Legal	4.2 + 4.2.1	<i>DEFINITION OF THE TERM "STREET"</i>	The document style is designed to make reading as easy as possible.

		<i>Should be moved to definitions section</i>	
EToN	4.2.1	<i>You state in section 2.5 “For consistency, the generic term ‘activities’ has been used rather than “works” to reflect the fact that the Scheme may eventually cover more than street and road works in subsequent Regulations. These are the specified works as set out in the Regulations. Then in 4.2.1 state that (activities being the specified works as set out in the Regulations).</i>	(activities being the specified works as set out in the Regulations). REMOVED
VM	4.3.1	Virgin Media are disappointed that Southampton City Council’s Permit Scheme and associated fee’s will apply to all classification of roads. If the council chooses to apply permits to 100% of streets, contrary to advice from Ministers, Virgin Media requests that Southampton City Council grant permits for category 3 and 4 roads by default and for those permits to be at zero fee levels.	Noted
EToN	4.4 to 4.7	<i>This makes no provision of activities proposed on Private and Provisional streets. See permits code of practice 3.2, 7.2.1, 4.2.3</i>	Private street reference included.
Legal	4.6	<i>NON MAINTAINABLE HIGHWAYS</i> <i>Not needed as 4.4.1 and 4.5.1 say the same thing</i>	4.6 DELETED
Section 5: Activities Covered by the Scheme			
BB	5.1.2	To meet the definition of a registerable activity under NRSWA, we suggest this should be termed streets at trafficsensitive times as streets can only become traffic-sensitive at certain times as defined by regulation. Omission of this renders the proposed scheme outside of the scope of the Permits Code of Practice. We would also suggest	Already included

		that this section is renumbered to reflect the layout of from 7.3.4 of the Co-ordination of Street Works Code of Practice.	
SSE	5.1.2	All activities involving opening of the carriageway... of a traffic sensitive street. To meet the definition of a registerable activity under NRSWA, this should be termed traffic-sensitive streets at traffic-sensitive times. Omission of this renders the proposed scheme outside of the scope of the Permits CoP. Propose that 1 to 6 be removed and replaced with a –f from 7.3.4 of the Co-ordination of Streetworks CoP.	Already included
EToN	5.1.2 E	<i>The “Require a temporary traffic regulation order or notice, or the suspension of pedestrian facilities” has been taken from the permits code of practice but we notice that the word crossing has been omitted. Is this done to ensure that permits are required even for footway works, the permits code of practice only includes pedestrian crossing facilities.</i>	Crossing added to document
Section 6: Exempt Activities			
O	6.2.1	Openreach wishes to point out that there is no provision in EToN 6 for the recording of inspection units for pole testing, therefore reference ‘for the purpose of reinstatement inspections’, requires deletion.	Pole testing involving excavation requires registration and therefore needs a permit; as would be the case with other excavations, when one or more of rules 2 – 6 above apply. However, in all circumstances the work must be registered using section 70 (3) under NRSWA for the purpose of reinstatement inspections within 10 days of completion. DELETED
O	6.2.1	Under.2 Pole Testing it states that all works must be registered for inspections but with the changes to the EToN tech spec, which is a SI in its self, 5.2.8 there is no inspection unit applied therefore I suggest that the word inspections be replaced with	Pole testing involving excavation requires registration and therefore needs a permit; as would be the case with other excavations, when one or more of rules 2 – 6 above apply. However,

		“recording”.	in all circumstances the work must be registered using section 70 (3) under NRSWA for the purpose of reinstatement inspections within 10 days of completion. DELETED
EToN	6.2.1 (2)	<p><i>“Pole testing involving excavation requires registration and therefore needs a permit; as would be the case with other excavations, when one or more of rules 2 – 6 above apply. However, in all circumstances the work must be registered using section 70 (3) under NRSWA for the purpose of reinstatement inspections within 10 days of completion.”</i></p> <p><i>If this has been taken from the permit codes of practice then it appears you have removed the word only from “only requires registration” and you state that rules 2 – 6 apply. Rules 2 – 6 are not in your document and if you are referring back the code of practice then you have used different terminology.</i></p>	Pole testing involving excavation requires registration and therefore needs a permit; as would be the case with other excavations, when one or more of rules 2 – 6 above apply. However, in all circumstances the work must be registered using section 70 (3) under NRSWA for the purpose of reinstatement inspections within 10 days of completion. DELETED
EToN	6.2.1 (2)	<i>Although you have removed the word only from this paragraph and removed the pole testing reference from 5.1.2A, we assume this is because you require permits for all pole testing, we are not convinced this will be legally enforceable as the permits code of practice overrides your permit scheme document.</i>	Pole testing involving excavation requires registration and therefore needs a permit; as would be the case with other excavations, when one or more of rules 2 – 6 above apply. However, in all circumstances the work must be registered using section 70 (3) under NRSWA for the purpose of reinstatement inspections within 10 days of completion. DELETED
SW	6.2.2	suggest this be extended to <u>‘lifting</u> and replacing manhole or chamber covers....’	This has been considered and rejected
VM	6.2.2	Virgin Media would like to add lifting chamber lids at non traffic sensitive streets, where we are not encroaching the	This has been considered and rejected

		carriageway, to enable cable pulling as this does not involve breaking up the street.	
EToN	6.2.2	<i>Replacing manhole or chamber covers - that do not involve breaking up the street. Do you need to consider Traffic Sensitivity?</i>	This comment has been considered
BB	6.3.1	This paragraph contradicts the requirements set out in Para 6.3.3 , 9.5.4 and 9.5.5 and does not make provision for the sending of permit applications outside of normal working hours nor does it set out how Milton Keynes will provide response to such applications other than the [promoter leaving messages. The Permit Code of Practice states “Where immediate activities are identified and undertaken outside the normal working day the application should be made within two hours of the start of the next working day, i.e. by 10:00, except where the authority has indicated that it can receive and respond to such communications outside normal working hours.” This needs to be reflected in this paragraph either by inclusion or reference 6.3.3.	We assume you mean Southampton and not Milton Keynes. The text is correct and complies with the requirements.
BB	6.3.2	This paragraph uses terminology which is not common or defined within the scheme namely “Mandatory” or “Immediate” conditions. This required either clarification or reference to established terminology.	6.3.2 DELETED
O	6.3.2	Delete This requires rewording to reflect the HAUC England ‘sector agreed conditions’	Agreed, text deleted.
Section 7: Permits - General			
SGN	7.1.2	Southampton can only be informed if it is known the work cannot progress. There will be times when arrival on site will	No section 7.1.2

		demonstrate work no being able to progress.	
EToN	7.3.1	<i>Only one application per street, the wording seems to imply only one application is only allowed on one street, not an application must only be for one street.</i>	Agreed, text changed
Legal	7.3.4	<i>For consistency with NRSWA, a street will correspond to a USN This is not needed</i>	For consistency with NRSWA, a street will correspond to a USRN. DELETED
O	7.4	Openreach suggests 'Multiple Stage Activities' be renamed 'Multiple Phase Activities' for consistency with the EToN Technical Specification & Co-ordination of Street works Code of Practice	Section reworded
SGN	7.4	Suggest 'Multiple Stage Activities' be renamed 'Multiple Phase Activities' for consistency with the ETON Technical specification & Co-ordination of Streetworks CoP. Practitioners are familiar with the term 'phase', not 'stage'.	Section reworded
SEJUG	7.4	Suggest 'Multiple Stage Activities' be renamed 'Multiple Phase Activities' for consistency with the ETON Technical specification & Co-ordination of Streetworks CoP. Practitioners are familiar with the term 'phase', not 'stage'.	Section reworded
BB	7.4	We suggest 'Multiple Stage Activities' be renamed 'Multiple Phase Activities' for consistency with the EToN Technical Specification & Co-ordination of Street works Code of Practice. Practitioners are familiar with the term 'phase', not 'stage'.	Section reworded
SSE	7.4	Suggest 'Multiple Stage Activities' be renamed 'Multiple Phase Activities' for consistency with the ETON Technical specification & Co-ordination of Streetworks CoP. Practitioners are familiar with the term 'phase', not 'stage'.	Section reworded
VM	7.4	Virgin Media suggest 'Multiple Stage Activities' be renamed	Section reworded

		'Multiple Phase Activities' for consistency with the ETON Technical specification & Co-ordination of Street works, CoP. Practitioners are familiar with the term 'phase', not 'stage'.	
NJUG	7.4	NJUG suggests that 'Multiple Stage Activities' be renamed 'Multiple Phase Activities' for consistency with the ETON Technical specification & Co-ordination of Street works Code of Practice (CoP). Practitioners are familiar with the term 'phase', not 'stage'.	Section reworded
NJUG	7.4.2 + 7.4.3	<i>You refer to the "EToN activity reference number", the correct terminology is "Works Reference"</i>	7.4.2 DELETED
EToN	7.4.4	<i>Should this not read encouraged instead of required as you do not always know that the works will be carried out in phases.</i>	7.4.2 DELETED
Legal	7.5.2	<i>This paragraph needs rewriting.</i>	Agreed, reworded.
EToN	7.5.2 + 7.5.4	<i>These appear to contradict each other as unconnected activities are treated differently</i>	Single street added for clarification.
SEJUG	7.5.3	SEJUG do not agree with this statement. If, for example, a cover and frame renewal could be carried out 50m either side of the proposed works then this should be allowable under 1 permit. 7.5.3 & 7.5.4 do not equate with each other as 7.5.4 says additional work may be carried out whereas 7.5.3 does not.	DfT advice received so text remains.
BB	7.5.3	We disagree with this principle as it actually conflicts with all of the key objectives of the scheme as outlined in 3.1.5. It makes absolute sense for a utility to undertake as much work as possible within the scope of a single permit application even if that work is not directly associated with the original application details. For example under a major works permit with a TTRO it	DfT advice received so text remains

		would be absolutely counter productive if additional works not connected with the original works schedule were not carried out these could include apparatus repairs, service connections, meter installations etc. Surely the objective of a permit scheme is to minimise disruption not to generate revenue from additional permit fees.	
SSE	7.5.3	We do not agree with this statement. If, for example, a cover and frame renewal could be carried out 50m either side of the proposed works then this should be allowable under 1 permit. 7.5.3 & 7.5.4 do not equate with each other as 7.5.4 says additional work may be carried out whereas 7.5.3 does not.	DfT advice received so text remains
VM	7.5.3	Please confirm what Southampton CC consider to be unconnected activities?	7.5.3 DELETED
O	7.5.3	Openreach believes it would be better to undertake as much activity as reasonably possible whilst occupying the street. A frame and cover renewal could be carried out 50m either side of the proposed works then this should be allowable under a single permit.	DfT advice received so text remains
NJUG	7.5.3	NJUG suggests that as drafted this paragraph does not incentivise the most efficient way of working to minimise disruption. If, for example, a cover and frame renewal could be carried out 50m either side of the proposed works then this should be allowable under 1 permit as this will negate a return visit to undertake the separate works. NJUG strongly suggests that Southampton City Council should aim to incentivise as many works as possible that can be safely and practically undertaken at the same time, in order to minimise road occupation and consequent disruption.	DfT advice received so text remains

NJUG	7.5.3 + 7.5.4	These paragraphs do not demonstrate an equitable approach as 7.5.4 encourages states additional works to be carried out under a single permit whereas 7.5.3 does not.	7.5.3 deleted
VM	7.5.4	A permit isn't always required at the customer connection stage of a job; Virgin Media suggests revising the paragraph to read 'If the installation of customer connections is undertaken at a later date then the Promoter shall apply for a separate Permit if required i.e. if registerable activity'	Reworded
SGN	7.6.3	The statement suggests it is an authority imposing a variation and therefore no charge.	A Permit fee may be charged for the new Permit depending on circumstances.
SEJUG	7.6.3	SEJUG does not agree that a Permit fee should be charged in this case. This is an Authority imposed variation and therefore at no charge.	A Permit fee may be charged for the new Permit depending on circumstances.
BB	7.6.3	This is an Authority-imposed variation and therefore should not have either a permit variation fee or a fee for any subsequent permit that may be required to complete the original works.	A Permit fee may be charged for the new Permit depending on circumstances.
SSE	7.6.3	A Permit fee should be charged in this case. This is an Authority imposed variation and therefore at no charge.	Agreed A Permit fee may be charged for the new Permit depending on circumstances.
VM	7.6.3	Virgin Media does not agree that a Permit fee should be charged in this case. This is an Authority imposed variation and therefore at no charge.	A Permit fee may be charged for the new Permit depending on circumstances.
O	7.6.3	We do not agree that a permit fee should be charged in this case. This is an Authority imposed variation and therefore should be at no charge.	A Permit fee may be charged for the new Permit depending on circumstances.

NJUG	7.6.3	NJUG does not agree that a permit fee should be charged when works are interrupted and the authority requests them to temporarily reinstate the works and then return to effect a permanent reinstatement at a later date. This is an Authority imposed variation which will incur additional costs for the utility / contractor, and should not incur an additional permit fee, similar to other permit schemes. NJUG believes that charging permit fees for these types of circumstances will damage co-operation between the council and statutory undertakers.	A Permit fee may be charged for the new Permit depending on circumstances.
O	7.7.2	Openreach requires clarity on why the status of the adjacent authority makes a difference? Also if the works were placed on a web site it would be easy to check if a notice is served.	The Permit Authority potentially has more opportunity and resources to coordinate the activity.
VM	7.7.2	Virgin Media agrees in an overall drive to further improve the timing and duration of works to minimise disruption, where safe and practical to do so. Virgin Media already promotes improvements to timing and duration of works and there are many examples of innovation in working practices that have resulted in reduced occupation of the highway – advanced planning; use of minimum-dig technology; shared or sequential occupation of the carriageway etc. However, in seeking to reduce durations, utilities are best placed to estimate how long works will take.	Comments noted
EToN	7.8.2	<i>The EToN technical specification states that this a mandatory field on a new activity therefore all promoters will need to provide this but it should be zero for secondary promoters</i>	Comments noted
EToN	7.8.3	<i>How does the primary promoter provide this information, is this</i>	Via a text comment and discussion

		<i>via a comment. It may need some more clarification.</i>	
O	7.8.4	This is not always known as a secondary promoter may be identified following the submission. This implies that if it is not known and confirmed then it can't happen	Collaborative working can only be applied for when the utilities have been identified.
BB	7.8.6	This section intimates that collaborative working solely involves the sharing of the same excavation, this should not be restricted in this manner as effective collaborative working should actually be the collaboration between promoters to conduct the maximum amount of works within a geographical area in this case a street at the same time thus reducing disruption this may not necessarily mean occupying the same trench just the same or extended works area. In these situations an individual permit would be required to register the separate activities but discounts on fees should be given to both/all parties as an incentive.	The Primary Promoter will excavate the trench and install its own apparatus with the Secondary Promoter(s) installing their apparatus in the same trench. DELETED
EToN	7.8.7	<i>The Primary Promoter will backfill and reinstate the trench unless it has previously been agreed with the Permit Authority and the Secondary Promoter(s) that the Secondary Promoter(s) will carry out the reinstatement. In which case, the responsibility for the reinstatement will rest with the Promoter who undertook this work.</i> <i>This is not EToN compliant as the technical specification states that the secondary promoter will use an excavation type of 12 which are not able to send registration notices.</i>	The Primary Promoter will backfill and reinstate the trench unless it has previously been agreed with the Permit Authority and the Secondary Promoter(s) that the Secondary Promoter(s) will carry out the reinstatement. In which case, the responsibility for the reinstatement will rest with the Promoter who undertook this work. DELETED
EToN	7.9.1	<i>EToN reference number is a Works Reference Number</i>	Agreed, text changed
EToN	7.10.1	<i>This does not make sense. What are you trying to achieve.</i>	7.10 DELETED

EToN	7.10.2	<i>This does not make sense. What are you trying to achieve.</i>	7.10 DELETED
EToN	7.11	<i>The permits code of practice and the regulations explicitly provide a flexible starting window for activities on category 3 and 4 non traffic sensitive streets. You seem to have removed this and we would say this is therefore not compliant. Refer to 10.13.2 of the permits code of practice.</i>	Permits code of practice text added.
VM	7.11.1	If works continue beyond the end date of a permit, Virgin Media believe this would be classed as breach of permit condition, not working without a valid permit.	Permits code of practice text added.
SW	7.11.2	Southern Water will not be able to comply with the 1 st sentence of this paragraph. Due to a variety of reasons SW Contractors (Clancy Docwra etc) will not find out until the day the permit is due to start that works cannot commence (e.g. parked car over area of proposed works). It will therefore make it impossible to achieve this. Suggest this be removed (as happened under SEPS consultation).	Permits code of practice text added.
SEJUG	7.11.2	SEJUG does not agree with the 1 st sentence of this paragraph, and strongly suggest the 1 st sentence be removed. Due to a variety of reasons promoters will not find out until the day the permit is due to start that works cannot commence (e.g. parked car over area of proposed works, staff sickness etc).	Permits code of practice text added.
BB	7.11.2	Balfour Beatty would suggest a minor change to the first sentence of this paragraph to "If the activity cannot commence on the proposed start date, the Promoter should where possible inform the Permit Authority by telephone no later than the preceding day." This minor change allows for those unforeseen circumstances which sometimes arise where it is found that	Permits code of practice text added.

		works cannot commence on the day the permit is due to start (e.g. parked car over area of proposed works, staff sickness or major emergency requiring a significant diversion of resources such as the recent floods etc.)	
VM	7.11.2	Due to a variety of reasons promoters will not find out until the day the permit is due to start that works cannot commence (e.g. parked car over area of proposed works, staff sickness etc.)	Permits code of practice text added.
O	7.11.2	We believe that unforeseen circumstances sometimes arise where works cannot commence, which promoters may not find out until the day the permit is due to start (e.g. parked car over area of proposed works, or other immediate works). Please consider deleting the first paragraph.	Permits code of practice text added.
NJUG	7.11.2	NJUG does not agree with the first sentence of this paragraph and recommends that it should be removed. Due to a variety of reasons promoters will often not find out until the day the permit is due to start that works cannot commence (e.g. parked car over area of proposed works, staff sickness etc). Clearly, NJUG encourages all its members to inform authorities as soon as there is any change to works start dates etc. but often this is not practical, despite suitable planning and communication of works.	Permits code of practice text added.
EToN	7.11.2	<i>The correct terminology for a start of works notice is an actual start.</i>	Permits code of practice text added.
Legal	7.11.2	<i>no later than the preceding day</i> <i>Need to specify what time. Is 23:59hrs acceptable, or office hours</i>	Permits code of practice text added.
SGN	7.11.4	This contradicts 7.11.1 – is it an offence or a s74 overrun for the	Permits code of practice text added.

		promoter to work once the permit has ceased to be valid?	
SEJUG	7.11.4	This contradicts 7.11.1 – is it an offence or a s74 overrun for the promoter to work once the permit has ceased to be valid?	Permits code of practice text added.
BB	7.11.4	This paragraph seems to conflict with 7.11.1 and we would therefore ask for additional clarification as to whether in such circumstances it is considered an offence warranting a fixed penalty or a S74 overrun for the promoter to work once the permit has ceased to be valid. There has been some precedent (London Borough of Enfield .v. Virgin Media) recently set for such matters where it was deemed that a FPN for working without a permit could not be applied if a permit was in place at the time works started and lapsed.	Permits code of practice text added.
SSE	7.11.4	This contradicts 7.11.1 – is it an offence or a s74 overrun for the promoter to work once the permit has ceased to be valid?	Permits code of practice text added.
VM	7.11.4	Virgin Media states that his contradicts 7.11.1 – is it an offence or an s74 overrun for the promoter to work once the permit has ceased to be valid?	Permits code of practice text added.
NJUG	7.11.4	If a variation is approved it is assumed that a revised duration estimate under section 74 will also be approved to avoid unreasonable charges being applied for an agreed duration extension.	Permits code of practice text added.
Legal	7.11.4	<i>Section 74</i> <i>add of the NRSWA</i>	Permits code of practice text added.
SEJUG	7.12	SEJUG suggests that a paragraph be included to encourage early starts.	It is up to the Promoter to apply if need be.
NJUG	7.12	NJUG suggests that early starts are to be encouraged, rather	It is up to the Promoter to apply if need be.

		than tolerated or even penalised by the payment of a variation fee.	
EToN	7.12.1	<i>Does this section mean that you can't apply for an early start on a permit application, you must apply for the permit then submit a Variation Application.</i>	Yes
O	7.12.2	If applied for after the permit application and the co-ordination takes place before then the early start reference would be included in the application and no variation fee due.	An early start follows a Permit application. It is a variation of that Permit so attracts a fee.
BB	7.12.4	We suggest a minor change to the wording of this section to "Requests for early starts may or may not be agreed by the Permit Authority at their discretion but would not be unreasonable refused providing the Promoter can satisfy the Permit Authority as to the necessity for any proposed early start." 10.15 of the Permit Code of Practice states that such permission should not be unreasonable refused. This should be incorporated under this section.	This is already in the text.
O	7.12.4	To encourage communication and dialogue openreach suggests the inclusion of "but would not be withheld unreasonably" within the paragraph.	This is already in the text.
EToN	7.14.1	<i>2.5.1 states that you will refer to activities but this section refers to "Specified works in a specified street"</i>	Agreed, activities used. 'specified works in a specified street' DELETED
Legal	7.14.2	<i>Impose</i> <i>Should read issue</i>	Agreed
Section 8: Permits - Types			
SGN	8.2.2	A PAA should only be required for major works.	Correct

SEJUG	8.2.2	This implies that a PAA is for all works. Suggest clarification that a PAA is for major works only.	This is the case.
SSE	8.2.2	This implies that a PAA is for all works. Suggest clarification that a PAA is for major works only.	'Major activities' added
O	8.2.2	Provisional Advance Authorisation (PAA) is required for major works only; this paragraph implies that it is required for all works. Openreach seeks clarity on this.	'Major activities' added
NJUG	8.2.2	With the use of the term "activities" instead of "work", some NJUG colleagues are confused that the PAA requirement applies to all works. NJUG suggest that the whole permit scheme is amended to use the recognised terms i.e. "major works", which will remove this confusion.	Text changed from significant to Major
EToN	8.2.4	<i>This is not EToN compliant, a permit application must always be proceeded by a PAA.</i>	8.2.4 DELETED
EToN	8.2.7	<i>I can find no mention of when you pay for a PAA, on application of the PAA or on permit application.</i>	Granting a PAA text added
BB	8.2.9	We suggest that this paragraph be clarified as to what eventuality could result in any potential permit refusal. We would also like clarification of what happens to any fee paid for a PAA which is later refused as we would expect a full refund of any fees if a permit was refused by the permit authority after a legitimate and correct PAA was served.	The fee for the PAA reflects the time spent discussing and agreeing the PAA.
O	8.2.10	ASD data should be used as a tool as this is too ambiguous, would like to see a sentence relating to interested parties as per the NSG.	This is only on request.

SEJUG	8.3.1	Remove the word 'final'. These will not be final details, as final details will not be received until s70 Registration details are received.	The word final has been changed to complete. 'of the' has been added
BB	8.3.1	Balfour Beatty are puzzled by the inclusion of the word "final" in this paragraph as final details are not submitted until the registration stage of the works and are not part of a permit application.	The word final has been changed to complete. 'of the' has been added
O	8.3.1	The initial permit contains information that is the best available at the time, the final details are only known at registration. Suggest delete "final" as it is confusing.	The word final has been changed to complete. 'of the' has been added
NJUG	8.3.1	NJUG suggests that the word "final" be removed. Final details will not be received until Section 70 Registration details are received.	The word final has been changed to complete. 'of the' has been added
SEJUG	8.3.4	SEJUG would like clarification if this statement is ASD related?	This is only on request and not ASD related.
O	8.3.4	ASD data should be used as a tool as this is too ambiguous, would like to see a sentence relating to interested parties as per the NSG. See 10.8	This is only on request and not ASD related.
NJUG	8.3.4	NJUG would appreciate clarification on this point. It is assumed that this refers to the need to have a permit application on site / available for viewing upon request or is it Associated Street Data (ASD) related?	This is only on request and not ASD related.
Section 9: Permits - Classes			
O	9.2.1	Openreach suggests rewording this so that major activities are those which: a) are part of a scheme which is planned or known about at least 6 months in advance of the proposed start date, but only	The text reflects the desire to have a charging structure that allows for charges to be based on duration. See - Traffic Management Act 2004 (part 3 -

		<p>includes activities on the affected streets and locations within that scheme that have been identified at least 6 months advance stage as likely to require permits; or</p> <p>b) require a Temporary Traffic Regulation Order (i.e. not a temporary traffic notice) under the Roads Traffic Act 1984 for any activity, other than immediate works, that take place in traffic sensitive streets at traffic sensitive times; and</p> <p>c) have a duration of 11 days or more, other than immediate activities.</p>	<p>permit schemes)</p> <p>ADDITIONAL ADVICE NOTE - for developing and operating future Permit Schemes, January 2013. Section 23</p>
SGN	9.2.2	This paragraph does not make sense. Major Activities that do not require a TTRO and are works between 4 to 10 days are not major activities – they are standard activities.	The text reflects the desire to have a charging structure that allows for charges to be based on duration.
SW	9.2.2	Major Activities that do not require a TTRO and are works between 4 to 10 days are not major activities – they are standard activities. Up to 3 days are also not major activities, they are minor activities. This requires amendment and clarification so that is in line with NRSWA legislation.	The text reflects the desire to have a charging structure that allows for charges to be based on duration.
SEJUG	9.2.2	SEJUG suggests this be removed and does not understand the logic of this paragraph. For example, Major Activities that do not require a TTRO and are works between 4 to 10 days are not major activities – they are standard activities.	The text reflects the desire to have a charging structure that allows for charges to be based on duration.
BB	9.2.2	This paragraph is incorrect and unnecessary 9.2.1 defines major works (except where the duration of 10 or more days has been omitted). Additionally, ‘major activities’ that do not require a TTRO fall outside of a strategic programme and take between 4 to 10 days are not major activities – they are standard activities.	The text reflects the desire to have a charging structure that allows for charges to be based on duration.
SSE	9.2.2	Major Activities that do not require a TTRO and are works	Agreed, if they are not known about at least 6

		between 4 to 10 days are not major activities – they are standard activities.	months in advance of the proposed start date.
O	9.2.2	This implies that only major are defined by duration whereas all activities are, suggest delete "Major", or add 'for charging purposes.	The text reflects the desire to have a charging structure that allows for charges to be based on duration.
NJUG	9.2.2	NJUG questions the accuracy of these distinctions and suggests that they be removed. For example, Major Activities that do not require Temporary Traffic Regulation Orders (TTROs) and are works between 4 to 10 days are not major activities – they are standard activities.	Agreed, if they are not known about at least 6 months in advance of the proposed start date.
SW	9.2.5, 9.3.3, 9.4.3	Will there be a list of separate Standard (not Model) conditions for consultation, and if so, will these be the HAUC(UK) conditions, or are these referring to conditions throughout the body of the consultation document?	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
EToN	9.3.1	<i>Standard Activities are those activities, other than immediate, minor or major activities. There is no need for minor you can't have a minor with a duration of > 3 days</i>	other than immediate, minor or major activities, deleted

EToN	9.4.1	<i>Minor Activities are those activities, other than immediate, standard or major activities, Standard can't be 3 days or less</i>	other than immediate, standard or major activities deleted
SGN	9.5.2	To notify the Permit Authority on every occasion is too onerous and not valid. Will there be a 24 hour out of hours contact service waiting for this information. That will be many jobs from all undertakers with no benefit.	Text added 'immediately if identified on the NSG'.
SW	9.5.2	This should not be the case for all immediate activities – this should be linked to SCC's supersensitive streets that are particularly susceptible to disruption only. These should be flagged up as such on the NSG. Southern Water will not be able to comply with this on every street in SCC's Network.	Text added 'immediately if identified on the NSG '
SEJUG	9.5.2	This should not be the case for all immediate activities – there is a mechanism already in place on the NSG where only supersensitive streets are flagged up for this purposes. Therefore this should be linked only to SCC's supersensitive streets that are particularly susceptible to disruption only. These should be flagged up as such on the NSG. SEJUG believes this to be unmanageable & unworkable for every street in SCC's Network and strongly disagrees to this proposal.	Text added 'immediately if identified on the NSG
BB	9.5.2	This requirement is impractical if applied to every street in Southampton's Network. This should not be the case for all immediate activities with excavation in the Highway as there is a mechanism already in place on the National Streets Gazetteer (NSG) where only supersensitive streets are flagged up for this purposes. Therefore we strongly suggest this requirement should be linked only to Southampton's supersensitive streets that are particularly susceptible to disruption. If this requirement is to remain we would insist on speaking to an actual person	Text added 'immediately if identified on the NSG

		rather than a machine to confirm that our activity has been properly recorded therefore provision would have to be made for 24hour coverage.	
SSE	9.5.2	This should not be the case for all immediate activities – there is a mechanism already in place on the NSG where only sensitive streets are flagged up for this purpose, the schemes proposal will be unmanageable & unworkable for every street for both undertaker and authority.	Text added 'immediately if identified on the NSG
VM	9.5.2	Virgin Media believe that this is covered under 9.5.4, permit application to be submitted within 2 hours of activity starting.	9.5.4 relates to the application and not the requirement for a phone call.
O	9.5.2	To apply this to all streets is unreasonable and resource hungry on both sides and should be linked to the Early Notification of Immediate Activities tab on the NSG for strategic routes. Openreach would welcome more detail on a) how the permit authority proposes this to work on a practical level and b) where the contact number of the permit authority will be provided We also suggest that that there is a need for an auditable process to ensure compliance with the scheme.	Text added 'immediately if identified on the NSG
NJUG	9.5.2	NJUG stresses that this should not be the case for all immediate activities – there is a mechanism already in place on the National Street Gazetteer (NSG) where only street vulnerable to traffic disruption streets are flagged up for this purpose. Therefore this should be linked only to SCC's streets that are vulnerable to traffic disruption. These should be flagged up as such on the NSG.	Text added 'immediately if identified on the NSG

		It is important to stress that in the case of immediate works the first priority upon arriving on site is to make the situation safe to protect life and surrounding property, and then to seek to restore customers' services asap. As per the March 2008 Permits Code of Practice Section 9 Paragraph 2.4, utilities / contractors have a statutory obligation to inform an authority of immediate works within two hours of them commencing which will suffice for the majority of streets. As currently drafted this paragraph demands more of works promoters than the existing legislative code of practice, and NJUG therefore strongly requests that this section is amended to reflect the statutory requirements whilst encouraging early dialogue by works promoters to alert the authority as soon as practicably possible where traffic may be affected.	
O	9.5.3	Could clarity be given to this section, what is a 'link'?	9.5.3 DELETED
SW	9.5.5	Southern Water do not agree to this and believe it to be impracticable to leave a message for all out of hour immediate works. Surely this is the function is fulfilled via the ETON Permit application? This would put Southern Water at risk of breaching its statutory duties under the Water Industry Act.	9.5.5 DELETED
SEJUG	9.5.5	SEJUG do not agree to this and believe it to be impracticable and is not a requirement under the Permits CoP.	9.5.5 DELETED
VM	9.5.5	Virgin Media do not believe this is a requirement under the Permits CoP, please clarify?	9.5.5 DELETED
O	9.5.5	This should be linked to the Early Notification of Immediate Activities tab on the NSG for strategic routes. Openreach would welcome more detail on	9.5.5 DELETED

		<p>a) how the permit authority proposes this to work on a practical Section deleted level and</p> <p>b) where the contact number of the permit authority will be provided during out of hours working?</p> <p>We also suggest that that there is a need for an auditable process to ensure compliance with the scheme.</p>	
NJUG	9.5.5	NJUG would like to highlight that this is not a requirement under the Permits Code of Practice (CoP) and whilst on traffic-sensitive streets we would support the authority encouraging utilities ring and leave a message where practical, NJUG believes that this requirement would be impractical and would not deliver any benefits in terms of reduce disruption, unless they were able to contact a council officer on their mobile. We therefore suggest it is removed.	9.5.5 DELETED
O	9.5.6	The burden of proof wording should reflect the Permits COP definition in 9.2.4.	Agreed. 'Failure to do so may constitute an offence and result in the Permit Authority taking action against the Promoter' DELETED
Section 10: Permit Applications			
Legal	10.1.1	<i>Where is Table 1?</i>	Section 10.10 added to text
Legal	10.1.7	<i>Delete, not needed</i>	DELETED
Legal	10.1.7	<i>Should be moved to definitions section</i> <i>Why the move to working days?</i>	DELETED
EToN	10.1.6	<i>Should read Permit Application Modification Request not modification to an application</i>	Change made
BB	10.1.6	We strongly suggest this should paragraph should encompass	Already amended

		the new ETON 6 Permit rules which will be in place on 1st April 2014, and allow for a Permit modification request, thereby negating the need to refuse a Permit application. We would also suggest an additional comment stating that the permit would not be unreasonably refused be added.	
SSE	10.1.6	This should encompass new ETON 6 and allow for a Permit modification request, thereby negating the need to refuse a Permit application.	Already amended
O	10.1.6	Openreach advises the scheme should encompass new ETON 6 Permit rules and allow for a Permit Application Modification Request, thereby negating the need to refuse a Permit application. We also suggest that an additional comment stating that the permit would not be unreasonably refused is also required here.	Already amended
Legal	10.2.1	<i>a paper application will be acceptable</i> <i>Obtained from where and submitted to who?</i> <i>Consider separating the electronic system from the paper alternative in the document</i>	Obtained from the Council and returned by the Promoter.
BB	10.3	If the Highway Authority system fails, then it is the Highway Authority's responsibility to put faxed information on ETON not the promoter.	The Promoter must input this information.
SGN	10.3.1	SGN does not agree. If the Highway Authority system fails, then it is Highway Authority responsibility to put faxed information on ETON.	The Promoter must input this information.
SEJUG	10.3.1	3 rd bullet point should be removed. If the Highway Authority system fails, then it is Highway Authority responsibility to put faxed information on ETON.	The Promoter must input this information.

O	10.3.1	<p>Bullet point 3</p> <p>This would depend on the failure and the action taken by the permit authority, if the authority chooses to apply a charge for the paper permits then the entering of the permit onto the register is included in the price.</p>	The Promoter must input this information.
NJUG	10.3.1	NJUG suggests that the 3 rd bullet point should be amended to say that it is the responsibility of the systems owner that failed to input the data onto EtoN.	The Promoter must input this information.
Legal	10.3.1	<p><i>Final bullet point needs to be rewritten (eg)</i></p> <p><i>Where applications are sent by first class post, they will be deemed to be delivered the second working day after posting.</i></p> <p><i>(second class is four working days)</i></p> <p><i>Also add that proof of posting is not proof of receipt, consider recorded delivery</i></p>	<p>'First class' deleted</p> <p>'A delivery mechanism that includes a delivery receipt is recommended ' added</p>
SEJUG	10.3.2	Does this point comply with the ETON Technical Specification?	'to the contact number provided on the relevant section of www.southampton.gov.uk ' deleted
SSE	10.3.2	Does this point comply with the ETON Technical Specification?	'to the contact number provided on the relevant section of www.southampton.gov.uk ' deleted
NJUG	10.3.2	NJUG would appreciate clarification on whether this point complies with the ETON Technical Specification?	'to the contact number provided on the relevant section of www.southampton.gov.uk ' deleted
EToN	10.3.3	<i>This is not clear where or how this number is transmitted from the promoter. Is it a works comment?</i>	Via works comment
Legal	10.3.3	<p><i>The officer</i></p> <p><i>Who is this? Are they in the definitions</i></p>	Officer changed to 'Permit Authority'

Legal	10.5	<i>USE OF PLAIN ENGLISH</i> <i>Delete – see 12.2</i>	DELETED
O	10.5.1	Please see 9.5.3, is this an example of 'plain English'?	Agreed, 9.5.3 DELETED
Eton	10.5.1	Should read works promoter not Permit authority	Text changed to reflect the requirement.
O	10.6 + 10.7	Duplication of 4.2.1	Agreed, DELETED
Legal	10.6 + 10.7	<i>Delete these as information is covered elsewhere</i>	Agreed, DELETED
O	10.8	This is an expansion of 8.3.4 and could be referred to in the that section.	Text changed to reflect the requirement.
EToN	10.8	<i>There is nothing in the EToN technical specification that allows the permit authority to forward applications on to other interested parties Promoters only have knowledge that an interested party requires information if the ASD (or using the AOI but this has not been referenced in your specification).</i> <i>This should also include the additional notifications as EToN is already designed to send other notifications such as works stop.</i>	This is a manual process.
Legal	10.8.1	<i>interested parties</i> <i>Are these defined in the document?</i>	Yes, there are listed in the NSG.
EToN	10.8.1 + 10.8.2	<i>Should read Permit Application Modification Request not modification to an application</i>	Text changed
Eton	10.10.2 + 10.10.3	Permit Variation Request should read Modified Application	Text changed to reflect the requirement.

SGN	10.11	The refusal of a permit, could result in a contravention of Utility statutory duties, and could result in failure to comply with other legislation. To be amended to encompass ETON 6 Permit Modification requests.	Modification requests is included.
SW	10.11	Refusal of Application - Southern Water has concerns that refusal of a permit, could result in a contravention of Southern Water's statutory rights, and could result in failure to comply with other legislation (the Water Industry Act etc). For non major activities on minor roads, Southern Water suggests the permit be deemed to be accepted in all cases, so that it mirrors as closely as possible the works being dealt with under the noticing regime. Southern Water fears that there is a danger a permit could be refused for a non-valid reason.	Noted This is a first principle of coordination.
SEJUG	10.11	Refusal of Application – SEJUG has concerns that refusal of a permit could result in a contravention of Utility statutory duties, and could result in failure to comply with other legislation.	Noted This is a first principle of coordination.
SSE	10.11	Refusal of Application – refusal of a permit, could result in a contravention of statutory duties, and could result in failure to comply with other legislation, section be amended to encompass ETON 6 Permit Modification requests.	Noted This is a first principle of coordination.
O	10.11	Openreach has concerns that the refusal of a permit, could result in a contravention of utility statutory duties, and could also result in failure to comply with other regulated requirements. Additionally Openreach advises the scheme should encompass new ETON 6 Permit rules and allow for a Permit Application Modification Request, thereby negating the need to refuse a Permit application. We also suggest that an additional comment stating that the	Noted This is a first principle of coordination.

		permit would not be unreasonably refused is also required here.	
NJUG	10.11	NJUG has concerns that the refusal of a permit could result in a contravention of Utilities' statutory duties, and could result in failure to comply with other legislation. Specifically in respect of retrospective permits for immediate works, NJUG is concerned that its members may have to work without a permit for safety or operational reasons, in the event it was not granted. NJUG suggests these paragraphs are amended to reflect that granting of a permit by the authority should not be unreasonably withheld, and the deeming of a permit application as "not acceptable" should be avoided wherever possible through constructive dialogue to resolve issues to make the permit application acceptable wherever possible, and in the event of a permit application being refused it should be justifiable; reasonable; and by exception.	Noted This is a first principle of coordination.
EToN	10.12.1	<i>This should read that a section 58 or 58A is in force.</i>	Agreed. Text changed (Now section 10.9 due to earlier deletions)
EToN	10.12.1	<i>Promoter must make an application for the Permit Authority's consent specifying the grounds on which the consent is sought. How is this to be carried out, there is no functionality within EToN to request consent.</i>	Via discussion and meetings.
SGN	10.13.6	There will be instances where a fee will not be payable. Suggest the 'will' be changed to 'may'.	The text is correct. (Now section 10.10 due to earlier deletions)
SEJUG	10.13.6	There will be instances where a fee will not be payable. Suggest the 'will' be changed to 'may'.	The text is correct.
VM	10.13.6	Virgin Media believe there will be instances where a fee will not be payable. Suggest the 'will' be changed to 'may'.	The text is correct.

NJUG	10.13.6	NJUG suggests there may be instances where a fee will not be payable, and we would urge Southampton City Council to operate a reasonable approach to errors, and suggest that the word 'will' be changed to 'may'.	The text is correct.
Section 11: Information Required in a Permit Application			
SGN	11.1.1	This is a burden to industry. Some of these areas should only apply to major works.	Promoters may be required to supply the following information
SW	11.1.1	Not all of these points are applicable for every permit – for example, illustration should apply only to Major activities, or for works on the Network where it has been flagged up as being particularly susceptible to disruption.	Promoters may be required to supply the following information
SEJUG	11.1.1	Not all of these points are applicable for every permit – for example, illustration should apply only to Major activities, or for works on the Network where it has been flagged up as being particularly susceptible to disruption. 'Must' supply is too onerous for every activity and is therefore a burden to industry.	Promoters may be required to supply the following information
SSE	11.1.1	Not all of these points are applicable for every permit – for example, illustration should apply only to Major activities, or for works on the Network where it has been flagged up as being particularly susceptible to disruption. 'Must' supply is too onerous for every activity and is therefore a burden to industry.	Promoters may be required to supply the following information
VM	11.1.1	Virgin Media state that not all of these points are applicable for every permit – for example, illustration should apply only to Major activities, or for works on the Network where it has been flagged up as being particularly susceptible to disruption. 'Must' supply is too onerous for every activity and is therefore a burden to industry.	Promoters may be required to supply the following information

NJUG	11.1.1	NJUG wishes to highlight that not all of these points are applicable for every permit – for example, illustration should apply only to Major Activities (“Works”), or for works on the Network where it has been flagged up as being particularly susceptible to disruption. ‘Must’ supply is too onerous for every activity and is therefore a burden to industry and NJUG recommends the adding of “as applicable”.	Noted Promoters may be required to supply the following information
EToN	11.1.1	<i>Technique to be used for underground activities, what exactly is meant by this.</i> <i>In what way with the additional information required will be send though e.g. depth and reinstatement type.</i>	Changed to belowground. Via additional text.
SGN	11.2	There is no requirement for supplying out of hours contact & secondary promoter in ETON.	Permit applications must include the contact details, if different from the normal contact number.
SW	11.2	There is no requirement in the ETON Tech Spec for supplying out of hours contact & secondary promoter contact details in ETON. This is above current legal requirements. Southern Water can only comply with the ETON Tech Spec.	Permit applications must include the contact details, if different from the normal contact number.
SEJUG	11.2	There is no requirement for supplying out of hours contact & secondary promoter in ETON. SEJUG promoters can only comply with the ETON Technical specification.	Permit applications must include the contact details, if different from the normal contact number.
SSE	11.2	There is no requirement for supplying out of hours contact & secondary promoter in ETON.	Permit applications must include the contact details, if different from the normal contact number.
VM	11.2	There is no requirement for supplying out of hours contact & secondary promoter in EToN. Virgin Media can only comply with	Permit applications must include the contact details, if different from the normal contact

		the EToN Technical specification.	number.
EToN	11.2.1	<i>How is this information going to be transmitted?</i>	Via additional text
EToN	11.2.2	<i>How is this information going to be transmitted?</i>	Via additional text
O	11.2.1 + 11.2.2	Openreach would like clarity on what is expected in this section	Permit applications must include the contact details, if different from the normal contact number.
Section 12: USRN			
Legal	12.1.1	<i>Delete these as information is covered elsewhere</i>	Agreed. Text modified
EToN	12.1.1	A single Street can't have more than one USRN, I know what you are trying to say here but the wording is incorrect.	'single' DELETED
O	12.2.2	This is not always available at the application stage, please insert "where known"	Application should only be made when the other organisations are known.
EToN	12.2.2	<i>How is this information going to be transmitted?</i>	Via additional text.
SGN	12.3.4	Works Activity Footprint (WAF) is not required. This underwent consultation in early 2011 and was not agreed by HAUC(UK) to be a requirement.	Wording was changed so requirement is 'if required'
SW	12.3.4	This is over and above current legislative requirement. Southern Water suggest this be removed.	Wording was changed so requirement is 'if required'
SEJUG	12.3.4	Works Activity Footprint (WAF) is not required. This underwent consultation in early 2011 and was not agreed by HAUC(UK) to be a requirement. SEJUG does not agree therefore to supply this information.	Wording was changed so requirement is 'if required'
BB	12.3.4	The Works Activity Footprint (WAF) is not a requirement under regulation or the Code of Practice. This underwent consultation in early 2011 and was not agreed by HAUC(UK) to be a	Wording was changed so requirement is 'if required'

		requirement. BB does not therefore agree it is a requirement to supply this information and suggests this paragraph is removed	
SSE	12.3.4	Works Activity Footprint (WAF) is not required. This underwent consultation in early 2011 and was not agreed by HAUC(UK) to be a requirement.	Wording was changed so requirement is 'if required'
VM	12.3.4	The Works Activity Footprint (WAF) is not required. This underwent consultation in early 2011 and was not agreed by HAUC (UK) to be a requirement. Virgin Media does not agree therefore to supply this information.	Wording was changed so requirement is 'if required'
O	12.3.4	We would like to highlight that Works Activity Footprint (WAF) is not required.	Wording was changed so requirement is 'if required'
NJUG	12.3.4	NJUG wishes to highlight that the Works Activity Footprint (WAF) proposal underwent consultation in early 2011 and was not agreed by HAUC(UK) to be a requirement.	Wording was changed so requirement is 'if required'
SEJUG	12.5	'Must' should be removed. SEJUG would like justification as to why an Illustration 'must' be sent with PAA & major permit applications.	The text is correct and remains
O	12.5.1	Openreach questions whether it is reasonable or practicable for an illustration to accompany every PAA & major works application, as it will place a large administrative burden on works promoters and could have CDM implications if the Permit Authority requires any changes. Suggest removal of the word 'must' and insert 'on strategic significant streets'. Additionally, following the introduction of PMR's would this not be subject to that process? a PAA allows enough time to request an illustration where the level of information is not	PAA & major works must be accompanied with an illustration so effective coordination can be performed. 'should' DELETED

		sufficient,	
BB	12.5.1 + 12.5.2	The provision of documents with an application was unavailable through ETON until Eton 6 came on line in April 2014. It may also be impractical to provide illustrations on some work types where the full scope is unknown until work commences. Therefore all drawing illustrations should be accepted on face value and validated when works commence, permits should not be unreasonably refused for absence of illustrations where the works description adequately outlines the works or where there is lack of clarity from the permit authority on the technical nature of any illustration.	PAA & major works must be accompanied with an illustration so effective coordination can be performed. It is understood that illustrations will be based on the best information available at the time of application.
O	12.5.2	As per 12.5.1. Also how can we submit an illustration to a permit that the PA may consider necessary? How will this requirement be known to us?	It is understood that illustrations will be based on the best information available at the time of application.
VM	12.5.2	Virgin Media believe that 'Must' should be removed, as we would like justification as to why an Illustration 'must' be sent with standard & minor permit applications	It is understood that illustrations will be based on the best information available at the time of application.
SGN	12.6.1	Cannot be 'must' as Technique may not be known in every instance.	It is understood that technique will be based on the best information available at the time of application. This information should be provided in the 'Works Description' Section until there is an appropriate field within ETON. DELETED
SW	12.6.1	Technique may not be known in every instance up front – suggest 'where known' be added.	It is understood that technique will be based on the best information available at the time of application.

SEJUG	12.6.1	'Must' should be removed. Technique may not be known in every instance up front – suggest 'where known' also be added.	It is understood that technique will be based on the best information available at the time of application.
VM	12.6.1	Virgin Media believe 'Must' should be removed. Technique may not be known in every instance up front. Virgin Media would like to suggest 'where known' also be added.	It is understood that technique will be based on the best information available at the time of application.
O	12.6.1	We suggest that the word 'must' should be removed, or replaced by "proposed" as the technique may not be known in every instance before works commence.	It is understood that technique will be based on the best information available at the time of application.
NJUG	12.6.1	NJUG suggests that 'Must' should be removed. The technique for undertaking works may not be known in every instance up front, and therefore NJUG suggests at the very least 'where known' be added.	It is understood that technique will be based on the best information available at the time of application.
EToN	12.6.1	<i>With this information in the works description this will be made available to members of the public, is this going to be an issue. Charge category within EToN 6 would cover these codes anyway.</i>	No issue with the public knowing this.
BB	12.7.1	This provision does make sense however it has not been made clear if any payment for a TTRO application made at the time of the PAA would be refunded if the permit application is later refused as per the provision set out in 8.2.8 of the draft scheme.	There is no refund of costs incurred as this is undertaken by separate Council departments using their processes.
O	12.8	This is a designated EToN field.	'This information should be provided in the 'Works Description' section until there is an appropriate field within EToN'. DELETED
SEJUG	12.8.1	SEJUG believes the field already exists within ETON.	'This information should be provided in the 'Works Description' section until there is an appropriate field within EToN'. DELETED

SSE	12.8.1	field already exists within ETON.	'This information should be provided in the 'Works Description' section until there is an appropriate field within EToN'. DELETED
VM	12.8.1	This field already exists within ETON.	'This information should be provided in the 'Works Description' section until there is an appropriate field within EToN'. DELETED
NJUG	12.8.1	NJUG believes the field already exists within ETON.	'This information should be provided in the 'Works Description' section until there is an appropriate field within EToN'. DELETED
EToN	12.9.1	<i>How is this going to be enforced, where is it going to be entered on the New Activity.</i>	Section 12.9.1 'Permit applications must indicate wherever possible, whether the proposed activity is intended to be completed with interim or permanent reinstatement or a mixture of both' added This is a requirement of the DfT
O	12.9.2	Openreach would like clarity where this would be expected to input this as it seems to us that an awful lot on information is to be put into a small space. This is only a requirement at R/S stage.	DELETED
O	12.10.1	should include "as amended" as the 2004 regulations will be updated at some time and this would then be pegged to old regulations.	DELETED
EToN	12.10.1	<i>These regulations have been superseded.</i>	DELETED
Section 13: Permit Conditions			
Legal	13.1 to 13.2.5	<i>Delete these and replace with simple reference to standard permit conditions</i>	Agreed
BB	13.1.4	This paragraph uses terminology which is not common or defined within the scheme namely "Mandatory" or "Immediate"	DELETED Southampton City Council will adopt solely the

		conditions. This required either clarification or reference to established terminology. These conditions must be included in the consultation process and must follow the guidance issued by HUAC (UK) and the recent official letter Robert Goodwill MP which states “no condition should include matters already covered in legislation and cannot exceed legislation.”	nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
VM	13.1.4	Virgin Media would like to make reference to the DfT advice (letter date 17th March 2014) indicating that only the sector agreed condition matrix (HAUC Advice Note) will be acceptable.	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
O	13.1.4	These are known as Standard conditions and are not required to be put on the application.	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard

			conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
SEJUG	13.1.14	As stated above, any conditions that will be imposed, SEJUG would like to draw SCC's attention to the DfT letter dated 18/12/14, which states - "no conditions should be introduced that already exist in other legislation and NO condition can exceed legislation"	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
SSE	13.1.14	DfT letter dated 18/12/14, which states - "no conditions should be introduced that already exist in other legislation and NO condition can exceed legislation"	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change

			and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
NJUG	13.1.14	As stated above, regarding the imposition of conditions, NJUG would like to draw SCC's attention to the DfT letter dated 18/12/14, which states - "no conditions should be introduced that already exist in other legislation and NO condition can exceed legislation".	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
O	13.2.4	Openreach seeks clarity on why this is a standard condition, please expand on this aspect, above others, has been picked out as a condition? Does EToN tech spec allow this? It appears to us that this is required to accommodate ELGIN.	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC

			(England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
SSE	13.2.4	Extending potential FPN's to breaches of Section 65 of NRSWA is outside the scope of a Permit Scheme, and therefore contravenes existing NRSWA / TMA legislation. Minimum widths stipulated in the Safety at Streetworks CoP (2013) should apply, as an 'absolute minimum width of 1.3m' contravenes s65 NRSWA. DfT letter dated 18/12/14 reinforces this.	DELETED
O	13.2.5	This would be a HA request at the validation stage and not a condition applicable to all applications	DELETED
SGN	13.2.5	Pedestrian Ramps in yellow – as this is now a legal requirement of s65 NRSWA (as per the Safety at Streetworks CoP (2013) and is not required as a condition.	Agreed
SEJUG	13.2.5	SEJUG has concerns regarding supplying this additional information. It is not within scope of the ETON Technical Specification, and text field of the Permit application is limited by ETON to 500 characters only. In addition, this should not apply to every works, and should be works specific.	DELETED
SSE	13.2.5	Pedestrian Ramps in yellow – as this is now a legal requirement of s65 NRSWA (as per the Safety at Streetworks CoP (2013) then why is this stipulates as a condition of the Permit Scheme? This should be removed.	Agreed section DELETED

VM	13.2.5	Virgin Media are concerned regarding supplying this additional information. It is not within scope of the EToN Technical Specification, and text field of the Permit application is limited by EToN to 500 characters only. In addition, this should not apply to every works, and should be works specific.	DELETED
NJUG	13.2.5	NJUG has concerns regarding supplying this additional information. It is not within scope of the ETON Technical Specification, and text field of the Permit application is limited by ETON to 500 characters only. In addition, this should not apply to every works, and should be works-specific.	DELETED
SSE	13.2.6 + 13.2.7	It is not within scope of the ETON Technical Specification, and text field of the Permit application is limited by ETON to 500 characters only. In addition, 13.2.7 should not apply to every works, and should be works specific.	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
SW	13.3.1	When will this be available? This should be subject to consultation also. Nothing listed under 'current consultations' (as of 23/4/14) on the SCC website. Or does this refer to the HAUC(UK) Model condition document?	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change

			and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
SEJUG	13.3.1	SEJUG suggests this would sit better under 13.1 as opposed to 13.3	Deleted
BB	13.3.1	These conditions must be included in the consultation process and must follow the guidance issued by HUAC (UK) and the recent official letter Robert Goodwill MP which states “no condition should include matters already covered in legislation and cannot exceed legislation.” There is no such document available on the website or as part of this consultation.	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
O	13.3.1	This would be the ‘sector agreed conditions’ agreed by HAUC England	Southampton City Council will adopt solely the nationally agreed conditions text developed and approved by HAUC (England) as our standard conditions, including referencing. We recognise

			that these conditions may be subject to change and may develop over time. Any future changes to the conditions text ratified through HAUC (England) formal approval process will automatically be incorporated into this scheme. Any changes will have been consulted on and agreed by the sector and we will not undertake further consultation on those agreed changes, but will inform stakeholders of their implementation date for use within our permit scheme.
NJUG	13.3.1	NJUG suggests this would sit better under 13.1 as opposed to 13.3.	DELETED
O	13.3.2	Should refer to SEHAUC	13.3.2 DELETED
SGN	13.4.1	– too onerous on all immediate works in and out of hours.	'If identified in the NSG' text added
SEJUG	13.4.1	As previously stated, SEJUG members do not agree to this and cannot comply with this. Contact by phone for immediate works should relate to specified traffic sensitive streets indicated on the ASD only.	'If identified in the NSG' text added
SSE	13.4.1	This relates to contact by phone for immediate works on specified traffic sensitive streets indicated on the ASD, which contradicts 9.5.2 (which suggests promoters contact B&HCC by phone for all immediate activities). We agree with 13.4.1 but not 9.5.2. 9.5.2 should be removed or reflect what is stated in 13.4.1.	'If identified in the NSG' text added
VM	13.4.1	Virgin Media do not agree to this and cannot comply with this on every permit. Contact by phone for immediate works should relate to specified traffic sensitive streets indicated on the ASD	'If identified in the NSG' text added

		only.	
O	13.4.1	<p>This should be linked to the Early Notification of Immediate Activities tab on the NSG for strategic routes.</p> <p>Openreach would welcome more detail on</p> <p>a) how the permit authority proposes this to work on a practical level and</p> <p>b) where the contact number of the permit authority will be provided during out of hours working?</p> <p>We also suggest that that there is a need for an auditable process to ensure compliance with the scheme.</p>	'If identified in the NSG' text added
O	13.4.2	This is a requirement under the act and therefore not needed as a condition.	Text will remain for clarification
Legal	13.5	<p><i>BREACHING OF CONDITIONS</i></p> <p><i>Should read</i></p> <p><i>BREACH OF CONDITIONS</i></p>	Agreed
Legal	13.5.1	<i>There are no timescales indicated. What are they?</i>	Noted, times scales are dependent on nature of the breach and nature of the works.
Legal	13.5.2	<p><i>There are no timescales indicated. What are they?</i></p> <p><i>Why not insert 18.3.1 and 18.3.2 after this paragraph?</i></p>	Noted, times scales are dependent on nature of the breach and nature of the works.
Section 14: Granting of Permits			
Legal	14.1.1	Where is Table 1?	'Section 10' Text added
Legal	14.3 to 5	<p><i>INCLUSION OF CONDITIONS</i></p> <p><i>PERMIT UNIQUE REFERENCE NUMBER</i></p> <p><i>AMENDMENT TO ORIGINAL APPLICATION</i></p>	Agreed, sections DELETED

		These are not required - delete	
O	14.5.1	Openreach suggest that if this section is to include details relating to granting and refusals, it needs to be expanded to include modifications as we feel that the relation between modification requests and deemed needs to be expanded.	DELETED
O	14.6.1	Openreach requests that the Scheme should provide provision for 'sector agreed refusal codes' as approved by HAUC England	Agreed, text added
Legal	14.7.2	<i>It may be that the work has to stop</i> <i>To read</i> <i>the Permit Authority may direct the work to stop</i>	Agreed, text changed
Section 15: Review, Variation and Revocation of Permits and Permit Conditions			
SSE	15.3.1	There is no requirement to do this under ETON. We will comply with ETON and send Permit variations. Messaging of Permit KPI's should be achieved in this way by having to ask permission for variations 1st.	A PAA is not a permit but a provisional authorization.
SEJUG	15.3.2	SEJUG requires further clarification on this point.	After a PAA has been granted but there is no corresponding Major Permit granted and there is a need to make a change to the proposed activity that warrants a revised PAA or Major Permit, contact must be made and a revised / new PAA or Permit application must be made depending on the circumstances and timings.
O	15.3.2	Further explanation required as to the extent of the changes as some of the information is by its nature flexible.	After a PAA has been granted but there is no corresponding Major Permit granted and there is a need to make a change to the proposed activity that warrants a revised PAA or Major Permit, contact must be made and a revised / new PAA or Permit application must be made depending on

			the circumstances and timings.
SSE	15.3.2 + 15.3.3	Permit Authority invoked variations are free of charge. This should be stated in these paragraphs.	This is not relevant to this section. See Appendix B
SEJUG	15.4.2	Permit Authority invoked variations are free of charge. This should be stated in these paragraphs.	This is not relevant to this section. Section reworded for clarity. See Appendix B
VM	15.4.2	Virgin Media believes that the following should be stated in the paragraph - Permit Authority imposed variations are free of charge.	This is not relevant to this section. Section reworded for clarity. See Appendix B
NJUG	15.4.2	NJUG wishes to highlight that Permit Authority invoked variations should be free of charge, and we suggest this should be stated in these paragraphs.	This is not relevant to this section. Section reworded for clarity. See Appendix B
O	15.5.1	If there is a permit to vary how can we be working without a permit?	Agreed 'without a Permit or' DELETED
SSE	15.7.2	this contradicts 15.3.1.	The text is correct.
SGN	15.8.2	the system should be used to request variations. Will endeavour could be compromise.	Text changed
BB	15.8.2	Can Southampton please declare where the legal foundation for the use of the word "shall" in the context of this requirement derives from? There is no such requirement in the Code of Practice or Eton Technical specification. Other versions of this scheme used elsewhere read "15.7.2 if a variation is to be made, it is highly recommended the Promoter telephones the Permit Authority to discuss prior to submitting a variation. Which is a sensible and permitted inclusion? As this revised paragraph cannot be enforced we suggest it is reverted to the previous statement.	Text changed to 'is encouraged'

O	15.8.2	Openreach already comply with ETON by sending permit variations, and there is no requirement under ETON to telephone first to determine if the Authority is prepared to grant a variation. We ask this to be amended to be aligned with ETON specification	Text changed
SSE	15.9.1	There is no requirement to do this under ETON. We will comply with ETON and send Permit variations.	DELETED
EToN	15.9.2 (v)	<i>How is the call recorded? What is the electronic means in which you notify the Permit Authority.</i>	DELETED
EToN	15.9.2	<i>Submitting a Variation should read submitting a Duration Variation Application</i>	Change made
SGN	15.10.2	To telephone every 50 metres. What is benefit and too onerous.	Text changed for clarity
O	15.10.(v)	Openreach accepts that this can be by text or by ETON by 10 the next day?	DELETED
SW	15.11.1	Not all of these points are applicable for every permit variation – for example, illustration should apply only to Major activities, or for works on the Network where it has been flagged up as being particularly susceptible to disruption.	The information required is as applicable to the variation reason.
SEJUG	15.11.1	Not all of these points are applicable for every permit variation – for example, illustration should apply only to Major activities, or for works on the Network where it has been flagged up as being particularly susceptible to disruption. SEJUG do not agree with this paragraph – Information required for variation applications are detailed in the ETON Technical specification, which SEJUG members will comply with. This paragraph should be removed.	The information required is as applicable to the variation reason.

O	15.11.1	Openreach wishes to highlight that not all of these bullet points are applicable for every permit variation. Information required for variation applications are detailed in the EToN Technical Specification, which openreach will comply with. Suggest 'must' be replaced with 'may'	The information required is as applicable to the variation reason.
NJUG	15.11.1	NJUG wishes to point out that not all of these points are applicable for every permit variation – for example, illustration should apply only to Major activities, where applicable, or for works on the Network where it has been flagged up as being particularly susceptible to disruption. NJUG does not agree with this paragraph, as information required for variation applications are detailed in the EToN Technical specification, which NJUG members will comply with. NJUG therefore requests that this paragraph is removed.	The information required is as applicable to the variation reason.
Legal	15.14	<i>WAIVING OF FEES</i> <i>Delete this as not necessary</i>	Agreed, DELETED
Section 16: Cancellation of a Permit			
Legal	16.2	<i>CONTINUING TO WORK FOLLOWING THE CANCELLATION OF A PERMIT</i> <i>Delete as not necessary</i>	Agreed, DELETED
Section 17: Fees			
EToN	17.2.3	How will these works be identified?	By the information recorded on EToN. Via coordination dialogue and see section 7.8.
BB	17.3.1	BB welcomes this initiative but would encourage a greater scale of discount for working outside of TS times possibly up to 50% as this really incentivises the avoidance of those peak times for	30% is deemed reasonable.

		works. Other wise the cost of conducting the works outweighs the benefit of any small reduction thus leading to no change in working practices.	
VM	17.5.1	What happens to revenue generated from permit fees if they exceed the allowable cost of the scheme?	New section added stating 'As far as possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.'
Legal	17.5.1	<i>Do we need to reference how the fees can be amended?</i>	New section added stating 'As far as possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.'
Legal	17.5.2	<i>Should we add paragraphs under here regarding how we will use the fee income?</i>	New section added stating 'As far as possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating

			the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.'
Section 18: Sanctions			
Legal	18.3.1 + 18.3.2	<i>Move to 13.6.2</i>	Agreed, moved
Section 19: Dispute Resolution			
Legal	19	<i>DISPUTE RESOLUTION</i> <i>It is understood that there are three stages:- Informal / Formal / Adjudication</i> <i>Use of correct language is essential</i>	Text updated
Legal	19.1.1 to 19.1.4	<i>Replace these paragraphs with simpler statement eg</i> <i>We welcome the opportunity to resolve disputes informally before referring to the formal appeals procedure. If not resolved informally within 14 days, the matter will be referred to the formal appeals procedure</i>	Text updated
Legal	19.3	<i>APPEALS PROCEDURE</i> <i>Isn't this</i> <i>DISPUTE RESOLUTION</i>	Text updated
Legal	19.3.2	<i>Within a reasonable period of time This should be specific</i> <i>Southampton City Council will accept..... This should be both</i>	Text updated

		<i>parties</i>	
Legal	19.3.3	<i>Should read If Southampton City Council or the promoters....</i>	Text updated
Legal	19.3.5	<i>Should read Is referred to HAUC (UK) by either party</i>	Text updated
Legal	19.4	<i>ADJUDICATION Should be INDEPENDENT ADJUDICATION</i>	Text updated
Legal	19.4.2	<i>Should read will only be used by Southampton City Council and the Promoter(s) if they agree..... First bullet point should read The decision of the adjudicator will be deemed to be final...</i>	Text updated
SSE	19.5.1	This should not be included in the Permit scheme as this is part of Primary legislation, and is out of scope of the Permit Scheme.	Text updated
Section 20: Registers (no responses received)			
Section 21: Transitional Arrangements			
EToN	21	<i>We think that this needs to refer to Phase.</i>	Title changed
EToN	21.1.6	<i>Should read Phase not activity. As it will become a permit once a phase has been finished not the activity</i>	Change made
EToN	21.1.6	<i>What is other activity.</i>	'other' DELETED

Section 22: Permit Scheme Monitoring			
Legal	22.1	<i>Delete not needed</i>	Agreed, DELETED
O	22.1.1	Should refer to HAUC	DELETED
Legal	22.2.1	<i>Should read</i> <i>Parity of treatment will be measured.....</i>	Agreed, text changed
O	22.3	KPI #1 should include deemed permits, this will show parity in approval and may identify resource inadequacy	These are mandatory KPIs and the text is provided by the DfT
O	22.5.1	We suggest that whilst the Co-ordination meetings are provided with the KPI data, the attendees at these meetings are only there to discuss individual works. More meaningful dialogue can take place at local and regional HAUCs, who can focus on areas for improvement and sharing good practice where results are good. Attendance from Utilities should be at a level of management capable of achieving step change in Policy and Strategy within its business. We do not support the sharing of this information outside the HAUC community on the Authority's website at this stage.	Relevant performance levels will be considered during coordination meetings such as duration conditions being breached. Noted No, this is important information.
Section 23: APPENDIX A: Glossary of terms used in the Permit Scheme			
O	Major Activities	Openreach suggests that major activities are: a) are part of a scheme which is planned or known about at least 6 months in advance of the proposed start date, but only includes activities on all the affected streets and locations within that scheme that have been identified at that least 6 months advance stage as likely to require permits; or b) require a Temporary Traffic Regulation Order (ie not a	The text is correct

		temporary traffic notice) under the Roads Traffic Act 1984 for any activity, other than immediate works, that take place in traffic sensitive streets at traffic sensitive times; or c) have a duration of 11 days or more, other than immediate activities	
O	Remedial Works	Remedial works are those required to put right defects identified in accordance with the provisions of the Code of Practice for Inspections and regulations, including defects identified by the undertaker during the course of their undertakings.	The text is correct
Legal		<i>This is really the definition of terms (not a glossary) used in the document and should all be consolidated here.</i> <i>At present many are missing and some contradict (days and working days for example)</i>	Changed
Section 24: APPENDIX B - Policy Statement - Circumstances In Which the Permit Authority Will Review, Vary Or Revoke			
Legal		<i>Delete this, not required</i> <i>The document can be beefed up instead</i>	This text has been incorporated in to section 15
Section 25: APPENDIX C - Policy Statement - Employment of Sanctions			
Legal		<i>Delete this, not required</i> <i>The document can be beefed up instead</i>	Appendix C DELETED
Section 26: APPENDIX D - Fixed Penalty Notices (no responses received)			
Legal		<i>Not needed. Information is in FPNs</i>	DELETED
Section 27: APPENDIX E – Permit Fees			

Legal	27	<p><i>May require information regarding process to change fees in the future.</i></p> <p><i>Change to SI with full consultation (at present)</i></p> <p><i>In future ????</i></p>	<p>As far as possible the fees and costs should be matched over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees and costs do not match the actual outturn for the year in question, adjustments may be made to fee levels for the subsequent years so that across a number of years fees do not exceed the allowable costs.</p>
SGN	27.1	<p>Permit Fees – This is fundamentally against the spirit of permit schemes. Permit Fees should not be charged for works carried out on minor roads (Cat 3 & 4 Roads that are non traffic sensitive). There is no incentive in this scheme to work outside of traffic sensitive times at all. This proposal also contradicts current DfT Permit Guidance which states that Permit Schemes be targeted to Major and Traffic sensitive streets at traffic sensitive times.</p>	<p>Southampton City Council will offer lower fees, or a discount to scheme standard fees, applied to all works taking place on traffic-sensitive streets where those works take place wholly outside of traffic sensitive times.</p> <p>The fees for Permits for category 3 and 4 roads reflect the additional cost of increased coordination and has been identified when completing the DfT fees matrix.</p>
SW	27.1	<p>Permit Fees – Southern Water does not agree that Permit Fees should be charged for works carried out on minor roads (Cat 3 & 4 Roads that are non traffic sensitive. This contradicts current DfT Permit Guidance where fees should be focused on busier streets, and is nothing more than a stealth tax on the Utility Industry. Works should not affect congestion at all on these roads, so no permit fee should be chargeable for any works on these parts of the Network. In addition, Southern Water suggests that a more reasonable approach would be for 'Where Standard, Minor and Immediate Activities are carried out on</p>	<p>Southampton City Council will offer lower fees, or a discount to scheme standard fees, applied to all works taking place on traffic-sensitive streets where those works take place wholly outside of traffic sensitive times.</p> <p>The fees for Permits for category 3 and 4 roads reflect the additional cost of increased coordination and has been identified when</p>

		Minor Roads, including Traffic Sensitive Streets outside of traffic sensitive times, no fee will be payable for the Permit application'. SCC's proposed approach will result in a larger increase in Customer Bills as all efficient permit costs will be passed back to customers (as deemed by OFWAT as an allowable cost).	completing the DfT fees matrix.
SEJUG	27.1	<p>Permit Fees – SEJUG members believe that the scheme should be focused on strategically significant streets, which will enable Southampton City Council & SEJUG members to focus on works which will cause the most disruption. SEJUG does not agree to a blanket approach covering all works and all roads, and does not agree that Permit Fees should be charged for works carried out on minor roads (Cat 3 & 4 Roads that are non traffic sensitive). There is only a small incentive in this scheme for SEJUG members to work outside of traffic sensitive times. This proposal also contradicts current DfT Permit Guidance (Jan 2013) which states that Permit Schemes be targeted to Strategically Significant Streets and Major and Traffic sensitive streets at traffic sensitive times. SEJUG believes that Southampton CC should grant permit for non traffic sensitive category 3 and 4 roads by default and those permits to be at zero fee levels (i.e. this should be 100% reduction).</p> <p>DfT's Guidance encourages Permit Authorities to focus fees on only the busier streets, and SEJUG suggests that further focus will incentivise reduced disruption on busier streets and at traffic sensitive times. As of 2015, a Permit Authority will mandatorily need to offer a discount for works carried out on traffic sensitive streets outside traffic-sensitive times (see attached letter from the Department of Transport to Highways Authorities dated 17th</p>	<p>Southampton City Council will offer lower fees, or a discount to scheme standard fees, applied to all works taking place on traffic-sensitive streets where those works take place wholly outside of traffic sensitive times.</p> <p>The fees for Permits for category 3 and 4 roads reflect the additional cost of increased coordination and has been identified when completing the DfT fees matrix.</p>

		March 2014).	
SSE	27.1	Permit Fees – Permit Fees should not be charged for works carried out on minor roads (Cat 3 & 4 Roads that are non traffic sensitive). There is no incentive in this scheme for us to work outside of traffic sensitive times at all. This proposal also contradicts current DfT Permit Guidance which states that Permit Schemes be targeted to Major and Traffic sensitive streets at traffic sensitive times.	The fees for Permits for category 3 and 4 roads reflect the additional cost of increased coordination and has been identified when completing the DfT fees matrix.
VM	27.1	Virgin Media are disappointed that SCC Permit Scheme and associated fees will apply to all classification of roads. If the council chooses to apply permits to 100% of streets, contrary to advice from Ministers, Virgin Media requests that SCC grant permits for category 3 and 4 roads by default and for those permits to be at zero fee levels. There is no incentive in this scheme for Virgin Media to work outside of traffic sensitive times.	The fees for Permits for category 3 and 4 roads reflect the additional cost of increased coordination and has been identified when completing the DfT fees matrix.
NJUG	27.1	Permit Fees – NJUG members believe that the scheme should be focused on strategically significant streets, which will enable Southampton City Council & NJUG members to focus on works which will cause the most disruption. NJUG does not agree with a blanket approach covering all works and all roads, and does not agree that Permit Fees should be charged for works carried out on minor roads (Cat 3 & 4 Roads that are non-traffic sensitive). There is only a small incentive in this scheme for NJUG members to work outside of traffic sensitive times yet the costs of doing so are considerable. This proposal also contradicts current the DfT Additional Advice	The fees for Permits for category 3 and 4 roads reflect the additional cost of increased coordination and has been identified when completing the DfT fees matrix.

		<p>Note for permit Schemes (January 2013), which recommends that Permit Schemes are targeted to Strategically Significant Streets and Major and Traffic sensitive streets at traffic-sensitive times. If the Council persists in applying permits to all streets, NJUG believes that Southampton City Council should grant permits for non-traffic sensitive category 3 and 4 roads by default and those permits should be at zero fee levels.</p> <p>The DfT's January 2013 Guidance encourages Permit Authorities to focus fees on only the busier streets, and NJUG suggests that further focus will incentivise reduced disruption on busier streets and at traffic sensitive times. As of 2015, a Permit Authority will mandatorily need to offer a discount for works carried out on traffic sensitive streets outside traffic-sensitive times.</p>	
Section 28: APPENDIX F – Contact Details			
Legal	28	<p><i>This information should not be here</i></p> <p><i>If necessary this should be earlier in the document</i></p>	<p>Agreed, text is within document</p> <p>DELETED</p>

END OF DOCUMENT

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Mark Robson
Highways Network Manager
Southampton Highways Service Partnership
City Depot
First Avenue
SOUTHAMPTON
SO15 0LJ

29th July 2014

Southampton Scheme for Road and Street Activities

Dear Mark,

Yotta has carried out a review of the proposed Southampton Permit Scheme to ensure that the scheme can be operated in accordance with the “Technical Specification for the Electronic Transfer of Notifications (EToN) – Version 6.0.

I am pleased to inform you that your scheme is compliant with the EToN specification and I can confirm that this satisfies Test 4 of the 2010 Permit Schemes Decision-making and development (2nd Edition).

Yours sincerely
On behalf of YOTTA



Nick Bond
Mayrise Consultancy Manager

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Enquiries to: John Harvey, Traffic Manager
Direct Line: 02380 833927
Email: john.harvey@southampton.gov.uk
Our Ref: Proposed Southampton Permit Scheme

Date: 17th April 2014

Dear Consultee,

FORMAL CONSULTATION ON THE PROPOSAL BY SOUTHAMPTON CITY COUNCIL TO OPERATE A PERMIT SCHEME ON THEIR HIGHWAY NETWORK IN ACCORDANCE WITH THE TRAFFIC MANAGEMENT PERMIT SCHEMES (ENGLAND) REGULATIONS 2007

Introduction

In accordance with regulation 3 of The Traffic Management Permit Scheme (England) Regulations 2007, I am pleased to invite your views on the attached draft of the Southampton Permit Scheme (SPS).

Part 3 of the Traffic Management Act 2004 introduced Permit Schemes as a new way of managing road works in the public highway and improving Highway Authorities' abilities to minimise disruption from these various activities. Permit schemes provide an alternative to the notification system under the New Roads and Street Works Act 1991 (NRSWA), whereby, instead of informing a Highway Authority about its intention to carry out works in its area, a Statutory Undertaker or road activities Promoter has to book time on the highway by obtaining a Permit from the Permit Authority (the Highway Authority). Under a Permit Scheme, the Highway Authority's activities, whether undertaken by itself, its partners or agents would be treated in exactly the same way with regard to co-ordination and setting of conditions as a Statutory Undertakers activities.

Highway Authorities may choose to implement a Permit Scheme on all or some of the roads under their control. The proposed SPS has been developed to apply to all roads and traffic sensitive streets throughout Southampton. This is the 'specified area' for the purposes of the permit regulations. Trunk roads and motorways for which the Highways Agency is the Highway Authority are not included in the proposed scheme.

Background

Southampton has in the region of 40,000 road works undertaken on its highway network each year. These essential road works interrupt the free flow of traffic and pavement users. It is therefore essential that any planned disruption must be co-ordinated as effectively as possible. Furthermore, it is the intention of the SPS to reduce the number of road works and to encourage work to be undertaken at times which avoid the peak travel time.

Greater co-ordination of road works will not only improve the availability of the highway network, but also provide opportunities for the more efficient organisation of the road works and therefore cost savings by road works Promoters.

Conditions Attached to Permits

Regarding conditions attached to Permits it is currently the intention of Southampton City Council to use the HAUC Permit Advice Note No. 2013/01; Guidance Note for the use of National Model Condition Text which is attached for reference.

Fees

The levels of fees that will be applied for applications for Provisional Advanced Authorisations, Permits and Permit Variations have been calculated using the Department for Transport's Permit Fees Guidance and Permit Fees Guidance Cost Matrix. They reflect the cost to Southampton City Council of operating the Permit Scheme in relation to Statutory Undertakers activities, over and above those costs incurred in managing the existing noticing system.

The approved schedule of fees will be issued with the Secretary of State's Order (once the Scheme has been agreed) for the implementation of the Permit Scheme. For convenience, the details of the provisional fee levels are provided in Appendix E of the scheme document.

The scheme also allows for the discounting and waiving of fees as permitted within the regulations.

How to respond

This consultation runs for a period of 8 weeks. Responses are requested to be sent by email to john.harvey@southampton.gov.uk

If it is not possible to email responses then they should be marked "Permit Scheme Consultation" and be sent to:

John Harvey
Traffic Manager
Southampton City Council
Floor 4 One Guildhall Square
Civic Centre Place
Southampton
SO14 7FP

The deadline for receipt of responses is no later than 5pm on the 12th June 2014. We cannot guarantee that responses received after this date will be considered.

All responses received by the 12th June 2014 will be taken into consideration and, if Southampton City Council considers it to be appropriate, amendments will be made to the draft Permit Scheme. When the Permit Scheme is finalised, it is expected that an application will be made to the Secretary of State for Transport for an Order enabling the implementation of the scheme.

Information provided in response to this consultation (including personal information) may be subject to publication or disclosure under the access to information regimes (e.g. the Freedom of Information Act 2000 or Environmental Information Regulations 2004). If you would like your response to be treated confidentially please indicate the reasons for this in your response.

Thank you for your time considering this document.

Yours faithfully

John Harvey
Traffic Manager



Southampton permit scheme for roads and street works

Traffic Management Act 2004

CONSULTATION DRAFT

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Southampton Permit Scheme – Consultation Draft

Document Information	
Date:	April 2014
Project Name:	Southampton City Council Permit Scheme (SPS)
Service Area:	Southampton City Council Highway Network
Directorate:	Place
Authors:	Mark Robinson, Highways Network Manager, Project Lead Jason Setford-Smith, Scheme Consultant
SRO:	John Harvey, Traffic Manager
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Southampton Permit Scheme – Consultation Draft

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1 FOREWORD

- 1.1.1 Situated on Southampton Water at the confluence of the Rivers Test and Itchen, Southampton is the principal city in central southern England and the third largest city in the South East outside London. The city covers an area of approximately 5,181 hectares. It is predominantly urban in character but with a greater amount of green space than is typical in a major UK city. The built up area extends beyond the administrative boundary of the city. The suburbs of West End and Hedge End form part of a continuous suburban area adjoining the city, whilst Totton, Eastleigh, Netley and Bursledon are separated from the city by only short undeveloped gaps.
- 1.1.2 There are approximately 370 miles of roads and 734 miles of footway that are managed and maintained by the Council. The city centre services a city population of some 236,700 people (2011 Census) and a sub-regional catchment of 850,000 people.
- 1.1.3 Southampton is one of the fastest growing in the UK and is a key hub for commerce and shipping. It is a key international gateway and handles one fifth of the UK's trade by value. The Port of Southampton handles more than 42 million tons of cargo per year. Much of this cargo is delivered to Southampton via the transport network managed by Southampton City Council and its partners. The Port is of great economic importance making a significant contribution to employment and business in the City and across the wider region. The Council will continue to work alongside the Port to ensure smooth access into the docks for both cruise passengers and goods vehicles.
- 1.1.4 Southampton is also known as the cruise capital of Europe and handling over 1 million cruise liner passengers each year. Southampton is a key national, regional and local transport hub. The location of Southampton at the centre of the Solent means that many trips within and across the Solent area pass through the city and its surrounding area. Along with the major international sea port the City has a key regional airport on its doorstep, serving 1.7 million passengers per annum, and is a major point of access to the Isle of Wight, all of which contribute to the economic health of the city.
- 1.1.5 There are some 40,000 students at the city's two universities, with Southampton Solent University based in the city centre. Considerable development of Solent is planned including the establishment of some leading teaching and sports establishments. The University of Southampton is also due to complete development of large halls of residence providing 1,000+ flats by Southampton central station.
- 1.1.6 The city is also home to WestQuay shopping centre, opened in 2000 and the major regional shopping centre, attracting millions of visitors each year. Works are due to start on WestQuay Watermark in 2014, a leisure led regeneration scheme adjacent to WestQuay. This together with development at Ocean Village and the growth of restaurants and bars in the city centre will increase Southampton's evening economy.
- 1.1.7 The city also has magnificent theatres, unique galleries and museums, plus lots of music and comedy venues for its tourists and residents alike. The award winning parks make Southampton the greenest city in Southern England and Southampton Common has over 300 acres of flora and fauna. The Southampton Core Strategy underpins our aspirations for the development of the city over the next 20 years. The strategy sees Southampton as: "The major city in central southern England, recognised as the region's economic, social and cultural driver, and building on its role as an international seaport, centre for cutting edge research and leading retail centre."
- 1.1.8 Business in Southampton published "A Transport Vision for the Southampton Region" in 2009 and identified that there needed to be a change in 'mindset' towards the issues of transport and Infrastructure, as well as the need for a collaborative approach by both the public and private sector to many of the transport issues in the city.

2 INTRODUCTION TO THE PERMIT SCHEME

- 2.1.1 The Southampton Permit Scheme is a Single Permit Scheme for the purposes of Part 3 of the Traffic Management Act 2004 (TMA) and the Traffic Management Permit Schemes (England) Regulations 2007 (the Permit Regulations).
- 2.1.2 A Permit Scheme is an important development for Southampton City Council and the surrounding area. The development of the scheme shows how the Council, working together with communities and stakeholders, expects to support and deliver the wider aims and priorities that the city has, by investing in the management of its transport network.
- 2.1.3 This includes coordinating essential works, supporting businesses, economic growth, getting people into work, getting children safely to school, improving air quality and protecting and enhancing our unique natural and built local environments.
- 2.1.4 We must maintain, manage, protect and improve the transport network because it is such a valuable asset to our. This represents a big challenge. By making sure the network works safely and efficiently for everybody, we can also enable people to make the right transport and route choices and we want those choices to be, first and foremost, efficient, sustainable, healthy and convenient.

2.2 BACKGROUND

- 2.2.1 Part 3 of the Traffic Management Act 2004 (TMA) introduced Permit Schemes as a new way in which activities in the public highway could be better managed and to improve Authorities' abilities to minimise disruption from street and road works.

2.3 THE PERMIT SCHEME

- 2.3.1 This Permit Scheme, to be known as the **Southampton Permit Scheme (SPS)**, and hereinafter referred to as the 'Permit Scheme', is made under Part 3 of the TMA and the Traffic Management Permit Scheme (England) Regulations 2007, (the Regulations), and has been prepared with regard to the Statutory Guidance issued by the Secretary of State to assist Highway Authorities wishing to become Permit Authorities and in accordance with the requirements set out in the Regulations.
- 2.3.2 The Permit Scheme will be operated solely by Southampton City Council as a Single Permit Scheme.
- 2.3.3 Promoters should make themselves aware of the content of these documents and also the Code of Practice for Permits (Department for Transport) alongside which the Permit Scheme will be operated.
- 2.3.4 All current New Roads and Street Works Act (NRSWA) and Traffic Management Act (TMA) legislation, codes of practice, etc. and any future amendments to that legislation, apply to this Permit Scheme.
- 2.3.5 The scheme has taken into account any major known projects such as Cross Rail, Olympics, TIF projects, Thames Gateway projects etc.
- 2.3.6 In accordance with Regulation 4 (g) it is intended that the Permit Scheme is going to start operation in April 2015.

2.4 THE PERMIT AUTHORITY

- 2.4.1 The Permit Scheme will be operated as a Single Permit Scheme by Southampton City Council, as the Highway Authority for Southampton, hereinafter referred to as the 'Permit Authority'.

2.5 ACTIVITIES

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- 2.5.1 For consistency, the generic term ‘activities’ has been used rather than “works” to reflect the fact that the Scheme may eventually cover more than street and road works in subsequent Regulations. These are the specified works as set out in the Regulations.
- 2.5.2 The term ‘Promoters’ will be used for both Statutory Undertakers (including Utility companies) and the Southampton Highway Authority as well as other instigators of possible congestion issues such as Event Organisers.
- 2.5.3 A glossary of the main terms contained within this document is provided in Appendix A.

2.6 RELATIONSHIP TO NRSWA

- 2.6.1 Permit Schemes provide an alternative to the existing notification system of the New Roads and Street Works Act 1991 (NRSWA), whereby, instead of informing a Highway Authority about its intention to carry out works in its area, a Statutory Undertaker has to book time on the highway by obtaining a Permit from the Permit Authority.
- 2.6.2 Under a Permit Scheme, the activities undertaken by the Highway Authority, its partners or agents are also treated in exactly the same way as a Statutory Undertaker.
- 2.6.3 The Permit Authority may apply conditions, attached to Permits, which impose constraints on the dates and times of activities and the way that work is carried out.
- 2.6.4 The Permit Authority’s control over variations to Permit conditions, particularly time extensions, gives a greater incentive to complete activities on time.
- 2.6.5 A Highway Authority may choose to implement a Permit Scheme on all or some of the roads under its control.
- 2.6.6 Southampton City Council has decided to implement a Permit Scheme on all of the roads under its control.

2.7 EQUIVALENT DEFINITIONS

- 2.7.1 As the Permit Scheme will operate alongside the NRSWA noticing system, the same or equivalent definitions and requirements are used as in the NRSWA notice system, namely:
- Registerable activities/works
 - Categories of activities/works, (major, standard, minor and immediate activities/works)
 - Street gazetteers, including street referencing by means of a Unique Street Reference Number (USRN) and Associated Street Data (ASD)
 - Street reinstatement categories as defined in the NRSWA Reinstatement Specification
 - The distinction between main roads and minor roads where such distinctions are relevant
 - Streets designated as Protected Streets, streets having Special Engineering Difficulties, (SED), or a Traffic Sensitive Street

2.8 CHANGES TO NRSWA LEGISLATION

- 2.8.1 Where it is implemented on the specified streets, (See section 4.34 below), and in accordance with the Regulations, the Permit Scheme will result in the disapplication and modification of the following sections of the NRSWA:
- Sections of NRSWA disappplied: s53; s54; s55; s56; s57; s66

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- Sections of NRSWA modified: s58; s58A; s64; s69; s73A; s74; s88; s89; s90; s93; s105; Schedule 3A
 - Regulations modified: The Street Works (Registers, Notices, Directions and Designations)(England) Regulations 2007 SI 2007/1951
- 2.8.2 Changes to Section 58 (restrictions on works following substantial road works) and Section 74 (charges of occupation of the highway where works are unreasonably prolonged) apply only to Statutory Undertakers activities.
- 2.8.3 The Permit Scheme makes arrangements so that similar procedures are followed for Highway Authority Promoter activities in relation to timing and duration, in order to facilitate the operation of the Permit Scheme and ensure there is parity of treatment for all Promoters.

3 OBJECTIVES OF THE SOUTHAMPTON PERMIT SCHEME

Delivering collaboration to ensure optimised capacity of the highway network and reliable access to City destinations.

- 3.1.1 All activities on highways can reduce the width of the street available to traffic, pedestrians and other users and can also inconvenience businesses and local residents.
- 3.1.2 The scale of disruption caused is relative to the type of activities being undertaken and the capacity of the street. Activities where the traffic flow is close to, or exceeds, the physical capacity of the street will have the potential to cause congestion, disruption and delays.
- 3.1.3 The objective of the Southampton Permit Scheme is to improve the strategic and operational management of the highway network through better planning, scheduling and management of activities to minimise disruption to any road or pavement user.
- 3.1.4 The Southampton Permit Scheme will enable better coordination of activities throughout the highway network, ensuring those competing for space or time in the street, including traffic, to be resolved in a positive and constructive way.
- 3.1.5 The objectives and benefits of the Southampton Permit Scheme are:
- Reduced disruption on the road network
 - Improvements to overall network management
 - A reduction in delays to the travelling public
 - A reduction in costs to businesses caused by delays
 - Promotion of a safer environment
 - Reduced carbon emissions
- 3.1.6 The Permit Scheme objectives will be facilitated by improving performance in line with the Authorities' Network Management Duty in relation to the following key factors:
- Enhanced coordination and cooperation
 - Encouragement of partnership working between the Permit Authority, all Promoters and key stakeholders
 - Provision of more accurate and timely information to be communicated between all stakeholders including members of the public

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- Promotion and encouragement of collaborative working
- Improvement in timing and duration of activities particularly in relation to the busiest streets within the network
- Promotion of dialogue with regard to the way activities are to be carried out
- Enhanced programming of activities and better forward planning by all Promoters

3.2 ALIGNED OBJECTIVES

3.2.1 The Permit Scheme objectives align with the Transport Policies contained within the Southampton Local Transport Plan 3:

- Work with the Highways Agency, Network Rail, Ports and Airports to ensure reliable access to and from South Hampshire’s three international gateways for people and freight.
- To optimise the capacity of the highway network and improve journey time reliability for all modes
- To achieve and sustain a high-quality, resilient and well-maintained highway network for all
- To deliver improvements in air quality

4 SCOPE OF THE PERMIT SCHEME

4.1 AREA COVERED BY THE PERMIT SCHEME

4.1.1 The Permit Scheme applies within the boundaries of Southampton City Council.

4.2 DEFINITION OF THE TERM “STREET”

4.2.1 For the purposes of the Permit Scheme, the term “street” refers to that length of road associated with a single Unique Street Reference Number (USRN). Where a single street on the ground has more than one USRN, separate Permits will be required for each USRN to which an activity relates (activities being the specified works as set out in the Regulations).

4.3 STREETS COVERED BY THE PERMIT SCHEME

4.3.1 The Permit Scheme will apply to adopted and publicly maintainable streets identified on the National Street Gazetteer (NSG).

4.3.2 The Permit Authority will create, maintain and publish the Street Gazetteer to Level 3.

4.3.3 The Street Gazetteer will be maintained and updated with relevant information. The Street Gazetteer will be available to all Promoters via the National Street Gazetteer Concessionaire’s website.

4.4 STREETS NOT COVERED BY THE PERMIT SCHEME

4.4.1 Streets that are not highways maintainable at public expense are not included in the Permit Scheme.

4.5 MOTORWAYS AND TRUNK ROADS

4.5.1 Motorways and trunk roads for which the Highways Agency is the Highway Authority are excluded from the Permit Scheme.

4.6 NON-MAINTAINABLE HIGHWAYS

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4.6.1 Privately maintained streets and other roads not maintained by the Highway Authority are not included in the scheme, but will be added if they are subsequently adopted by the Highway Authority and shown as such in the Street Gazetteer.

4.7 STREETS TO BE ADOPTED AS A MAINTAINABLE HIGHWAY

4.7.1 Where a street is expected to become a maintainable highway, controls on specified activities under the Permit Scheme will only apply after the street has become a maintainable highway.

5 ACTIVITIES COVERED BY THE PERMIT SCHEME

5.1 ACTIVITIES REQUIRING A PERMIT

5.1.1 The Permit Scheme controls the following activities undertaken on the public highway and as defined as Registerable Activities in Chapter 9 of The Code of Practice for Permits:

- i. Street works as in Part 3 of NRSWA, as defined by s48, except for works by licensees under section 50 of NRSWA
- ii. Works for road purposes as defined by section 86 of NRSWA – maintenance and improvement works to the road itself, carried out by, or on behalf of, the Highways Authority
- iii. Major Highway Works (including Developer activities under Section 278 of the Highways Act 1980)
- iv. Other activities that may be introduced under future regulations

5.1.2 The following activities defined in the Regulations as specified works are Registerable for all Promoters and information related to them has to be recorded on the register:

- (a) Involve the breaking up or resurfacing any street
- (b) Involve opening the carriageway or cycleway of traffic-sensitive streets at traffic-sensitive times.
- (c) Require any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works.
- (d) Reduce the lanes available on a carriageway of three or more lanes.
- (e) Require a temporary traffic regulation order or notice, or the suspension of pedestrian facilities.
- (f) Require a reduction in the width of the existing carriageway of a traffic-sensitive street at a traffic-sensitive time

5.2 WORKS FOR ROAD PURPOSES

5.2.1 The requirements of the Permit Scheme apply equally to both works undertaken by the Highway Authority and Statutory Undertakers with the one exception, that fees will not be charged for Permits issued for the Highway Authority's own works for road purposes.

5.2.2 To demonstrate parity of treatment for all Promoters, particularly between the Highway Authority and Statutory Undertakers, Key Performance Indicators will be used.

5.2.3 Highway Authorities and Promoters of works for road purposes must ensure that they have followed the equivalent Provisional Advance Authorisation (PAA) and Permit application processes for activities.

5.3 STREET LIGHTING

5.3.1 The definition of works for road purposes may include some works carried out by Undertakers, such as street lighting. It is for Promoters to ensure that Permit

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applications for such activities are made and that the activity is registered, as appropriate.

6 EXEMPT ACTIVITIES

6.1.1 Certain types of activities are exempt from requiring a Permit.

6.2 NON REGISTERABLE ACTIVITIES

6.2.1 The following activities are non Registerable and do not require a Permit:

1. Traffic Census Surveys

Traffic census surveys have deliberately not been included as disclosure of this information prior to a census taking place can encourage a change to the normal pattern of traffic flows.

2. Pole testing

Pole testing involving excavation requires registration and therefore needs a permit; as would be the case with other excavations, when one or more of rules 2 – 6 above apply. However, in all circumstances the work must be registered using section 70 (3) under NRSWA for the purpose of reinstatement inspections within 10 days of completion.

3. Fire service vehicles

Fire service vehicles occasionally need to be parked adjacent to fire hydrants when these are being tested. These operations are exempt from the requirement to obtain a Permit, provided the work is done outside traffic-sensitive periods.

6.2.2 Other activities that do not require a Permit:

- Replacing manhole or chamber covers - that do not involve breaking up the street
- Replacing poles, lamps, columns or signs in the same location where that does not involve breaking up the street
- Bar holes

6.3 ACTIVITIES NOT REQUIRING A PERMIT BEFORE THEY START

6.3.1 Immediate activities do require a Permit but as such works are concerned with emergency or urgent situations, a Promoter can start work before applying for a Permit provided they apply for a Permit within 2 hours of the works commencing.

6.3.2 Immediate activity Permit applications must comply with any specified conditions, whether Mandatory, Immediate or Standard for such activities or particular to that activity.

6.3.3 If the work commences out of working hours, then a Permit must be applied for by 10am the next working day.

6.4 ACTIVITIES FOR WHICH NO PERMIT IS REQUIRED

6.4.1 Activities executed in a street pursuant to a street works licence issued under section 50 of the NRSWA are not included in the Permit Scheme but will have to follow the normal NRSWA procedures.

7 PERMITS – GENERAL

7.1 REQUIREMENT TO OBTAIN A PERMIT

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7.1.1 Any Promoter of specified activities who wishes to carry out such an activity on a specified street **must** obtain a Permit from the Permit Authority. The Permit will allow the Promoter to:

- Carry out the specified activity
- At the specified location
- Between the dates shown and for the duration shown
- Subject to any conditions that may be attached or required

7.2 APPLICATION REQUIREMENTS

7.2.1 Each application for a Permit must include the information indicated in Section 11.

7.3 ACTIVITIES COVERING SEVERAL STREETS

7.3.1 Only one application per street can be made.

7.3.2 Where the specified activity involves a number of specified streets, a separate PAA or Permit will be required for each street.

7.3.3 Permit applications for specified activities covering more than one specified street shall be cross-referenced to all related applications.

7.3.4 Fees for specified activities which involve several Permits will be discounted where the applications are submitted together. For consistency with NRSWA, a street will correspond to a USRN.

7.4 MULTIPLE STAGE ACTIVITIES

7.4.1 Where the specified activity is carried out in more than one stage, such as with separate interim and permanent reinstatements, each stage will require a separate Permit.

7.4.2 Each Permit must relate to the original activity by using the original EToN activity reference number used in the first and subsequent phases.

7.4.3 A Major activity will require a Provisional Advance Authorisation, (PAA). The EToN reference number must be cross referenced to the other.

7.4.4 A Promoter is required to clarify to the Permit Authority that an activity is to be carried out in stages on the application. A stage of an activity is a period of continuous occupation of the street, or part thereof, whether or not the work is taking place for the whole time, between the start and completion of the activity.

7.5 LINKED ACTIVITIES

7.5.1 Linked activities carried out at separate locations in a street must be treated as belonging to the same set of works. However, unconnected activities carried out by the same Promoter in one street must not be treated as parts, or phases, of a single set of works.

7.5.2 Even if an activity involving more than one street forms part of one project in management and contractual terms, separate Permits and Provisional Advance Authorisations must be obtained for each street or USRN.

7.5.3 Where the same Promoter wishes to carry out unconnected activities in the same street then these shall be treated as separate activities and will require a separate Permit and, if appropriate, PAA.

7.5.4 Customer connections associated with the installation of a new main or cable run or the replacement or renewal of existing assets will be considered to be linked activities when the work is completed as a single occupancy of the street. If the installation of

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customer connections is undertaken at a later date then the Promoter shall apply for a separate Permit.

7.6 INTERRUPTED ACTIVITIES

- 7.6.1 In the event of an activity being interrupted and delayed, for instance due to damage to a third party's plant or while missing apparatus is acquired. It is the responsibility of the Promoter to contact the Permit Authority to agree what action should be taken.
- 7.6.2 Where the Permit Authority is satisfied that the excavation can remain open while the repairs are implemented or the equipment obtained, then a variation will be required and an extension to the Permit will be granted.
- 7.6.3 However, where the Permit Authority considers that the opening should be reinstated and the road returned to full traffic use then the Promoter will need to apply for a further Permit to complete the work at a later date. A Permit fee may be charged for the new Permit.

7.7 CROSS BOUNDARY ACTIVITIES

- 7.7.1 Where a project with activities in more than one street straddles the boundary between the Permit Authority and an adjacent Permit Authority, separate Permit applications, including any PAA, should be submitted to both Authorities.
- 7.7.2 If a cross boundary project involves activities on a street of a Street Authority operating a notice system under NRSWA, then the Permit application to the Permit Authority must identify the activity in the other Authority area so that the Permit Authority can liaise with them.
- 7.7.3 A single project reference should be included on applications and all notices so that both Authorities can consider the impact and coordinate the activities together.

7.8 COLLABORATIVE WORKING

- 7.8.1 The Permit Authority encourages collaborative working between Promoters for both street works and works for road purposes. It is accepted that there are often issues in such arrangements, particularly contractual complications. Nevertheless, every opportunity should be sought to minimise the disruption to users of the highway.
- 7.8.2 Where two or more Promoters decide to enter into such arrangements, one must take on the role of the Primary Promoter with the overall responsibility for the activities and will be the point of contact with the Permit Authority. While the Secondary Promoter(s) will be required to make a Permit application for the activity for which they are responsible, only the Permit application made by the Primary Promoter will need to show the number of estimated inspection units.
- 7.8.3 The Primary Promoter's Permit application must give details of the other Promoter(s) involved and the extent of the collaborative working.
- 7.8.4 The Primary Promoter must also ensure that the estimates of works duration are agreed and confirmed with the Secondary Promoter(s) when submitting the PAA and/or Permit applications. This is necessary in order to comply with the overrun charging requirements in the Permit and NRSWA Regulations.
- 7.8.5 While the Permit Authority will issue Permits to all the Promoters involved, not just the Primary Promoter, the fees will be discounted to reflect the collaborative approach.
- 7.8.6 The Primary Promoter will excavate the trench and install its own apparatus with the Secondary Promoter(s) installing their apparatus in the same trench.
- 7.8.7 The Primary Promoter will backfill and reinstate the trench unless it has previously been agreed with the Permit Authority and the Secondary Promoter(s) that the Secondary Promoter(s) will carry out the reinstatement. In which case, the

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responsibility for the reinstatement will rest with the Promoter who undertook this work.

7.9 REMEDIAL WORKS

7.9.1 In the event of remedial works being required after the expiry of a Permit, an application must be made for a new Permit. This Permit must be cross referenced to the Permit using the EToN reference number for the original activity.

7.10 PERMIT VALIDITY

7.10.1 Permits will only be valid from the start date to the end date of the Permit and will be in calendar days. This will prevent ambiguity as to whether the Permit is valid, even at weekends or on Bank Holidays.

7.10.2 The Permit conditions will always include the duration of the activity i.e. the number of consecutive working days that the activity can take place, and if the Permit allows, working at weekends or on Bank Holidays.

7.11 START AND END DATES

7.11.1 The planned commencement date and finishing date for the activity are the start date and end dates respectively on the Permit. The Permit will not be valid before the start date on the Permit and will cease to be valid once the end date has passed. A Promoter working outside these dates will not have a valid Permit and would be therefore committing an offence.

7.11.2 If the activity cannot commence on the proposed start date, when known the Promoter must inform the Permit Authority by telephone no later than the preceding day. If the Promoter believes that the work could still be completed before the Permit end date then they can begin the work on a subsequent day having submitted a start of works notice under section 74 of the NRSWA.

7.11.3 There will be no automatic extension of the Permit duration under these circumstances.

7.11.4 If the activity cannot be completed before the Permit end date, the Promoter must apply for a variation. The Permit Authority may or may not agree to an extension, depending on the circumstances, and if not the Promoter may be subject to section 74 overrun charges.

7.12 EARLY START

7.12.1 The Permit Authority will consider a Promoter's request for an early start before or after applying for a Provisional Advance Authorisation or a Permit application.

7.12.2 Where this is agreed, the Promoter shall submit a variation to a Permit, or in the case of a Provisional Advance Authorisation, include the revised dates on the application for the Permit. If the Permit has already been granted or deemed, a variation charge will apply.

7.12.3 A reference number will be issued by the Permit Authority, and must be quoted on the Permit application or Permit variation application.

7.12.4 Requests for early starts may or may not be agreed by the Permit Authority at their discretion but will not be unreasonably refused, and it is the responsibility of the Promoter to satisfy the Permit Authority as to the necessity for any proposed early start.

7.13 CHARGES FOR OVER RUNNING STREET WORKS

7.13.1 Charges for over running street works, under section 74 of the NRSWA, will be made alongside the Permit Scheme although these regulations are modified to incorporate

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the process of setting and modifying the duration of the activity through the Permit application, approval and variation processes.

7.14 WORKING WITHOUT A PERMIT

7.14.1 It is an offence for a Statutory Undertaker or a person contracted to act on its behalf to undertake specified works in a specified street without a Permit, except to the extent that the Permit Scheme provides that this requirement does not apply.

7.14.2 Where it is believed that such an offence is being committed, the Permit Authority may impose a fixed penalty notice and require the party concerned to remove the works and return the street to full use.

8 PERMITS - TYPES

8.1 TYPES COVERED BY THE PERMIT SCHEME

8.1.1 There are two types of Permit covered by the Permit Scheme:

- Provisional Advance Authorisation (PAA)
- Permit

8.2 PROVISIONAL ADVANCE AUTHORISATION (PAA)

8.2.1 A PAA replaces the Advance Notice under section 54 of NRSWA.

8.2.2 PAAs are a means of enabling significant activities to be identified, coordinated and programmed in advance by allowing activities to be provisionally reserved by the Permit Authority pending the Authority's subsequent decision on whether, and with what conditions, to grant a Permit for the activities.

8.2.3 A Promoter who wishes to undertake Major activities, on a specified street **must** apply for a PAA at least 3 months in advance of those activities starting on the highway, or as agreed with the Permit Authority.

8.2.4 The promoter is required to provide the final detailed information in support of its application for a Permit at least 10 working days before the activity is due to commence.

8.2.5 Subsequent applications for Permits for Major activities that have not been preceded by a PAA, will not, except in exceptional circumstances, be accepted by the Permit Authority.

8.2.6 Each application for a PAA will be limited to one street.

8.2.7 An application for a PAA must include a full description of the activity and specify start and end dates, although the start date may be considered as provisional and can be amended in the application for a final Permit.

8.2.8 A fee will be charged for a PAA in addition to the fee which is charged for the granting of the Permit.

8.2.9 The granting of a PAA does not prevent the Permit Authority from subsequently refusing to grant a Permit to which the PAA relates. If circumstances change drastically an explanation will be provided.

8.2.10 A copy of each application for a PAA is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

8.3 PERMITS

8.3.1 These are full Permits with final details of the Registerable activities on a specified street.

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- 8.3.2 The information required to support an application for a PAA should be equivalent to, but should not exceed, that required in support of an application for a Permit.
- 8.3.3 The timing of Permit applications to the Permit Authority will depend on the proposed activity.
- 8.3.4 A copy of each application for a Permit is to be provided by the applicant upon request by a relevant Authority and by any person having apparatus in the street to which the application relates.

9 PERMITS – CLASSES

9.1 CLASSES COVERED BY THE PERMIT SCHEME

9.1.1 There are four classes of Permit covered by the Permit Scheme:

- Major
- Standard
- Minor
- Immediate

9.2 PERMITS FOR MAJOR ACTIVITIES

9.2.1 Major activities are those which:

- Have been identified in an organisation's annual operating programme, or if not identified in that programme, are part of a scheme which is planned or known about at least 6 months in advance of the proposed start date, but only includes activities on the affected streets and locations within that scheme that have been identified at least 6 months advance stage as likely to require Permits; or
- Other than immediate activities, require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulation Act 1984 for any other activities

9.2.2 Major activities are split into 3 sub-categories:

- Over 10 days and all major works requiring a traffic regulation order
- Works 4 to 10 days
- Up to 3 days

9.2.3 Major Activity Permits are required for the most significant activities on the Highway and require the Promoter to obtain a Provisional Advance Authorisation as part of the application process for a Major Activity Permit.

9.2.4 An application for a Major Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity. Where these differ from those given in the PAA application, the applicant must explain the reasons for any variation.

9.2.5 Major activities will be subject to conditions.

9.3 PERMITS FOR STANDARD ACTIVITIES

9.3.1 Standard Activities are those activities, other than immediate, minor or major activities, that have a planned duration of between 4 and 10 working days inclusive. Activities lasting less than 10 working days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 9.2 above.

9.3.2 An application for a Standard Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a

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description of the proposed activity together with the proposed start and end dates of the activity.

9.3.3 Standard activities will be subject to conditions.

9.4 PERMITS FOR MINOR ACTIVITIES

9.4.1 Minor Activities are those activities, other than immediate, standard or major activities, where the planned working is 3 working days or less. Activities lasting less than 3 working days but which require a traffic regulation order, such as a temporary road closure, will be classified as a Major Activity and will be subject to the requirements in 9.2 above.

9.4.2 An application for a Minor Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in Table 1 below and must include a description of the proposed activity together with the proposed start and end dates of the activity.

9.4.3 Minor activities will be subject to conditions.

9.5 PERMITS FOR IMMEDIATE ACTIVITIES

9.5.1 Immediate Activities are either:

- Emergency works as defined in section 52 of NRSWA; or
- Urgent Activities,
 - a) (not being emergency works), whose execution at the time they are executed is required, (or which the person responsible for the works believes on reasonable grounds to be required):
 - i. To prevent or put an end to an unplanned interruption of any supply or service provided by the Promoter
 - ii. To avoid substantial loss to the Promoter in relation to an existing service
 - iii. To reconnect supplies or services where the Promoter would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period
 - b) Including works that cannot reasonably be separated or severed from such works.

9.5.2 Given the nature of immediate activities, work may commence without a Permit. However, where it is necessary to carry out excavation in the Highway, Promoters of such activities must contact the Permit Authority by telephone **immediately**.

9.5.3 A link must be made between the immediate activity and the conditions attached to it prior to a Permit being issued with the application for a Permit for that immediate activity when it is made.

9.5.4 Where the activity is identified within the normal working day (i.e. after 08.00 hours and before 16.30 hours), a Permit application must be made as soon as reasonably practicable and in any event, within two hours of the activity starting.

9.5.5 If the activities are out of working hours, the Promoter must leave a message with the Permit Authority providing the details of the activity including location, time, contact details and nature of the work.

9.5.6 If the Permit Authority disputes whether an activity, or part of an activity, is immediate, the Promoter must demonstrate conclusively that it is. Failure to do so may constitute as an offence and result in the Permit Authority taking action against the Promoter.

9.5.7 Immediate activities will be subject to conditions.

10 PERMIT APPLICATIONS

10.1 APPLICATION TIMING AND RESPONSE TIMES

- 10.1.1 The timing of applications for Permits and PAAs and the Permit Authority's response will vary according to the proposed activity. The **minimum** times are given in Table 1 below and Promoters should give as much notice as possible to ensure that the coordination process can be facilitated effectively.
- 10.1.2 Where the activity is dependent on a Temporary Traffic Regulation Order (TTRO), temporary traffic signal approval, or the suspension of parking regulations, the relevant timescales should be taken into account by the Promoter, and applicants are advised to submit their requests for TTROs and/or temporary traffic signal approval when applying for a PAA.
- 10.1.3 The application process will begin at the time of receipt of the application by the Permit Authority. The EToN system will provide an auditable record of when an application was received.
- 10.1.4 The Permit Scheme sets down the application and response times for dealing with Permit applications and variation applications in Table 1 below.
- 10.1.5 In all cases given in Table 1, the time period is measured from the time of receipt of the application by the Permit Authority.
- 10.1.6 A “response” means a decision to grant, refuse or request a modification to a Permit application. Where there are reasons why the Permit cannot be granted in the terms applied for, the response indicating that a Permit will not be granted in those terms will explain the reasons to the applicant.
- 10.1.7 The term “days” in Table 1 below refer to working days as defined in NRSWA and the Regulations.

10.2 SUBMITTING AN APPLICATION

- 10.2.1 Permit and PAA applications must be made electronically, as set down in the Technical Specification for the Electronic Transfer of Notices, (EToN), unless there is a failure in the electronic system or the Promoter does not have access to electronic systems in which case a paper application will be acceptable.

10.3 SYSTEM FAILURE

- 10.3.1 In the event of a system failure, Promoters shall adopt the following procedure:
- Where after three attempts to give an application or a notice by EToN (duly recorded by the person serving the application or notice), the application or notice cannot be given, notification should be given by telephone, email or fax for immediate activities with formal EToN application or notice following as soon as reasonably practicable
 - Other applications or notices may be given by other electronic means, (e.g. e-mail or fax), or may be sent by post or delivered by any other method agreed with the Permit Authority
 - Following recovery of the service a copy of the application or notice should be sent through EToN to ensure information on the works is correctly recorded in the register
 - Where applications or notices are sent by first class post, Promoters should take into account that there is no guarantee that they will be delivered to the Permit Authority the next day

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10.3.2 In regards to variations during a system failure, Promoters should also make contact with the Permit Authority by telephone to the contact number provided on the relevant section of www.southampton.gov.uk

10.3.3 The officer concerned will issue an individual reference number. This number must be displayed on an electronic application through EToN following recovery of service to ensure correct cross-referencing.

10.4 COMPLIANCE WITH ETON

10.4.1 All applications must comply with the definitive format and content given in the current Technical Specification for EToN.

10.5 USE OF PLAIN ENGLISH

10.5.1 The description of activities must be in plain English, avoiding industry jargon, and preferably be standard descriptions.

10.6 ONE APPLICATION PER STREET

10.6.1 Each application shall refer to activities in only one street. Where a project covers more than one street, all related applications must be cross-referenced and the project reference included on each application.

10.7 APPLICATION COVERING MORE THAN ONE STREET

10.7.1 Single applications containing activities in more than one street will **not** be accepted by the Permit Authority.

10.8 NOTIFICATION TO INTERESTED PARTIES

10.8.1 Where the Associated Street Data (ASD) indicates other interested parties, Permit applications should be copied to those parties by the Permit Authority and Promoters are required to check whether any parties have registered such an interest prior to submitting an application for a Permit or PAA.

10.9 CONSULTATION REQUIREMENTS

10.9.1 Promoters must carry out the necessary consultations as set down in sections 88, 89 and 93 (as amended) and sections 90 and 91 of the NRSWA.

10.10 TABLE 1 – APPLICATION TIMINGS

Activity Type	Minimum application periods ahead of proposed start date		Minimum period before Permit expires for application for variation (including extension)	Response times for issuing a Permit or seeking further information or discussion		Response times for responding to applications for Permit variations
	Provisional Advance Authorisation	Application		Provisional Advance Authorisation	Application	
Major	3 months	10 days	2 days or 20% of the original duration whichever is the longer	1 calendar month	5 days	2 days
Standard	N/A	10 days		N/A	5 days	
Minor	N/A	3 days		N/A	2 days	
Immediate	N/A	2 hours after		N/A	2 days	

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10.11 REFUSAL OF APPLICATION

- 10.11.1 The Permit Authority reserves the right to refuse or request a modification to an application for a Permit or PAA where it considers that elements of the application (e.g. timing, location or conditions) are not acceptable.
- 10.11.2 If the Permit Authority decides to refuse the application or request a modification, it will contact the Promoter within the response time given in Table 1 above to explain why the application is not satisfactory and what amendments are needed in order to achieve a successful application.

10.12 RESTRICTIONS ON FURTHER ACTIVITIES

- 10.12.1 Where a Promoter wishes to apply for a Permit to carry out specified activities on a specified street where a notice has been issued under sections 58 or 58A of the NRSWA, and the activities are not covered by the specific exemptions of that notice, the Promoter must make an application for the Permit Authority's consent specifying the grounds on which the consent is sought.

10.13 ERROR CORRECTION

- 10.13.1 Where the Permit Authority identifies an error in data recorded in, or submitted for recording in, the Permit register, it will contact the Promoter to discuss and agree the corrections to be made.
- 10.13.2 Where the Promoter identifies an error, they will contact the Permit Authority to discuss and agree the corrections to be made. If an error has been identified on an application, the Promoter shall submit a Permit variation request by the end of the next working day following the agreement of the correction.
- 10.13.3 This Permit variation request should include the corrected data and the name of the person in the Permit Authority who agreed that the correction should be made.
- 10.13.4 The error correction process is described in the Technical Specification for EToN.
- 10.13.5 This procedure cannot be used without the prior agreement of both parties.
- 10.13.6 A variation fee will be payable where the identified error has been caused by the Promoter.

11 INFORMATION REQUIRED IN A PERMIT APPLICATION

11.1 PERMIT AUTHORITY REQUIREMENTS

- 11.1.1 To enable the Permit Authority to determine the granting of a Permit and any conditions that may be attached to the Permit, Promoters may be required to supply the following information which is covered in more detail below:
- Contact details
 - USRN
 - Description of activity
 - Location
 - Timing and duration
 - Illustration
 - Technique to be used for underground activities
 - Traffic management and traffic regulation orders
 - Depth
 - Reinstatement type

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- Inspection units

11.1.2 In the case of Provisional Advance Authorisation applications, the Promoter should provide the most accurate information available at the time of making the application.

11.1.3 Quality of the information provided will allow the Permit Authority to make an informed decision and coordinate the activity effectively.

11.2 CONTACT PERSON

11.2.1 All Permit applications must include the contact details, if different from the normal contact number, of any person appointed by the Promoter to deal with any problems that may occur during the activity, including any provision made for out-of-hours contact of the Promoter.

11.2.2 This must include details for Secondary Promoters if collaborative working is in place.

12 USRN

12.1.1 Each application must relate to a single street only.

12.1.2 Where a single street has more than one USRN, separate Permit applications will be required for each USRN to which an activity relates.

12.2 DESCRIPTION OF ACTIVITY

12.2.1 A sufficiently detailed description of the activity, in plain English, must be provided to allow the Permit Authority to assess the impact of the activity.

12.2.2 In regards to collaborative working, all Promoters must be identified and details of the scheme must be provided.

12.3 LOCATION

12.3.1 The Promoter must give an accurate location based on National Grid References, (NGR).

12.3.2 In the case of Major works, start and end NGRs must be supplied as a minimum. If the proposed works deviates from a straight line, for example, follow the curvature of a street, a poly line (line centre of site) will be preferred.

12.3.3 For Standard, Minor and Immediate works, a centre point NGR must be supplied as a minimum. As with Major works, a poly line will be preferred when:

- The activity are or trenches are expected to be over 10 metres in length
- Activity locations on the application in the same street are separated
- Activity areas or trenches deviate from a straight line.

12.3.4 In addition, if required, dimensions should be given of the space that will be taken up by the activity in the street including space for the storage of materials, working space, safety zone, provision for pedestrians and traffic management.

12.4 TIMING AND DURATION

12.4.1 Each Permit application must include the proposed start and end dates of the activity and the times of the day when the activity is to be carried out. The applicant must also indicate if it is intended for work to continue over weekends and bank holidays and if night working is required.

12.5 ILLUSTRATION

12.5.1 Provisional Advance Authorisation applications and Major Activity Permit applications must be accompanied by an illustration(s) of the works and should include details of the activity and the extent of Highway occupancy. The illustration will comprise plans, sections, digital photographs and similar material as appropriate.

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12.5.2 Illustrations must also be submitted with the application for standard and minor activities where the activity is significant in terms of potential disruption due to the position and size of the activity, or where the Permit Authority consider an illustration is necessary.

12.6 TECHNIQUE TO BE USED FOR ACTIVITIES

12.6.1 Details of the planned techniques, including open cut, trench share, minimum dig technique or no dig must be provided. This information should be provided in the 'Works Description' section until there is an appropriate field within EToN.

12.7 TRAFFIC MANAGEMENT AND TRAFFIC REGULATION ORDERS

12.7.1 The Promoter must supply full details of their traffic management proposals including any requirement for action by the Highway Authority such as the need for Temporary Traffic Regulation Orders (TTROs) and approval for portable light signals. Evidence of application/agreement for a TTRO must be provided with the PAA/Permit application.

12.7.2 In the case of the suspension of a parking bay being required, an application by the Promoter must be made to the Highway or Permit Authority as Parking Authority. This must be separate from any Permit application and evidence of the agreement by the relevant Parking Authority must be included in the Permit application.

12.7.3 Applicants should be aware that such action by the Highway Authority may involve additional costs and Promoters should familiarise themselves with the timescales relating to TTRO and parking applications.

12.8 DEPTH

12.8.1 Promoters must provide their best estimate of the excavation depth of the activity. This may be expressed as a range where appropriate. This information should be provided in the 'Works Description' section until there is an appropriate field within EToN.

12.9 REINSTATEMENT TYPE

12.9.1 Permit applications must indicate whether the proposed activity is intended to be completed with interim or permanent reinstatement or a mixture of both.

12.9.2 Where the activity will be completed with a mixture of both interim and permanent reinstatement the applicant must give details of where these methods will be used within the Permit Application.

12.9.3 Where the activity is completed with an interim reinstatement, a separate Permit application will be required for the permanent reinstatement where this is to be undertaken outside the duration of the Permit.

12.10 INSPECTION UNITS

12.10.1 The Promoter is required to indicate the provisional number of inspection units appropriate to the activity in accordance with the rules laid down in the Inspections Code of Practice and in The Street Works (Inspection Fees)(England)(Amendment) Regulations 2004.

12.10.2 Where there is trench sharing, only the Primary Promoter is required to give the inspection units.

13 PERMIT CONDITIONS

13.1 APPLYING CONDITIONS

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13.1.1 The Permit Scheme allows for the attaching of conditions to Permits. These will be specified in detail on the Permit and will reflect any constraints on the original application.

13.1.2 Not all types of conditions will necessarily be applied to all Permits or PAA's.

13.1.3 In general, conditions will be varied for each Permit, as each set of circumstances will be different. The detailed 'Standard' wording of all conditions will be made available to all Promoters as a separate document.

13.1.4 However, the Permit Authority can define conditions that will be applied to all Permits.

13.2 CONDITIONS APPLIED TO ALL PERMITS

13.2.1 The Permit reference number must be prominently displayed on the site information board for each set of works.

13.2.2 The Promoter must have a copy, either electronic or hard copy, of the current Permit on site for inspection.

13.2.3 If the Promoter finds that the activity cannot be completed within the timeframe specified in the Permit or by a Permit condition, an application must be made for a Variation.

13.2.4 Anticipated Traffic Management/Road Closure during the works – if it is anticipated that the traffic management is likely to change during the life of the activities, for example, starting with 2 way traffic lights, followed by a road closure then back to 3 way traffic lights, the Promoter must stipulate this on the Permit application.

13.2.5 The Promoter must indicate the location and if required specify the anticipated impact on the surrounding area, for example, on schools, hospitals, crossings, bus routes, traffic lights, critical junctions, traffic loops, resident parking or pay and display parking, special engineering difficulties such as Bridge, retaining walls, level crossings etc

13.3 CONDITIONS APPLIED TO PERMITS AS REQUIRED

13.3.1 The detailed wording of all conditions will be made available to all Promoters as a separate document and will be available to all contractors. This document can be found on www.southampton.gov.uk

13.3.2 The wording of the conditions applied to Permits will be discussed with Promoters. When the Permit Authority considers that a change to conditions is required, it will first discuss with local Promoters on the proposed conditions. Conditions will be published on www.southampton.gov.uk and Promoters will be notified of any new conditions at South East Highway Authorities and Utilities Committee (SEHAUK) meetings.

13.3.3 Further information on conditions attached to Permits can be found in the DfT Code of Practice for Permits March 2008.

13.3.4 Conditions applied to Permits as required may include:

1. Date Constraints
2. Time Constraints
3. Out-of-hours Work
4. Material and Plant Storage
5. Road Occupation Dimensions
6. Traffic Space Dimensions
7. Road Closure
8. Light Signals and Shuttle Working
9. Traffic Management Changes

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10. Work Methodology
11. Consultation and Publicity
12. Environmental
13. Local

13.4 CONDITIONS FOR IMMEDIATE ACTIVITIES

- 13.4.1 Promoters of such activities must contact the Permit Authority by telephone immediately.
- 13.4.2 The Promoter shall submit an application for a Permit within two hours of beginning work. If work starts outside of working hours, an application for a Permit must be submitted by 10am the next working day.
- 13.4.3 The Permit Authority may impose further conditions prior to the issuing of a Permit where this is required. Imposing such conditions will be in discussion with the Promoter of the activity and will be included in the subsequent Permit.
- 13.4.4 Once issued, the Permit reference number must be prominently displayed on the site information board for each set of works.
- 13.4.5 A full description of works being carried out must justify why the activity has been categorised as immediate works.

13.5 BREACHING OF CONDITIONS

- 13.5.1 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit then it may revoke the Permit. Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.
- 13.5.2 Where it appears to the Permit Authority that a condition has been breached and that the Promoter or a person contracted to act on its behalf has therefore committed an offence it will take action as described in Section 18.

13.6 AVOIDANCE OF CONFLICT WITH OTHER LEGISLATION

- 13.6.1 The Promoter should bring such conflicts to the attention of the Permit Authority who will then be responsible for resolving the issue with the other legislative bodies or groups that may be involved and amending the Permit conditions accordingly.
- 13.6.2 If the Promoter has safety concerns about conditions set by the Permit Authority it should raise these concerns with the Permit Authority and if necessary challenge the condition.

14 GRANTING OF PERMITS

14.1 TIMING OF PERMIT ISSUE

- 14.1.1 Where the Permit Authority is content with the proposal, it will Grant a Permit within the response times detailed in Table 1 via EToN.

14.2 ISSUING OF PERMITS

- 14.2.1 A Granted Permit will be issued electronically in accordance with the formats given in the Technical Specification for EToN with the details placed on the Permit register and copies supplied to any Promoter, Authority or other relevant body that has asked to be informed about activities on a particular street.
- 14.2.2 The Permit will specify in detail the activity it allows and its duration. The start and end dates will be in calendar days to prevent any ambiguity over the duration of the Permit.

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14.3 INCLUSION OF CONDITIONS

14.3.1 A Permit will be issued to the Promoter for every Permit that is granted and will include all the conditions attached to the Permit so that there is no ambiguity about the validity and terms of the permit.

14.4 PERMIT UNIQUE REFERENCE NUMBER

14.4.1 All Permits will be given a unique reference number following the EToN numbering conventions with cross referencing to linked Permits which have been issued.

14.5 AMENDMENT TO THE ORIGINAL APPLICATION

14.5.1 Where the Permit Authority discusses its intention with the Promoter to impose conditions which effectively amend the details of the original application, the Promoter shall amend and resubmit its application.

14.6 PERMIT REFUSAL

14.6.1 If, after careful consideration, the Permit Authority decides to refuse the PAA or Permit application, the refusal will be issued electronically via EToN. An explanation of refusal will be given and discussions with the Promoter may be held regarding amendment to the application.

14.7 RIGHT OF APPEAL

14.7.1 The Promoter has a right of appeal, in accordance with the Dispute Resolution process set down in Section 19 if it is unable to reach agreement with the Permit Authority over the terms it requested or the conditions attached.

14.7.2 In the case of immediate activities it may be that the work has to stop, subject to safety and legal considerations, such as Health and Safety legislation, until the issues are resolved.

14.8 PERMIT APPLICATION DEEMED TO BE APPROVED

14.8.1 If the Permit Authority fails to reply to an application for a Permit or PAA within the designated response times, the Permit or PAA is deemed to be granted under the terms of the application.

14.8.2 The proposed start and end dates, description, location, duration, traffic management, etc, will be included in the Permit and associated conditions for the activity. This detail will then be binding on the Promoter as it would have had the Permit been issued within the timescale. Breaching the conditions will constitute an offence.

14.8.3 No fee will be applied to deemed Permits.

15 REVIEW, VARIATION AND REVOCATION OF PERMITS AND PERMIT CONDITIONS

15.1 PERMIT AUTHORITY POWERS

15.1.1 Within the Permit Scheme, the Permit Authority has the power, under Regulation 15 of the Traffic Management Permit Scheme (England) Regulations 2007, to review, vary or revoke Permits and Permit conditions on its own or a Promoter's initiative. However, the Permit Authority is under no obligation to let activities run beyond the Permitted period.

15.1.2 Any activities that exceed the Permitted duration will be committing an offence and could be subject to section 74 overrun charges.

15.2 PROMOTER REVOCATION

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15.2.1 If a Promoter wishes to cancel a Permit or withdraw a Permit application for which they have no further use or seeks a revocation of a Permit condition, they should use the voluntary cancellation notice detailed within the relevant EToN specification.

15.3 CHANGES TO A PROVISIONAL ADVANCE AUTHORISATION

15.3.1 A PAA cannot be varied once granted.

15.3.2 Where a PAA has been given but a full Permit has not been issued and the proposals change, the Promoter must inform the Permit Authority immediately of the proposed changes and a revised application for a PAA or Permit should be made.

15.4 CHANGES TO PERMITS

15.4.1 If the Permit Authority considers a variation necessary then it should contact the Promoter to discuss the best way of dealing with the situation whilst meeting the coordination duties and other Statutory Requirements of those involved. Good coordination and cooperation between Promoter and the Permit Authority will minimise the time that the Authority needs to vary Permits or their conditions. This will be in the interests of all parties.

15.4.2 This discussion may lead to an agreement on the variation required. In that case, the Permit Authority will then issue a revised Permit on those terms unless, by agreement, the Promoter applies for a Permit variation. The latter may be more appropriate if the Promoter needs to reconsider elements of its plans within the parameters agreed with the Permit Authority.

15.4.3 Any application must include, in all cases, the proposed dates and duration and any other conditions of the activity.

15.5 AVOIDANCE OF CRIMINAL OFFENCE

15.5.1 Variations should be sought as soon as changes are identified to avoid a criminal offence being committed by work being undertaken without a Permit or outside of the conditions associated with that Permit.

15.6 SUSPENDING OR POSTPONING AN ACTIVITY

15.6.1 If a Promoter would like to start an activity at a later date after a Permit has been issued, a Permit variation will need to be applied for and a new Permit be issued. There is no option to suspend or postpone an activity.

15.7 REVIEW OF PERMIT BY PERMIT AUTHORITY DUE TO CIRCUMSTANCES OUTSIDE ITS CONTROL

15.7.1 The Permit Authority may review the Permit and associated conditions in the event of circumstances beyond its control having a significant disruptive effect at the location of the activity. The Permit Authority's policy regarding the circumstances in which it will review, vary or revoke Permits on its own initiative is given in Appendix B.

15.7.2 No fee will apply for Permit variations initiated by the Permit Authority unless, at the same time, the Promoter applies for variations which are not the result of the circumstances causing the Permit Authority's action.

15.8 TIMING OF VARIATIONS

15.8.1 Applications for variations may be made at any time after a Permit has been issued up until the end date of the Permit. Once this date has passed, applications for variations cannot be made.

15.8.2 If a variation is to be made, the Promoter shall telephone the Permit Authority to discuss prior to submitting a variation and only apply, again electronically, if the Authority is so prepared.

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15.9 ELECTRONIC APPLICATION FOR A VARIATION

15.9.1 Where the existing Permit has more than 20% of the original duration or more than two working days to run, whichever is the longer, the Promoter shall apply for a variation electronically through EToN.

15.10 VARIATIONS FOR IMMEDIATE ACTIVITIES

15.10.1 In the event of immediate activities requiring a series of fault finding excavations or openings, for example locating a gas leak, the following procedure shall apply where it is necessary to undertake works beyond the initial excavation or opening covered by the first application.

15.10.2 As they are immediate works, the Promoter will submit the first Permit application within two hours of starting work. That first application will contain the location of the initial excavation or opening:

- i. For any further excavations or openings on the same street within 50 metres of the original hole, the Promoter will telephone the Permit Authority with the new location. No Permit variation will be needed and no variation charge will apply
- ii. The Promoter will have to apply for a Permit variation for the first excavation in each new 50 metre band away from the original hole in the same street, i.e. 50-100 metres, 100-150 metres, etc. Standard variation charges will apply, however the Permit Authority may use their discretion to waive these charges.
- iii. For additional excavations within each band, the Promoter is encouraged to telephone the Permit Authority with the new location. No Permit variation will be needed and no variation charge will apply
- iv. If the search carries into a different street or a new USRN, (including if the street changes to a different Authority), then a separate Permit application will be needed
- v. If the Promoter cannot contact the Permit Authority by telephone, it should record the fact and send the message electronically

15.10.3 Conditions for these activities may be varied to take into account the fact that a new location, even within the permissive bands, can be more disruptive

15.11 INFORMATION REQUIRED FOR VARIATION APPLICATIONS

15.11.1 Applications for Permit variations must contain the following information as applicable:

- i. The Permit reference number
- ii. The revised timescale
- iii. Any change to the description of the activity
- iv. A revised illustration
- v. Any change to the method of excavation
- vi. Any variation to the depth of the excavation
- vii. Any changes to the reinstatement method
- viii. Any changes to the conditions
- ix. Any changes to Traffic Management including TTROs

15.12 IF AN AGREEMENT CANNOT BE MADE

15.12.1 If agreement cannot be reached regarding a variation, the Permit Authority may issue an Authority imposed variation on the terms it considers reasonable. If the Promoter disagrees with the decision, it will have the option to invoke the dispute resolution procedure (See Section 19)

15.13 REVIEW OF PERMIT DUE TO NON-COMPLIANCE BY THE PROMOTER

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15.13.1 If the Permit Authority considers that a Promoter is failing to comply with the conditions of a Permit then it may revoke the Permit or issue a Fixed Penalty Notice (FPN).

15.13.2 Before revoking a Permit, the Permit Authority will contact the Promoter to warn them of its intention and allow the situation to be discussed.

15.14 WAIVING OF FEES

15.14.1 If the Permit Authority has to revoke a Permit through no fault of the Promoter, no fee will be chargeable for a new Permit.

15.15 WORKING AFTER A PERMIT HAS BEEN REVOKED

15.15.1 A Promoter will be committing an offence if it continues to work after a Permit has been revoked.

16 CANCELLATION OF A PERMIT

16.1 CANCELLATION NOTICE

16.1.1 If a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not yet been granted, it should use the cancellation notice containing the relevant Permit number – see the *Technical Specification for EToN*. There is no fee payable for this process; however Permits already granted will still be charged.

16.2 CONTINUING TO WORK FOLLOWING THE CANCELLATION OF A PERMIT

16.2.1 A Promoter will be committing an offence if it continues to work after a Permit has been cancelled.

17 FEES

17.1 PERMIT AUTHORITY POWER TO CHARGE FEES

17.1.1 To meet the additional costs of introducing and operating the Scheme, Regulation 30 gives the Permit Authority the power to charge a fee in respect of the following:

- i. The application for a PAA in respect of Major activities
- ii. The issuing of a Permit
- iii. Each occasion where there is a variation of a Permit or the conditions attached
- iv. Where a Permit variation would move an activity into a higher category, the Promoter will be required to pay the difference between the Permit fee for the two categories as well as the Permit variation fee

17.2 FEE POLICY

17.2.1 The Permit Authority will charge Statutory Undertakers for the actions detailed in Section 17.1.

17.2.2 Fees will not be payable in the following circumstances:

- i. By the Highway Authority in respect of its own works for road purposes, however a record of the Permit and fee will be used for reporting purposes and fee reviews.
- ii. Where a Permit is deemed to be granted because the Permit Authority failed to respond to an application within the time set down in Table 1 (*section 10.10*) above
- iii. If a Permit variation is initiated by the Permit Authority or the Authority has to revoke a Permit through no fault of the Promoter

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- iv. Where a Promoter wishes to cancel a Permit for which it has no further use, or to cancel or withdraw an application that has been submitted but for which a Permit has not yet been granted

17.2.3 Fee discounts will be given in the following circumstances:

- i. Where several Permit applications for works that are of part of the same project but which are carried out on more than one street, but on a scale comparative to one street, are submitted at the same time.
- ii. Where several Promoters are working within the same site submit applications at the same time. Where the Highway Authority Promoter is collaborating with Statutory Undertakers, those Undertakers will be eligible for the discount.
- iii. Where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets.
- iv. A discount may be applied where it is demonstrated that an activity provides significant economic benefit to the local authority or Council. For instance supplies for a new development, or where it is demonstrated that a network investment programme is being undertaken to meet customer demand.

17.3 RATE OF DISCOUNT

17.3.1 A discount of **30%** will be applied in the above circumstances.

17.4 OPTION TO WAIVE OR REDUCE FEES

17.4.1 The Permit Authority retains the option to waive or reduce fees at its discretion.

17.5 REVIEW OF FEES

17.5.1 The Permit Authority will review its scale of fees annually to ensure that the overall fee income does not exceed the allowable costs.

17.5.2 The outcome of the annual fee reviews will be published and open to public scrutiny.

17.6 APPROVED SCALE OF FEES

17.6.1 The current approved scale of fees is included in the order made by the Secretary of State for the Permit Authority to operate the Permit Scheme, see Appendix E.

17.7 PROCESSING OF FEES

17.7.1 Monthly invoices will be issued to each Promoter with all Permits referenced.

17.7.2 A summary may be issued to each Promoter every two weeks so amounts can be confirmed prior to the invoice being raised.

18 SANCTIONS

18.1 PERMIT AUTHORITY'S POLICY

18.1.1 Appendix C sets down the Permit Authority's policy of how it will employ sanctions and this policy should be read in conjunction with this section.

18.2 UNDERTAKING ACTIVITIES WITHOUT A PERMIT

18.2.1 It is a criminal offence for a Statutory Undertaker, or a person contracted to act on its behalf, to undertake specified activities in a specified street in the absence of a Permit, except as set down in section 6.

18.2.2 Any person guilty of an offence under this Regulation is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

18.3 BREACHING A PERMIT CONDITION

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18.3.1 It is a criminal offence for a Statutory Undertaker or a person contracted to act on its behalf to breach a Permit Condition.

18.3.2 Any person guilty of an offence under this Regulation is liable on summary conviction to a fine not exceeding level 4 on the standard scale

18.4 ACTION BY PERMIT AUTHORITY

18.4.1 Where a Statutory Undertaker or a person contracted to act on its behalf undertakes without a Permit, works for which a Permit is required, or breaches a Permit condition, the Permit Authority may take one or more of the following courses of action depending on the seriousness and persistence of the offences:

- i. Serve a notice requiring that Statutory Undertaker to take such reasonable steps as detailed in the notice to remedy the situation within a specified timescale
- ii. Where a Statutory Undertaker fails to comply with the requirements of such a notice within the timescale the Permit Authority may undertake the specified steps and recover the costs that are reasonably incurred from the Statutory Undertaker
- iii. Issue a Fixed Penalty Notice (FPN), against the Statutory Undertaker
- iv. Prosecute the Statutory Undertaker

18.4.2 Remedial action could include the removal of the activity; rectify the breach of conditions or discontinuing any obstruction.

18.4.3 In the event that the Permit Authority subsequently considers that an FPN which has been given ought not to have been given, it shall give to the person to whom that notice was given a notice withdrawing the FPN.

18.4.4 Any offences which run alongside to the Permit Scheme under NRSWA will still apply and action will be taken.

19 DISPUTE RESOLUTION

19.1 INTRODUCTION

19.1.1 In order to achieve its objectives for the Southampton Permit Scheme and its wider network management duty, Southampton City Council will operate its Permit Scheme in a manner that will encourage dialogue between the Permit Authority and Promoters.

19.1.2 In many cases this will lead to the setting of terms of Permits and conditions by agreement, but at times this may be at by Southampton City Council's direction.

19.1.3 Southampton City Council recognises that on occasions there will be disagreements.

19.1.4 Southampton City Council as Permit Authority will always use their best endeavours to resolve disputes without having to refer them to a formal appeals procedure.

19.2 INCIDENCE OF DISPUTE RESOLUTION

19.2.1 The dispute resolution procedures described below will be used where there are disagreements that cannot be resolved by informal discussion over requirements of the by Southampton Permit Scheme, including the need for a Permit, the terms of a Permit or the Conditions attached to a Permit. This could be in relation to an application for a Permit (including a PAA) or a Permit variation (whether initiated by the Promoter or by Southampton City Council) and could arise before a Permit is issued, when the terms and conditions are still proposed, or after the Permit has been issued.

19.3 APPEALS PROCEDURE

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19.3.1 If agreement cannot be reached locally on any matter arising in relation to the Southampton Permit Scheme, the dispute will be referred for review on the following basis:

Straightforward issues

19.3.2 Where Southampton City Council and the Promoter(s) consider that the issues involved in the dispute are relatively straightforward, the matter will be referred to impartial members of the regional SEHAUC (that is those not representing parties directly involved in the dispute) for review. That review should take place within a reasonable period of time from the date of referral by Southampton City Council will accept the result as binding.

Complex issues

19.3.3 If by Southampton City Council and the Promoter(s) involved in the dispute think the issues are particularly complex, HAUC (UK) will be asked to set up a review panel of four members - two Utilities and two Street Authorities. One of the four persons will be appointed as Chair of the panel by the HAUC (UK) joint chairs.

19.3.4 Each party must make all relevant financial, technical and other information available to the review panel.

19.3.5 The review would normally take place within ten working days from the date on which the issue is referred to HAUC (UK) by Southampton City Council will accept the conclusions of the review panel as binding.

19.4 ADJUDICATION

19.4.1 If agreement cannot be reached by the procedure above, the dispute can be referred to independent adjudication.

19.4.2 Adjudication within the Southampton Permit Scheme will only be used if by Southampton City Council and the Promoter(s) agree in relation to the matter under dispute, that

- The decision of the adjudicator is deemed to be final; and
- The costs of adjudication will be borne equally unless the adjudicator considers that one party has presented a frivolous case, in which case costs may be awarded against them.

19.4.3 Where the adjudication route is followed, Southampton City Council and the Promoter(s) will apply to the joint chairs of HAUC (UK), who will select and appoint the independent adjudicator from a suitable recognised professional body.

20 REGISTERS

20.1 REGISTER OF PERMITS

20.1.1 The Permit Authority will maintain a register of Permits in connection with the Permit Scheme and in accordance with regulation 33 and 34, Part 7 of the Regulations.

20.1.2 The register will contain information about current and planned activities and will be available electronically to Promoters to assist them in planning and coordinating their own works at the earliest possible stage

20.2 REFERENCING OF INFORMATION

20.2.1 All information held in the register of Permits will be referenced to the USRN and the Permit register will be Geographic Information System (GIS) based.

21 TRANSITIONAL ARRANGEMENTS

- 21.1.1 Once an Order has been made, the Authority will provide at least four weeks notice of its intention to operate a Permit Scheme from a given date.
- 21.1.2 The Permit Authority will liaise closely with all Promoters during the transition period so that any issues are identified early and appropriate action taken to resolve them.
- 21.1.3 The Permit Scheme will apply to all activities where the administrative processes, such as an application for a Permit or Provisional Advance Authorisation, start after the commencement date of the Permit Scheme stated in the order.
- 21.1.4 Activities which are planned to start on site more than one month after the changeover date, (for standard, minor and immediate activities), or three months after the changeover date, (for major activities), shall operate under the Permit Scheme. This means that even if the relevant section 54, 55 or 57 NRSWA notice has been sent before the changeover, the Promoter will have to apply for a Permit.
- 21.1.5 If the Promoter has not substantially begun the activity (or phase of activity) one month after the changeover date (for standard, minor and immediate activities) or three months after the changeover date (for major activities), then the Promoter must cancel the NRSWA notice for that activity (or phase of activity) and apply for a Permit.
- 21.1.6 Any other activity which started under the notices regime will continue under that regime until completed.
- 21.1.7 The issue of Fixed Penalty Notices (FPNs) will be suspended for the first month of operation of the Scheme to allow a settling in period.
- 21.1.8 This period is sufficient as much of the Permit Scheme operation is run alongside NRSWA and extensive testing of systems between the Permit Authority and Promoters will have taken place and will continue on the run up to the implementation of the Scheme

22 PERMIT SCHEME MONITORING

22.1 MONITORING AND EVALUATING THE PERMIT SCHEME

- 22.1.1 The Permit Authority will establish a monitoring group to include representatives of the regional HAUK to monitor and evaluate the Permit Scheme to ensure that it demonstrates parity of treatment for all Promoters, particularly between Statutory Undertakers and the Highway Authority’s own Promoters.

22.2 USE OF KEY PERFORMANCE INDICATORS

- 22.2.1 Equality will be measured through Key Performance Indicators (KPIs). The following KPIs are mandatory and in addition, the Permit Authority will produce an annual set of KPIs identifying the treatment of individual Promoters.
- 22.2.2 As experience with operating the Permit Scheme is obtained, these additional KPIs will be developed in conjunction with the monitoring group referred to in 22.1

22.3 MANDATORY KPIS

KPI 1
<i>The number of Permit and Permit variation applications received, the number granted and the number refused</i>
This will be measured by Promoter and shown as: <ul style="list-style-type: none">• the total number of Permit and Permit variation applications received, excluding any applications that are subsequently withdrawn

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- the number granted as a percentage of the total applications made
- the number refused as a percentage of the total applications made.

KPI 2

The number of conditions applied by condition type

This will be measured by Promoter and shown as:

- the number of Permits issued
- the number of conditions applied, broken down into condition types. The number of each type being shown as a percentage of the total Permits issued.

22.4 ADDITIONAL KPIS

KPI 3

The Number of approved extensions

This will be measured by promoter and shown as:

- the total number of permits issued
- the number of requests for extensions shown as a percentage of permits issued
- the number of agreed extensions as a percentage of extensions applied for.

KPI 7

Number of inspections carried out to monitor conditions

This will be broken down by promoter and shown as:

- the number of sample permit condition checks carried out as a percentage of the number of permits issued
- the percentage of sample inspections by promoter should also be shown.

22.5 PRESENTATION OF KPIS TO COORDINATION MEETINGS

22.5.1 The KPIs will be discussed at the local coordination meetings and at other meetings with Promoters. In addition, the KPIs will be made available to any other person on request or via the Authority's website.

23 APPENDIX A: GLOSSARY OF TERMS USED IN THE PERMIT SCHEME.

Activity	Any works undertaken by Statutory Undertakers and the Highway Authority (or their agents/contractors) and any other works that maybe covered in future regulations.
Additional Street Data	Additional Street Data (ASD) refers to other information about streets held on the NSG concessionaire's website alongside the NSG
Apparatus	As defined in section 105(1) of NRSWA "apparatus includes any structure for the lodging therein of apparatus or for gaining access to apparatus"
Appeal	If there is an unresolved disagreement between the Promoter and the Permit Authority about the terms and conditions of the Permit or PAA, the Promoter may appeal against the Permit Authority's decision to either SEHAUC or HAUC (UK).
Bank Holiday	As defined in section 98(3) of NRSWA, "Bank Holiday means a day which is a Bank Holiday under the Banking and Financial Dealings Act 1971 in the locality in which the street in question is situated"
Bar holes	Bar holes are used to detect and monitor gas leaks.
Breaking up (the street)	Any disturbance to the surface of the street (other than opening the street)
Bridge	As provided in section 88(1)(a) of NRSWA, "references to a bridge include so much of any street as gives access to the bridge and any embankment, retaining wall or other work or substance supporting or protecting that part of the street"
Bridge Authority	As defined in section 88(1)(b) of NRSWA, "Bridge Authority means the Authority, body or person in whom a bridge is vested"
Carriageway	As defined in section 329 of HA 1980, "carriageway means a way constituting or comprised in a Highway, being a way (other than a cycle track) over which the public have a right of way for the passage of vehicles"
Code of Practice for Permits	As published by the Department for Transport March 2008
Collaborative working	Includes trench sharing, multi-utility working, utility/works for road purposes situations and compliance testing.
Cycle track	As defined in section 329 of the HA 1980, "cycle track means a way constituting or comprised in a Highway, being a way over which the public have the following, but not other, rights of way, that is to say, a right of way on pedal cycles with or without a right of way on foot"
Day	A working day, unless explicitly stated otherwise
DfT	Department for Transport
Emergency works	As defined in section 52 of NRSWA, "emergency works means works whose execution at the time when they are executed is

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	required in order to put an end to, or to prevent the occurrence of, circumstances then existing or imminent (or which the person responsible for the works believes on reasonable grounds to be existing or imminent) which are likely to cause danger to persons or property"
EToN	Electronic Transfer of Notices, the system defined in the Technical Specification for EToN for passing notices. Permit applications, Permits and other information between Promoters and the Permit Authority.
Excavation	"Breaking up" (as defined above)
Fixed Penalty Notice	As defined in schedule 4B to NRSWA, "fixed penalty notice means a notice offering a person the opportunity of discharging any liability to conviction for a fixed penalty offence by payment of a penalty"
Footway	As defined in section 329 of the HA 1980, "footway means a way comprised in a highway which also comprises a carriageway, being a way over which the public have a right of way on foot only"
Geographical Information system (GIS)	A computer system for capturing, storing, checking, integrating, manipulating, analysing and displaying data related to positions on the Earth's surface
HA 1980	The Highways Act 1980
Highway	As defined in section 328 of the HA 1980, "Highway means the whole or part of a highway other than a ferry or waterway"
Highway Authority	As defined in sections 1 and 329 of the HA 1980
Highway works	"Works for road purposes" or "major highway works"
Immediate activities	As stated in section 8.5, immediate activities are either emergency works as defined in section 52 of NRSWA or urgent works as defined in <i>The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007</i>
In	As defined in section 105(1) of NRSWA, "in, in a context referring to works, apparatus or other property in a street or other place includes a reference to works, apparatus or other property under, over, along or upon it"
Local Authority	As defined in section 270(1) of the Local Government Act 1972(a) and includes the Common Council of the City of London.
Local Highway Authority	As defined in section 329 of HA 1980, "Local Highway Authority means a Highway Authority other than the Minister"
Main roads	All streets in reinstatement categories 0, 1 and 2 and those streets in categories 3 and 4 which are traffic sensitive for all or part of the time
Maintainable Highway	As defined in section 329 of HA 1980, a "Highway maintainable at the public expense means a highway which by virtue of section 36 above or of any other enactment (whether contained in this Act or not) is a highway which for the purposes of this Act is a highway maintainable at the public expense"

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Maintenance	As defined in section 329 of HA 1980, "maintenance includes repair, and "maintain" and "maintainable" are to be construed accordingly"
Major activities	As stated in section 9.2, Major activities are those which: <ul style="list-style-type: none"> • Have been identified in an organisation's annual operating programme, or if not identified in that programme, are normally planned or known about at least six months in advance of the proposed date of the activity • Other than immediate activities, require a temporary traffic regulation order, (i.e. not a temporary traffic notice), under the Road Traffic Regulation Act 1984 for any other activities
Major Highway works	As defined in section 86(3) of NRSWA, "major highway works means works of any of the following descriptions executed by the Highway Authority in relation to a highway which consists of or includes a carriageway – <ol style="list-style-type: none"> a) a reconstruction or widening of the highway; b) works carried out in exercise of the powers conferred by section 64 of the Highways Act 1980 (dual carriageways and roundabouts); c) substantial alteration of the level of the highway; d) provision, alteration of the position or width, or substantial alteration in the level of a carriageway, footway or cycle track in the Highway; e) the construction or removal of a road hump within the meaning of section 90F of the Highways Act 1980; f) works carried out in exercise of the powers conferred by section 184 of the Highways Act 1980 (vehicle crossings over footways and verges); g) provision of a cattle-grid in the highway or works ancillary thereto; or h) tunnelling or boring under the highway"
Minor activities	As stated in section 9.4, minor activities are those activities other than immediate activities where the planned duration is 3 days or less.
Minor roads	Streets in reinstatement categories 3 and 4 which are not traffic sensitive at any time.
National grid reference	Location reference using nationally defined eastings and northings.
Nationally consistent Street gazetteer (NSG)	A database defined as an "index of streets and their geographical locations created and maintained by the local Highway Authorities" based on BS 7666 standard.
NRSWA	New Roads and Street Works Act 1991.
NSG Concessionaire	The body appointed to manage the NSG on behalf of the local Highway Authorities.
Opening (the street)	Removing a lid or cover to a manhole, inspection chamber, meter box or other structure embedded in the street without

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	any "breaking up" of the street.
Permit	The approval of a Permit Authority for a Promoter to carry out activity in the highway subject to conditions.
Permit application	See Section 10. The application that is made by a Promoter to the Authority to carry out an activity in the highway. It is equivalent to the notice of proposed start of works (section 55 of NRSWA) given under the Coordination regime.
Permit Authority	See Section 1.4. A local Authority or other "Highway Authority" which has been given approval by the Secretary of State to operate a Permit Scheme on all or some of its road network.
Permit Scheme	See Section 1. A Scheme approved by the Secretary of State under which Permits for activities are sought and given.
Promoter	A person or organisation responsible for commissioning activities in the streets covered by the Permit Scheme. The Promoter will usually be a Statutory Undertaker or the Highway or Traffic Authority.
Protected Street	See Section 1.6. A street that has been designated as a protected street. It serves a specific strategic major traffic need and therefore needs to be protected from unnecessary excavation and works and providing there is a reasonable alternative route in which Statutory Undertakers can place the equipment that would otherwise lawfully have been placed in the protected street.
Provisional Advance Authorisation	See Section 8.2. The early approval of activities in the highway, equivalent to the advance notice given under s 54 of NRSWA.
Registerable activities	See Section 5.1. Registerable activities are as listed in Chapter 9 of The Code of Practice for Permits.
Reinstatement	As defined in section 105(1) of NRSWA, "reinstatement includes making good".
Relevant Authority	As defined in section 49(6) of NRSWA, "references in this Part to the relevant Authorities in relation to any works in a street are to the Highway Authority and also: <ul style="list-style-type: none"> a) where the works include the breaking up or opening of a public sewer in the street, the Sewer Authority; b) where the street is carried or crossed by a bridge vested in a Transport Authority, or crosses or is crossed by any other property held or used for the purposes of a Transport Authority, that Authority; and c) where in any other case the street is carried or crossed by a bridge, the Bridge Authority"
Remedial work	Remedial works are those required to put right defects identified and in accordance with the provisions of the Code of Practice for Inspections and regulations.
Road	See "Street".
Road Categories: <ul style="list-style-type: none"> • Type 0 • Type 1 	Roads carrying over: <ul style="list-style-type: none"> • 30 to 125 msa* • 10 to 30 msa

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<ul style="list-style-type: none"> • Type 2 • Type 3 • Type 4 	<ul style="list-style-type: none"> • 2.5 to 10 msa • 0.5 to 2.5 msa • Up to 0.5 msa <p>*millions of standard axles</p>
Road works	See “Works for road purposes” definition below.
Special Engineering Difficulties (SED)	See Section 1.6. By virtue of section 63 of NRSWA, the term special engineering difficulties relates to streets or, more commonly, parts of streets associated with structures, or streets of extraordinary construction where street works must be carefully planned and executed in order to avoid damage to, or failure of, the street itself or the associated structure with attendant danger to person or property.
Specified Area	That geographical area to which the Permit Scheme applies.
Specified Street	Those streets to which the Permit Scheme applies.
SROH	Specification for Reinstatement of Openings in the Highway.
Standard activities	Standard activities are those activities, other than immediate activities, that have a planned duration of between 4 and 10 days inclusive.
Statutory Undertaker	As defined in section 48(4) of NRSWA, "undertaker in relation to street works means the person by whom the relevant statutory right is exercisable (in the capacity in which it is exercisable by him) or the licensee under the relevant street works licence, as the case may be".
Street	As defined in section 48(1) of NRSWA, "street means the whole or any part of any of the following, irrespective of whether it is a thoroughfare: <ul style="list-style-type: none"> a) any highway, road, lane, footway, alley or passage; b) any square or court; c) any land laid out as a way whether it is for the time being formed as a way or not".
Street Authority	As defined in section 49(1) of NRSWA, "the Street Authority in relation to a street means, subject to the following provisions: <ul style="list-style-type: none"> a) if the street is a maintainable highway, the Highway Authority, and b) if the street is not a maintainable highway, the street managers".
Street works	As defined in section 48(3) of NRSWA, "street works means works of any of the following kinds (other than works for road purposes) executed in a street in pursuance of a statutory right or a street works licence: <ul style="list-style-type: none"> a) placing apparatus; or b) inspecting, maintaining, adjusting, repairing, altering or renewing apparatus, changing the position of apparatus or removing it, or works required for or incidental to any such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street".

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Street works licence	As stated in section 50(1) of NRSWA, "the Highway Authority may grant a licence (a "street works licence") Permitting a person: a) to place, or to retain, apparatus in the street, and b) thereafter to inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it, and to execute for those purposes any works required for or incidental to such works (including, in particular, breaking up or opening the street, or any sewer, drain or tunnel under it, or tunnelling or boring under the street).
TMA	The Traffic Management Act 2004.
Traffic	As defined in section 105(1) of NRSWA, "traffic includes pedestrians and animals"
Traffic control	Any of the five methods of controlling traffic detailed in the Code of Practice "Safety at Street Works and Road Works"
Traffic regulation order	This means an order made under section 1, 6 or 9 of the Road Traffic Regulation Act 1984.
Traffic sensitive street	See section 1.6. This means a street designated by a Highway Authority as traffic sensitive pursuant to section 64 of NRSWA and in a case where a limited designation is made pursuant to section 64(3) any reference to works in a traffic sensitive street shall be construed as a reference to works to be executed at the times and dates specified in such designation.
Transport Authority	As defined in section 91(1)(a) of NRSWA, "Transport Authority means the Authority, body or person having the control or management of a transport undertaking".
Temporary Traffic Regulation Order (TTRO)	This means an order made under section 14 of the Road Traffic Regulation Act 1984 and amendments.
Trunk road	As defined in section 329 of the HA 1980, "trunk road means a highway, or a proposed highway, which is a trunk road by virtue of section 10(1) or section 19 above or by virtue of an order or direction under section 10 above or under any other enactment".
Unique Street Reference Number (USRN)	As defined in the British Standard BS7666.
Urgent activities	Urgent activities are: a) activities (not being emergency activities) whose execution at the time they are executed is required (or which the person responsible for the activity believes on reasonable grounds to be required) (i) to prevent or put an end to an unplanned interruption of any supply or service provided by the undertaker; (ii) to avoid substantial loss to the undertaker in relation to an existing service; or (iii) to reconnect supplies or services where the undertaker would be under a civil or criminal liability if the reconnection is delayed until after the

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	<p>expiration of the appropriate notice period; and</p> <p>b) Includes activity that cannot reasonably be separated or severed from such activities.</p>
Working day	As defined in section 98(2) of NRSWA, "for the purposes of this Part a working day means a day other than a Saturday, Sunday, Christmas Day, Good Friday or a Bank Holiday; and a notice given after 4.30 p.m. on a working day shall be treated as given on the next working day".
Works	Street works or Works for road purposes.
Works for road purposes	<p>As defined in section 86(2) of NRSWA, "works for road purposes means works of any of the following descriptions executed in relation to a highway:</p> <p>a) works for the maintenance of the highway;</p> <p>b) any works under powers conferred by Part V of the Highways Act 1980 (improvement);</p> <p>c) the erection, maintenance, alteration or removal of traffic signs on or near the highway; or</p> <p>d) the construction of a crossing for vehicles across a footway or grass verge or the strengthening or adaptation of a footway for use as a crossing for vehicles".</p>

24 APPENDIX B: POLICY STATEMENT - CIRCUMSTANCES IN WHICH THE PERMIT AUTHORITY WILL REVIEW, VARY OR REVOKE PERMITS ON ITS OWN INITIATIVE

- 24.1.1 Once a Permit has been issued, the Promoter should have reasonable confidence that the road space will be available for them. However, circumstances beyond the Permit Authority's control may occur which may cause the Authority to review the Permit and as a result, may lead to the conclusion that the Permit or its conditions need to be changed or revoked.
- 24.1.2 The Permit Authority's policy is to avoid making such changes other than in exceptional circumstances which could not reasonably have been predicted or where the impact is significant. Such events may include floods and other adverse weather conditions, burst mains, dangerous buildings, etc. which may result in traffic being diverted onto the road where the activity was underway or about to start.
- 24.1.3 If the consequent disruption of such events cannot be mitigated in a way other than by changing or revoking the Permit, the Permit Authority will adopt the following procedure:
- i. As soon as the Permit Authority is aware that it may be necessary to vary or revoke a Permit, it will contact the Promoter to discuss the best way of dealing with the situation.
 - ii. If these discussions lead to an acceptable solution for both the Permit Authority and the Promoter, the Authority will either issue a new Permit incorporating the agreed changes or the Promoter can apply for a Permit variation from which the Authority will issue the new Permit.
 - iii. In the event that agreement cannot be reached, the Permit Authority will issue a new Permit on the terms it considers reasonable but the Promoter would have the option of invoking the dispute resolution procedure as set out in Section 19.
 - iv. No fee will be charged for variations or the revoking of a Permit where it is initiated by the Permit Authority unless, at the same time, the Promoter seeks variations which are not the result of the circumstances causing the Permit Authority's action.
- 24.1.4 The above policy does not restrict the Permit Authority from revoking a Permit if the Promoter is considered to be acting unreasonably and causing unnecessary disruption on site or to the flow of traffic or pedestrians.

25 APPENDIX C: POLICY STATEMENT - EMPLOYMENT OF SANCTIONS

- 25.1.1 Failure to obtain a Permit, where one is required to undertake specified activities in a specified street, or to commit a breach of a Permit condition, constitutes a criminal offence under the Regulations. The Permit Authority is empowered to employ three courses of action; Remedial action, Fixed Penalty Notices or Prosecution, to achieve compliance with the Permit Scheme.
- 25.1.2 Before resorting to these courses of action, the Permit Authority will always endeavour to resolve problems and achieve the necessary compliance with the Permit Scheme by informal negotiation with the Promoter concerned.
- 25.1.3 Where it is not possible to informally resolve the situation with the Promoter, the Permit Authority will usually serve a notice on the Promoter in respect of the non-compliance setting down the action that is to be taken within a set timescale. Failure of the Promoter to positively respond to such a notice may result in the Permit Authority carrying out the required action and recovering all reasonably incurred costs from the Promoter.
- 25.1.4 Dependant on the seriousness and persistence of the offence, the Permit Authority may either issue a Fixed Penalty Notice or commence legal proceedings against the Promoter.

26 APPENDIX D: FIXED PENALTY NOTICES (FPNS)

- 26.1.1 Under the Permit Regulations the Permit Authority intends to use FPNs in conjunction with this Permit Scheme.
- 26.1.2 These permit regulations provide for two offences to become fixed penalty offences. This means that they can be dealt with by FPNs, although prosecution through the Magistrates' Courts remains an option for the Permit Authority.
- 26.1.3 FPNs apply only to statutory undertakers and not to highway authorities, but the Permit Authority will monitor highway activities to ensure equal treatment across promoters.
- 26.1.4 Situations will be recorded where highway activities would have been subject to a FPN, had they been carried out by an undertaker. The Permit Authority will use electronic FPNs where possible because they can be processed more easily, but other methods will be used if necessary. An example of a FPN form is in the Permit Regulations

26.2 PAYMENT OF THE FIXED PENALTY NOTICE

- 26.2.1 Part B of the FPN sets out the methods by which the penalty may be paid. The permit regulations schedule 1 gives more information about the arrangements for payment.

26.3 GIVING AN FPN

- 26.3.1 The process for giving an FPN is in Chapter 18 of the Permits Code of Practice

27 APPENDIX E: PERMIT FEES

27.1 PERMIT FEES TABLE

Reinstatement category of street	Main Roads			Minor Roads
	0, 1 and 2	3 and 4		3 and 4
Street designated as traffic sensitive or not	All streets	Traffic sensitive at some times/locations		Non traffic sensitive at any time or location
Time and location of activity	Any time and location	Any part within traffic sensitive times / locations	Wholly within non traffic sensitive times / locations	Any time and location
Provisional Advance Authorisation	£105	£105	£75	£75
Major Works – over 10 days <u>and</u> all major works requiring a traffic regulation order	£240	£240	£150	£150
Major works – 4 to 10 days	£130	£130	£75	£75
Major works – up to 3 days	£65	£65	£45	£45
Standard Activity	£130	£130	£75	£75
Minor Activity	£65	£65	£45	£45
Immediate Activity	£60	£60	£40	£40

Note: That in line with the Permit Authorities policies and procedures, the above fees will be reviewed on an annual basis.

27.2 PERMIT VARIATION FEES

27.2.1 £45 for activities on category 0, 1 and 2 streets, and on 3 and 4 traffic sensitive streets.

27.2.2 £35 for activities on category 3 and 4 non traffic sensitive streets.

27.2.3 If a Permit variation moves an activity into a higher fee category, the Promoter will be required to pay the difference in Permit fee.

27.2.4 No fee is payable if a Permit variation is initiated by the Permit Authority.

27.2.5 The review will take into account the on-going Scheme costs and inflationary rates.

27.2.6 The fees will not exceed the maximum charges as set by the DFT.

27.2.7 All Promoters will be notified of any changes to the fees.

28 APPENDIX F: PERMIT AUTHORITY INFORMATION AND CONTACT DETAILS

28.1.1 For up-to-date information on the by Southampton Permit Scheme and a full list of contact information and mandatory and standardised Permit conditions and related matters go to www.southampton.gov.uk and follow the links to Roads and Highways.

Category 0-2 and Traffic Sensitive Streets							
Current NRSWA Notification Regime Volumes		Estimated Number of Permits per Year					
Actual Volumes by Works Category Type		Estimated Number of Permits by Activity Type					
Works Category	No. of Notified Street Works per Year	Activity Type	Permit Applications	Permits Required for Remedial Works	Cancelled/Abandoned Works	Allowance for Phased Works	Total Permits
Major	54	Provisional Advance Authorisation	54	N/A	N/A	11	65
Standard	318	Major	54	6	8	10	62
Minor with Excavation	2352	Standard	318	32	49	60	361
Minor without Excavation		Minor	2352	235	365	444	2666
Urgent	204	Immediate	269	27	42	51	305
Special Urgent							
Emergency	65						
Remedial Works	0						
Cancelled/Abandoned Works	604						
Sub Total	2993	Sub Total	3047	300	464	577	3460

Category 3-4 Non-Traffic Sensitive Streets							
Current NRSWA Notification Regime Volumes		Estimated Number of Permits per Year					
Actual Volumes by Works Category Type		Estimated Number of Permits by Activity Type					
Works Category	No. of Notified Street Works per Year	Activity Type	Permit Applications	Permits Required for Remedial Works	Cancelled/Abandoned Works	Allowance for Phased Works	Total Permits
Major	189	Provisional Advance Authorisation	189	N/A	N/A	38	227
Standard	828	Major	189	19	26	36	218
Minor with Excavation	13582	Standard	828	83	112	160	959
Minor without Excavation		Minor	13582	1358	1834	2621	15727
Urgent	1161	Immediate	1497	150	202	289	1734
Special Urgent							
Emergency	336						
Remedial Works	0						
Cancelled/Abandoned Works	3036						
Sub Total	16096	Sub Total	16285	1610	2174	3144	18865
TOTAL	19089	TOTAL	19332	1910	2638	3721	22325

Estimated Number of Permit Variations

Category 0-2 and Traffic Sensitive Streets			
Estimated Number of Permit Variations per Year			
Estimated Number of Permit Variations by Activity Type			
Activity Type	Total Number of Permits	Permit Variation (%)	Total Number of Permit Variations
Provisional Advance Authorisation	65	N/A	N/A
Major	62	20%	12
Standard	361	10%	36
Minor	2666	5%	133
Immediate	305	5%	15
Sub Total	3460	N/A	197

Category 3-4 Non-Traffic Sensitive Streets			
Estimated Number of Permit Variations per Year			
Estimated Number of Permit Variations by Activity Type			
Activity Type	Total Number of Permits	Permit Variation (%)	Total Number of Permit Variations
Provisional Advance Authorisation	227	N/A	N/A
Major	218	20%	44
Standard	959	10%	96
Minor	15727	5%	786
Immediate	1734	5%	87
Sub Total	18865	N/A	1013

Hourly Rate Calculation

Personnel Type	Annual Salary	National Insurance (%)	Pension (superannuation) (%)	Working hours/annum	Employee Overhead Rate	Final Hourly Rate	Total Annual Cost
Street Works Officer	24793	7.7	14.9	1531	1.6	£32	£48,634
Street Works Coordinator	31074	7.7	14.9	1531	1.6	£40	£60,955
Traffic Manager	44610	7.7	14.9	1531	1.6	£57	£87,507

Total Employees Required

Category 0-2 and Traffic Sensitive Streets

Street Works Officers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.63	1.91	1.21	0.64	0.47	4.86
Total Permits	65	62	361	2666	305	3460
Total Hours	41	119	437	1695	142	16802
No. of Posts Required	0.03	0.08	0.29	1.11	0.09	1.59
Employee Costs	£1,304	£3,791	£13,883	£53,856	£4,502	£77,336

Street Works Coordinators						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	1.44	2.79	1.35	0.58	0.58	6.75
Total Permits	65	62	361	2666	305	3460
Total Hours	93	174	487	1549	177	23341
No. of Posts Required	0.06	0.11	0.32	1.01	0.12	1.62
Employee Costs	£3,719	£6,942	£19,402	£61,661	£7,049	£98,772

Traffic Managers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.69	1.19	0.63	0.19	0.13	2.83
Total Permits	65	62	361	2666	305	3460
Total Hours	45	74	228	512	38	9799
No. of Posts Required	0.03	0.05	0.15	0.33	0.03	0.59
Employee Costs	£2,569	£4,243	£13,030	£29,274	£2,192	£51,309

Category 3-4 Non-Traffic Sensitive Streets

Street Works Officers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.59	0.89	0.55	0.37	0.42	2.82
Total Permits	227	218	959	15727	1734	18865
Total Hours	135	195	524	5858	721	53231
No. of Posts Required	0.09	0.13	0.34	3.83	0.47	4.86
Employee Costs	£4,281	£6,192	£16,650	£186,098	£22,905	£236,126

Street Works Coordinators						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.72	1.51	0.64	0.27	0.37	3.51
Total Permits	227	218	959	15727	1734	18865
Total Hours	164	329	610	4312	637	66178
No. of Posts Required	0.11	0.22	0.40	2.82	0.42	3.95
Employee Costs	£6,532	£13,108	£24,272	£171,672	£25,342	£240,926

Traffic Managers						
	PAA	Major	Standard	Minor	Immediate	TOTAL
Hours per Permit	0.36	0.58	0.22	0.05	0.05	1.26
Total Permits	227	218	959	15727	1734	18865
Total Hours	82	127	213	740	94	23857
No. of Posts Required	0.05	0.08	0.14	0.48	0.06	0.82
Employee Costs	£4,667	£7,261	£12,148	£42,324	£5,368	£71,768

TOTALS

Street Works Officers	6.45	£313,462	Street Works Officers
Street Works Coordinators	5.57	£339,698	Street Works Coordinators
Traffic Managers	1.41	£123,077	Traffic Managers
TOTAL NO. OF EMPLOYEES REQUIRED	13.42	£776,237	TOTAL EMPLOYEE COSTS

ALLOWABLE COST CALCULATION TEMPLATE - Category 0-2 and Traffic Sensitive Streets

Task Ref.	Permit Task	Permit Task Description	Personnel	Activity Designations					Notice Regime Reduction (%)
				Provisional Advanced Authorisation	Major Permit Application	Standard Permit Application	Minor Permit Application	Immediate Permit Application	
1	PERMIT DATA VALIDATION CHECK	Data validation of received permit application data and associated information for compliance with the Technical Specification for EToN prior to entry into the Local Street Works Register.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.6 0.0 0.0 0.6	1.0 0.6 1.0 0.0 1.3	1.0 0.6 0.5 0.0 1.0	1.0 0.6 0.5 0.0 1.0	1.0 0.6 0.5 0.0 1.0	40% 30% 0%
2	PERMIT DATA CONTENT CHECK	Scrutiny of the permit application data content to verify it is an authentic submission with adequate information that will enable a full assessment of the permit application.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.4 1.6 1.0 4.0	2.0 1.4 1.6 0.5 3.5	2.0 1.4 0.8 0.1 2.3	1.0 0.7 0.8 0.0 1.5	1.0 0.7 0.8 0.0 1.5	30% 20% 5%
3	SUBSISTING SUBSTANTIAL ROAD OR STREET WORK RESTRICTIONS (S58 and s58A of NRSWA)	Assessment to ensure that the permit application will not conflict with a notified restriction or a restriction period that is in force.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.6 0.8 0.0 2.4	2.0 1.6 4.0 2.0 7.5	1.0 0.8 0.8 0.5 2.1	0.5 0.4 0.4 0.5 1.3	0.0 0.0 0.0 0.0 0.0	20.0% 20.0% 5%
4	MAJOR WORKS ACTIVITY FITS SUBSTANTIAL STREET WORKS RESTRICTION CRITERIA	To determine whether the major works activity permit application meets the criteria for substantial street works and subsequent issue of a section 58A notice.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 1.0 3.0 3.0 7.0	2.0 2.0 10.0 3.0 15.0	0.0 0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0 0.0	0% 0% 0%
5	COORDINATION OF PROPOSED ACTIVITIES	There a number of sub-tasks as shown below which encapsulate the discrete items which contribute to the execution of this task:							
a)	SITE AVAILABILITY AND WORK PERIOD REVIEW	Permit application checked to determine if there are any other proposed or subsisting activities that may conflict in the same work period for the location of impact. If necessary establish a suitable solution to accommodate the activity whilst minimising disruption of traffic.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.7 1.4 0.0 2.1	2.0 1.4 2.1 0.0 3.5	1.0 0.7 1.4 0.0 2.1	1.0 0.7 1.4 0.0 2.1	0.0 0.0 0.0 0.0 0.0	30% 30% 5%
b)	COLLABORATIVE WORKING ASSESSMENT	An assessment where every consideration is made for opportunities to seek collaborative working so that the potential disruption or impact for the sum of the individual works can be reduced through site or trench sharing initiatives.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.7 1.6 0.0 2.3	2.0 1.4 4.0 0.0 5.4	5.0 3.5 4.0 0.0 7.5	2.0 1.4 1.6 0.0 3.0	0.0 0.0 0.0 0.0 0.0	30% 20% 0%
c)	TRAFFIC MANAGEMENT TYPE ASSESSMENT	To determine that the traffic management type selected by the activity promoter is relevant and appropriate for the successful execution of the activity. Factors to consider will include those of safety and minimising inconvenience to the highway user.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.7 4.0 0.5 5.2	5.0 3.5 4.0 1.0 8.5	2.0 1.4 4.0 1.0 6.4	1.0 0.7 2.4 0.0 3.1	1.0 0.7 2.4 0.0 3.1	30% 20% 0%
d)	IMPACT ASSESSMENT BY ACTIVITY PROMOTERS	A review is made of the impact assessment set out by the activity promoter. All factors (not just those presented by the promoter) will be considered and judged as having been appropriately determined and mitigated wherever practical. Assessment may be necessary in respect of a reduction of road space and effect on network capacity.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 2.0 4.8 2.0 8.8	5.0 5.0 4.8 1.0 10.8	3.0 3.0 1.9 0.0 4.9	2.0 2.0 1.0 0.0 3.0	0.0 0.0 2.9 0.0 2.9	0% 5% 0%
e)	IMPACT ASSESSMENT ON PUBLIC TRANSPORT OPERATORS	Scrutiny of activities with specific consideration given to the impact on the public transport operators (buses, trains, trams, etc), including the review of any consultations undertaken and checking of stakeholder agreements reached.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 2.0 3.5 0.0 5.5	5.0 5.0 3.5 1.0 9.5	3.0 3.0 3.5 1.0 7.5	2.0 2.0 1.4 0.0 3.4	2.0 2.0 3.5 0.0 5.5	0% 30% 0%
f)	IMPACT ASSESSMENT ON ALL NETWORKS	Scrutiny of activities with specific consideration given to the Network Management Duty responsibility to ascertain the disruption impact on all networks (cycle, freight, etc) have been assessed and mitigated in the most effective manner. Assessment may be necessary in respect of a reduction of road space and effect on network capacity.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.8 3.5 2.0 6.3	5.0 4.0 3.5 1.0 8.5	3.0 2.4 3.5 1.0 6.9	2.0 1.6 3.5 0.0 5.1	2.0 1.6 3.5 0.0 5.1	20% 30% 0%
g)	IMPACT ASSESSMENT ON PLANNED EVENTS, INCIDENTS AND HIGHWAYS ACT 1980 ACTIVITIES (E.G. SKIPS)	To determine whether the proposed works may impact on planned events, incidents affecting the network and Highways Act 1980 activities (e.g. skips). If an impact is identified, the authority to consider options and may enter into dialogue for the resolution with activity promoter and affected stakeholders.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.6 3.0 2.0 5.6	3.0 1.8 1.8 1.0 4.6	3.0 1.8 1.2 0.0 3.0	1.0 0.6 1.2 0.0 1.8	0.0 0.0 0.0 0.0 0.0	40% 40% 0%
h)	ACTIVITY ASSESSED FOR APPROPRIATENESS OF LOCATION OF NEW APPARATUS	Assessment of activity to determine whether the permit application should be refused or revised if the placement of apparatus in the street is likely to cause congestion that could be otherwise avoided or reduced if the apparatus could reasonably be placed in an alternative street.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.6 4.0 1.0 6.6	5.0 4.0 8.0 2.0 14.0	5.0 4.0 5.6 1.0 10.6	2.0 1.6 2.4 0.0 4.0	0.0 0.0 0.0 0.0 0.0	20% 20% 0%
6	COMPLIANCE OF ACTIVITY FOR STREETS SUBJECT TO SPECIAL CONTROLS OR WITH RESPECT TO THE RELEVANT AUTHORITIES	To determine that the proposed activity which may impact on streets that are subject to special controls (such as protected streets, streets with special engineering difficulties, traffic-sensitive streets, or works affecting a bridge or sewer authority) have complied with appropriate legislation. This may include dialogue with structure owner.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.8 1.7 1.0 4.5	2.0 1.8 4.3 1.0 7.1	1.0 0.9 1.7 1.0 3.6	2.0 1.8 1.7 0.0 3.5	1.0 0.9 1.7 0.0 2.6	10% 15% 0%
7	ASSESSMENT OF DURATION OF PERMIT ACTIVITIES	To determine that the permit application estimated duration is reasonable, taking into account all aspects of the activity. Liaise with the activity promoter where duration appears to be excessive with a view to agreeing a revised duration.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	0.0 0.0 3.0 1.0 3.6	3.0 1.8 2.4 0.0 4.2	2.0 1.2 0.6 1.0 2.4	1.0 0.6 0.6 1.0 1.8	1.0 0.6 0.6 1.0 1.8	40% 40% 40%
8	ASSESSMENT OF IMPACT ON EXISTING WORKS LICENSED UNDER SECTION 50 OF NRSWA	To determine whether the proposed activity impacts on apparatus placed under a section 50 licence. Details of the apparatus record to be made available to the activity promoter for consideration within their promoted activity.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	5.0 3.5 0.5 1.0 4.5	3.0 2.1 1.0 1.0 3.6	2.0 1.4 0.5 1.0 2.4	2.0 1.4 0.5 1.0 2.4	2.0 1.4 0.5 1.0 2.4	30% 50% 50%
9	PUBLIC CONSULTATION / NOTIFICATION	To evaluate that appropriate consultation and publicity for the activity has or will take place with relevant stakeholders (such as resident and business groups, frontagers, police, public transport operators, travelling public, etc), and that stakeholders responses have been duly considered by the promoter.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.9 1.4 0.9 3.2	15.0 13.5 7.0 7.0 26.8	10.0 9.0 3.5 3.0 15.2	2.0 1.8 1.4 1.0 4.1	1.5 1.4 1.4 0.0 2.8	10% 30% 10%
10	ENVIRONMENTAL CONSIDERATIONS	To evaluate that any matters which may have an environmental impact (such as noise and dust) are identified and appropriately actioned to demonstrate that the necessary balance of the issues and execution of the activity is reflected. This may include discussions with the appropriate environmental health office.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 2.0 0.7 0.8 3.5	5.0 5.0 3.5 0.8 9.3	2.0 2.0 2.1 1.0 4.9	1.0 1.0 0.7 1.0 2.5	1.0 1.0 0.7 0.0 1.7	0% 30% 20%
11	PROMOTER GENERATED TELEPHONE CALL OR CONTACT	All relevant promoter generated telephone calls and/or emails are processed in regard to submitted permit applications. These may relate to enquiries on progress of application, requests for an early start prior to the submission of an application, or provision of supplementary information necessary for the authority to action approval.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	3.0 2.3 4.5 3.2 10.0	5.0 3.8 7.5 3.2 14.5	3.0 2.3 3.0 3.2 8.5	1.0 0.8 0.8 1.0 2.3	2.0 1.5 0.8 0.8 3.1	25% 25% 20%
12	STRATEGIC PROJECT PLANNING ASSESSMENT	Input may be requested by the activity promoter or required by the authority on activities affecting an area such as a major network or mains replacement programme. Reference to output from routine co-ordination forums may be necessary. This task may operate in advance of a formal permit application.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	0.0 0.0 2.1 0.5 2.6	5.0 4.0 3.5 2.0 9.4	3.0 2.4 3.5 1.0 6.9	1.0 0.8 0.7 0.0 1.5	0.0 0.0 0.7 0.0 0.7	20% 30% 5%
13	CONTROLLED PARKING ASSESSMENT	To evaluate that provisions have been made by the promoter for suspending or modifying controlled parking arrangements. Consideration will also have been given to providing alternative parking arrangements where practicable.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.7 3.5 3.0 7.2	1.0 0.7 3.5 3.0 7.2	1.0 0.7 3.5 3.0 7.2	1.0 0.7 1.4 1.0 3.1	1.0 0.7 0.7 1.0 2.4	30% 30% 0%
14	TEMPORARY TRAFFIC RESTRICTIONS (ROAD TRAFFIC REGULATION ACT 1984)	To verify that provisions have been made by the promoter to obtain the required approval/notice/order that relate to traffic regulation (such as road closures, banned turns, bus lanes, etc).	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	3.0 2.9 1.6 1.0 5.5	10.0 9.5 16.0 1.0 26.5	5.0 4.8 4.0 1.0 9.8	0.0 0.0 0.0 0.0 0.0	1.0 1.0 4.0 1.0 6.0	5% 20% 0%
15	PORTABLE LIGHT SIGNALS	Verify that the authority process for obtaining prior approval for the placement of portable light signals has been undertaken by the activity promoter.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 1.0 1.6 3.0 5.6	1.0 1.0 16.0 3.0 20.0	1.0 1.0 1.6 1.0 3.6	0.0 0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0 0.0	0% 20% 0%
16	DETAILED TRAFFIC MANAGEMENT ASSESSMENT	If an assessment is made that the activity may have an adverse impact on traffic flows, a more detailed traffic management proposal is requested and evaluated prior to permit determination. Evaluation may require scrutiny of activity method statements and site plans.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.6 11.3 1.9 14.8	5.0 4.0 11.3 9.5 24.8	5.0 4.0 7.5 4.8 16.3	2.0 1.6 7.5 1.0 10.1	2.0 1.6 3.0 1.0 5.6	20% 25% 5%
17	ACTIVITY SPECIFIC CO-ORDINATION MEETING	An activity specific office based co-ordination meeting to discuss complex activity proposals (including traffic management proposals and work method). This task may require	Street Works Officers Street Works Co-Ordinators	2.0 5.0	10.0 12.0	4.0 5.0	1.0 3.0	1.0 2.0	30% 40%

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17	ACTIVITY OF LOCAL COORDINATION MEETINGS	attendance of other organisations, such as the police, environmental authority and public transport operators, and will include arranging and facilitating the meeting.	Traffic Managers Adjusted Times	1.4 3.0 2.0 6.4	7.0 7.2 5.0 19.2	2.8 3.0 4.0 9.8	0.7 1.8 1.0 3.5	0.7 1.2 0.0 1.9	0%
18	SITE VISIT	A site visit may be made to ascertain a more detailed understanding of the extent of the proposed activity, the potential impact on environmentally sensitive areas, and any special local circumstances that need to be considered. The site visit may involve other representatives; e.g. the promoter, police, environmental authority, etc.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 20.0 10.0 19.4	5.0 30.0 15.0 30.5	2.0 15.0 5.0 12.9	2.0 5.0 2.0 5.5	1.0 3.0 1.0 3.0	30% 50% 20%
19	PERMIT DECISION AND ATTACHED CONDITIONS	After progression through the tasks of the permit application process, a decision is made to give either: a) Provisional Advanced Authorisation for a Permit; b) Permit Approval; or c) a Permit Refusal. Any approved applications will be issued with relevant conditions attached. Reasons will always be provided with a Permit Refusal.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 4.0 1.0 7.0	5.0 10.0 5.0 20.0	2.0 5.0 2.0 9.0	2.0 2.0 1.0 5.0	2.0 2.0 0.0 4.0	0% 0% 0%
20	ACTIVITY START AND FINISH CHECKS	Data validation and data content check of works start, works clear and works closed notices to ensure the data is compliant with the Technical Specification for EToN and that the notice information is intuitive and consistent with the permit and any conditions applied.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	0.0 0.0 0.0 0.0	5.0 2.0 0.0 4.6	5.0 2.0 0.0 4.6	5.0 2.0 0.0 4.6	1.0 1.0 0.0 1.4	40% 20% 0%
21	REINSTATEMENT NOTICES CHECK	Data validation and data content check of the registered reinstatement for the activity to ensure the data is compliant with the Technical Specification for EToN and that the registration information is intuitive and consistent with the permit, its conditions, and the previous notices information, ie. clear or closed notice.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	0.0 0.0 0.0 0.0	7.0 0.0 0.0 4.2	7.0 0.0 0.0 4.2	7.0 0.0 0.0 4.2	7.0 0.0 0.0 4.2	40% 0% 0%
22	ACTIVITY CANCELLATION	Data validation and data content check for the cancellation notice. Verification that no unauthorised activity has taken place, and that associated parking suspensions, TRO's, etc have been cancelled. Notification of cancelled works to affected stakeholders.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.0 0.0 0.7	4.0 0.0 0.0 2.8	4.0 0.0 0.0 2.8	3.0 0.0 0.0 2.1	3.0 0.0 0.0 2.1	30% 0% 0%
23	INFORMAL DISPUTE RESOLUTION	This task is specific to seeking a local resolution of a dispute. A failure to resolve the dispute will move the issue to the formal dispute resolution stages of the appeals procedures, adjudication and arbitration.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 5.0 1.0 6.1	10.0 10.0 5.0 20.0	3.0 5.0 2.0 7.9	1.0 1.0 1.0 2.5	1.0 1.0 1.0 2.5	20% 30% 0%
24	COMPLAINTS AND ENQUIRIES	To seek ownership and resolution of any complaints or enquiries generated from the promoted activity. These may arise before the activity has commenced in relation to public consultation or notification.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 5.0 2.0 5.4	4.0 5.0 2.0 7.2	3.0 3.0 2.0 5.4	2.0 2.0 1.0 3.3	2.0 2.0 1.0 3.3	40% 40% 10%

TOTAL ACTUAL TIMES	47.0	123.0	46.0	216.0	144.0	229.0	77.5	450.5	94.0	113.5	41.6	249.1	51.5	58.0	13.5	123.0	37.5	47.5	9.0	94.0	22%	25%	6%
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TOTAL ADJUSTED TIMES	38.0	86.5	41.6	166.1	114.8	167.7	71.4	353.8	72.6	81.0	37.9	191.4	38.2	41.5	11.5	91.1	27.9	34.9	7.6	70.3	Total Hours	291.4	411.4	169.9
Street Works Officers																								
Street Works Co-Ordinators																								
Traffic Managers																								
Final Adjusted Times																								

HOURLY RATES for PERSONNEL	£20	£57	£40	£117	£61	£111	£68	£240	£38	£54	£36	£128	£20	£28	£11	£59	£15	£23	£7	£45				
Street Works Officers																								
Street Works Co-Ordinators																								
Traffic Managers																								
PRE-OPERATIONAL FACTOR ALLOWABLE COST																								

Factor Ref.	Additional Operational Factors	Operational Description																					
	The details for any percentage adjustment items required for the overall running of the permit scheme, rather than each element of the individual permit application.																						
A	PRODUCTION OF KEY PERFORMANCE INDICATORS (KPIs)	To run and produce annual reports for a minimum of 4 out of the 7 Key Performance Indicators (KPIs) detailed in the Code of Practice for Permits. The KPIs are designed to provide a means of demonstrating parity of treatment for all activity promoters.		3%	£4		3%	£7		3%	£4		3%	£2		3%	£1						
B	INVOICING COSTS	To produce and issue invoices for PAA, permits, and permit variation fees, including dealing with follow-up queries and chasing outstanding payments due.		9%	£11		9%	£22		9%	£12		9%	£5		9%	£4						
C	IT SOFTWARE AND HARDWARE COSTS	Costs for software and hardware associated with deploying and maintaining an IT system for handling the permit process that is compliant with the Technical Specification for EToN. Costs could include one-off deployment costs, software licenses, software training and ongoing support and development costs. Deductions must be made for any parts of the system that does not apply to the operation of a permit scheme.		4%	£5		4%	£10		4%	£5		4%	£2		4%	£2						
D	UNAUTHORISED AND ABANDONED ACTIVITIES	To assess and action all situations of unauthorised activities irrespective of the stage of works, the activity type, permit conditions or those conditions that may have been considered appropriate. Time spent discussing and assessing a proposed activity that is abandoned before an application would have been required.		7%	£8		7%	£17		7%	£9		7%	£4		7%	£3						
E	MANAGEMENT AND MONITORING	To manage and monitor the operation of a permit scheme to ensure compliance with the provisions of the permit scheme approved by the secretary of state, the legislation, regulations, statutory guidance and code of practice.		6%	£7		6%	£14		6%	£8		6%	£4		6%	£3						
	TOTAL PERCENTAGE FOR ADDITIONAL OPERATIONAL FACTOR			29%	£34		29%	£70		29%	£37		29%	£17		29%	£13					29%	£34

FINAL ALLOWABLE COST	£151	£310	£165	£76	£58
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ALLOWABLE COST CALCULATION TEMPLATE - Category 3-4 Non-Traffic Sensitive Streets

Task Ref.	Permit Task	Permit Task Description	Personnel	Activity Designations					Notice Regime Reduction (%)
				Provisional Advanced Authorisation	Major Permit Application	Standard Permit Application	Minor Permit Application	Immediate Permit Application	
1	PERMIT DATA VALIDATION CHECK	Data validation of received permit application data and associated information for compliance with the Technical Specification for EToN prior to entry into the Local Street Works Register.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.0 0.0 1.9	2.0 1.0 0.0 1.9	1.0 0.0 0.0 0.8	0.5 0.0 0.0 0.3	1.0 0.0 0.0 0.6	40% 30% 0%
2	PERMIT DATA CONTENT CHECK	Scrutiny of the permit application data content to verify it is an authentic submission with adequate information that will enable a full assessment of the permit application.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 0.0 0.0 1.4	5.0 2.0 0.0 5.1	1.0 0.0 0.0 0.7	0.5 0.0 0.0 0.4	1.0 0.0 0.0 0.7	30% 20% 5%
3	SUBSISTING SUBSTANTIAL ROAD OR STREET WORK RESTRICTIONS (S56 and s56A of NRSWA)	Assessment to ensure that the permit application will not conflict with a notified restriction or a restriction period that is in force.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 0.0 0.0 1.6	5.0 2.0 0.0 5.6	1.0 0.0 0.0 0.8	0.5 0.0 0.0 0.4	1.0 0.0 0.0 0.8	20% 20% 5%
4	MAJOR WORKS ACTIVITY FITS SUBSTANTIAL STREET WORKS RESTRICTION CRITERIA	To determine whether the major works activity permit application meets the criteria for substantial street works and subsequent issue of a section 58A notice.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	0.5 1.5 0.5 2.5	1.0 2.0 1.0 4.0	0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0	0.0 0.0 0.0 0.0	0% 0% 0%
5	COORDINATION OF PROPOSED ACTIVITIES	There are a number of sub-tasks as shown below which encapsulate the discrete items which contribute to the execution of this task.							
a)	SITE AVAILABILITY AND WORK PERIOD REVIEW	Permit application checked to determine if there are any other proposed or subsisting activities that may conflict in the same work period for the location of impact. If necessary, establish a suitable solution to accommodate the activity whilst minimising disruption of traffic.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	3.0 2.0 0.0 3.5	2.0 3.0 0.0 3.5	1.0 1.0 0.0 1.4	0.5 0.5 0.0 0.7	2.0 2.0 0.0 2.8	30% 30% 5%
b)	COLLABORATIVE WORKING ASSESSMENT	An assessment where every consideration is made for opportunities to seek collaborative working so that the potential disruption or impact for the sum of the individual works can be reduced through site or trench sharing initiatives.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 2.0 1.0 4.0	2.0 5.0 1.0 6.4	2.0 2.0 0.0 3.0	0.5 0.5 0.0 0.8	0.0 0.0 0.0 0.0	30% 20% 0%
c)	TRAFFIC MANAGEMENT TYPE ASSESSMENT	To determine that the traffic management type selected by the activity promoter is relevant and appropriate for the successful execution of the activity. Factors to consider will include those of safety and minimising inconvenience to the highway user.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 2.0 0.0 2.3	1.0 4.0 2.0 5.9	1.0 2.0 1.0 3.3	0.5 0.5 0.0 0.8	1.0 2.0 0.0 2.3	30% 20% 0%
d)	IMPACT ASSESSMENT BY ACTIVITY PROMOTERS	A review is made of the impact assessment set out by the activity promoter. All factors (not just those presented by the promoter) will be considered and judged as having being appropriately determined and mitigated wherever practical. Assessment may be necessary in respect of a reduction of road space and effect on network capacity.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.0 2.0 5.0	1.0 4.0 2.0 6.8	1.0 2.0 1.0 3.9	0.5 0.5 0.0 1.0	0.0 1.0 0.0 1.0	0% 5% 0%
e)	IMPACT ASSESSMENT ON PUBLIC TRANSPORT OPERATORS	Scrutiny of activities with specific consideration given to the impact on the public transport operators (buses, trains, trams, etc), including the review of any consultations undertaken and checking of stakeholder agreements reached.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 1.0 1.0 2.7	1.0 5.0 1.0 5.5	1.0 1.0 0.0 1.7	0.0 0.5 0.0 0.4	0.0 1.0 0.0 0.7	0% 30% 0%
f)	IMPACT ASSESSMENT ON ALL NETWORKS	Scrutiny of activities with specific consideration given to the Network Management Duty responsibility to ascertain the disruption impact on all networks (cycle, freight, etc) have been assessed and mitigated in the most effective manner. Assessment may be necessary in respect of a reduction of road space and effect on network capacity.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.0 0.0 2.3	2.0 5.0 1.0 6.1	1.0 2.0 1.0 3.2	1.0 1.0 0.0 1.5	2.0 2.0 0.0 3.0	20% 30% 0%
g)	IMPACT ASSESSMENT ON PLANNED EVENTS, INCIDENTS AND HIGHWAYS ACT 1980 ACTIVITIES (E.G. SKIPS)	To determine whether the proposed activities may impact on planned events, incidents affecting the network and Highways Act 1980 activities (e.g. skips). If an impact is identified, the authority will need to consider options and may enter into dialogue for the resolution with the activity promoter and affected stakeholders.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 2.0 0.0 1.8	2.0 5.0 1.0 5.2	1.0 2.0 0.0 1.8	1.0 1.0 0.0 1.2	1.0 2.0 0.0 1.8	40% 40% 0%
h)	ACTIVITY ASSESSED FOR APPROPRIATENESS OF LOCATION OF NEW APPARATUS	Assessment of activity to determine whether the permit application should be refused or revised if the placement of apparatus in the street is likely to cause congestion that could be otherwise avoided or reduced if the apparatus could reasonably be placed in an alternative street.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 2.0 1.0 4.2	2.0 3.0 1.0 5.0	1.0 1.0 0.0 1.6	0.5 0.5 0.0 0.8	0.0 0.0 0.0 0.0	20% 20% 0%
6	COMPLIANCE OF ACTIVITY FOR STREETS SUBJECT TO SPECIAL CONTROLS OR WITH RESPECT TO THE RELEVANT AUTHORITIES	To determine that the proposed activity which may impact on streets that are subject to special controls (such as protected streets, streets with special engineering difficulties, traffic-sensitive streets, or works affecting a bridge or sewer authority) have complied with appropriate legislation. This may include dialogue with structure owner.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 2.0 1.0 4.5	2.0 3.0 1.0 5.4	1.0 1.0 0.0 2.8	0.5 0.5 0.0 0.9	0.5 0.5 0.0 0.9	10% 15% 0%
7	ASSESSMENT OF DURATION OF PERMIT ACTIVITIES	To determine that the permit application estimated duration is reasonable, taking into account all aspects of the activity. Liaise with the activity promoter where duration appears to be excessive with a view to agreeing a revised duration.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 5.0 2.0 5.4	3.0 5.0 2.0 6.0	2.0 3.0 1.0 3.6	0.5 1.0 0.0 0.9	2.0 2.0 0.0 2.4	40% 40% 40%
8	ASSESSMENT OF IMPACT ON EXISTING WORKS LICENSED UNDER SECTION 50 OF NRSWA	To determine whether the proposed activity impacts on apparatus placed under a section 50 license. Details of the apparatus record to be made available to the activity promoter for consideration within their promoted activity.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 2.0 0.0 1.7	1.0 3.0 0.0 2.9	1.0 2.0 0.0 1.7	1.0 0.0 0.0 0.7	1.0 0.0 0.0 0.7	30% 50% 50%
9	PUBLIC CONSULTATION / NOTIFICATION	To evaluate that appropriate consultation and publicity for the activity has or will take place with relevant stakeholders (such as resident and business groups, frontagers, police, public transport operators, travelling public, etc), and that stakeholders responses have been duly considered by the promoter.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 2.0 1.0 3.2	2.0 7.0 3.0 9.4	1.0 2.0 0.5 2.8	1.0 1.0 0.0 1.6	1.0 1.0 0.0 1.6	10% 30% 10%
10	ENVIRONMENTAL CONSIDERATIONS	To evaluate that any matters which may have an environmental impact (such as noise, dust and proximity to trees) are identified and appropriately actioned to demonstrate that the necessary balance of the issues and execution of the activity is reflected. This may include discussions with the appropriate environmental health office.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 1.0 0.0 2.7	2.0 5.0 1.0 6.3	2.0 2.0 0.0 3.4	1.0 1.0 0.0 1.7	0.0 0.0 0.0 0.0	0% 30% 20%
11	PROMOTER GENERATED TELEPHONE CALL OR CONTACT	All relevant promoter generated telephone calls and/or emails are processed in regard to submitted permit applications. These may relate to enquiries on progress of application, requests for an early start prior to the submission of an application, or provision of supplementary information necessary for the authority to action approval.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 4.0 2.0 6.1	2.0 6.0 2.0 6.9	1.0 2.0 1.0 3.1	1.0 1.0 0.0 1.5	1.0 1.0 0.0 1.5	25% 25% 20%
12	STRATEGIC PROJECT PLANNING ASSESSMENT	Input may be requested by the activity promoter or required by the authority on activities affecting an area such as a major network or mains replacement programme. Reference to output from routine co-ordination forums may be necessary. This task may operate in advance of a formal permit application.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 1.0 0.5 2.0	1.0 2.0 1.0 3.2	0.5 0.5 0.5 1.2	0.5 0.5 0.0 0.8	0.0 0.0 0.0 0.0	20% 30% 5%
13	CONTROLLED PARKING ASSESSMENT	To evaluate that provisions have been made by the promoter for suspending or modifying controlled parking arrangements. Consideration will also have been given to providing alternative parking arrangements where practicable.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 1.0 1.0 2.4	2.0 1.0 2.0 4.1	1.0 1.0 0.0 1.4	1.0 0.5 0.0 1.1	1.0 0.5 0.0 1.1	30% 30% 0%
14	TEMPORARY TRAFFIC RESTRICTIONS (ROAD TRAFFIC REGULATION ACT 1984)	To verify that provisions have been made by the promoter to obtain the required approval/notice/letter that relate to traffic regulation (such as road closures, banned turns, bus lanes, etc).	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 2.0 0.0 2.6	1.0 2.0 0.0 2.6	1.0 1.0 0.0 1.8	1.0 0.5 0.0 1.4	1.0 0.0 0.0 1.0	5% 20% 0%

15	PORTABLE LIGHT SIGNALS	Verify that the authority process for obtaining prior approval for the placement of portable light signals has been undertaken by the activity promoter.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 2.0 0.0 1.0 1.6 0.0 2.6	1.0 2.0 0.0 1.0 1.6 0.0 2.6	1.0 1.0 0.0 1.0 0.8 0.0 1.8	1.0 0.5 0.0 1.0 0.4 0.0 1.4	1.0 0.0 0.0 1.0 0.0 0.0 1.0	0% 20% 0%
16	DETAILED TRAFFIC MANAGEMENT ASSESSMENT	If an assessment is made that the activity may have an adverse impact on traffic flows, a more detailed traffic management proposal is requested and evaluated prior to permit determination. Evaluation may require scrutiny of activity method statements and site plans.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 3.0 1.5 0.8 2.3 1.4 4.5	2.0 7.0 3.0 1.6 5.3 2.9 9.7	1.0 1.0 0.5 0.8 0.8 0.5 2.0	1.0 1.0 0.5 0.8 0.8 0.5 2.0	1.0 1.0 0.0 0.8 0.8 0.0 1.6	20% 25% 5%
17	ACTIVITY SPECIFIC CO-ORDINATION MEETING	An activity specific office based co-ordination meeting to discuss complex activity proposals (including traffic management proposals and work method). This task may require attendance of other organisations, such as the police, environmental authority and public transport operators, and will include arranging and facilitating the meeting.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	3.0 8.0 5.0 2.1 4.8 5.0 11.9	5.0 12.0 2.0 3.5 7.2 2.0 12.7	4.0 9.0 2.0 2.8 5.4 2.0 10.2	2.0 3.0 0.0 1.4 1.8 0.0 3.2	0.0 2.0 0.0 0.0 1.2 0.0 1.2	30% 40% 0%
18	SITE VISIT	A site visit may be made to ascertain a more detailed understanding of the extent of the proposed activity, the potential impact on environmentally sensitive areas, and any special local circumstances that need to be considered. The site visit may involve other representatives e.g. the promoter, police, environmental authority, etc.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 10.0 2.0 1.4 5.0 1.8 8.0	2.0 15.0 5.0 1.4 7.5 4.0 12.9	1.0 5.0 2.0 0.7 2.5 1.6 4.8	1.0 1.0 0.5 0.7 0.5 0.4 1.6	1.0 1.0 1.0 1.4 0.5 0.8 2.7	30% 50% 20%
19	PERMIT DECISION AND ATTACHED CONDITIONS	After progression through the tasks of the permit application process, a decision is made to give either: a) Provisional Advanced Authorisation for a Permit; b) Permit Approval; or c) a Permit Refusal. Any approved applications will be issued with relevant conditions attached. Reasons will always be provided with a Permit Refusal.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	2.0 2.0 1.0 2.0 2.0 1.0 5.0	4.0 6.0 2.0 4.0 6.0 2.0 12.0	3.0 2.0 1.0 3.0 2.0 1.0 6.0	2.0 2.0 1.0 2.0 2.0 1.0 5.0	2.0 2.0 0.0 2.0 2.0 0.0 4.0	0% 0% 0%
20	ACTIVITY START AND FINISH CHECKS	Data validation and data content check of works start, works clear and works closed notices to ensure data is compliant with the Technical Specification for ET&N and that the notice information is intuitive and consistent with the permit and any conditions loaded.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	0.0 0.0 0.0 0.0 0.0 0.0 0.0	5.0 3.0 0.0 3.0 2.4 0.0 5.4	1.0 2.0 0.0 3.0 1.6 0.0 4.6	5.0 2.0 0.0 3.0 1.6 0.0 4.6	4.0 1.0 0.0 2.4 0.8 0.0 3.2	40% 20% 0%
21	REINSTATEMENT NOTICES CHECK	Data validation and data content check of the registered reinstatement for the activity to ensure the data is compliant with the Technical Specification for ET&N and that the registration information is intuitive and consistent with the permit, its conditions, and the previous notices information, is clear or closed notice.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	0.0 0.0 0.0 0.0 0.0 0.0 0.0	3.0 6.0 2.0 1.8 0.0 0.0 1.8	2.0 0.0 0.0 1.2 0.0 0.0 1.2	2.0 0.0 0.0 1.2 0.0 0.0 1.2	4.0 1.0 0.0 2.4 1.0 0.0 3.4	40% 0% 0%
22	ACTIVITY CANCELLATION	Data validation and data content check for the cancellation notice. Verification that no unauthorised activity has taken place, and that associated parking suspensions, TRO's, etc have been cancelled. Notification of cancelled works to affected stakeholders.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 0.0 0.0 0.7 0.0 0.0 0.7	2.0 1.0 0.0 1.4 1.0 0.0 2.4	1.0 1.0 0.0 0.7 1.0 0.0 1.7	1.0 0.5 0.0 0.7 0.5 0.0 1.2	1.0 1.0 0.0 0.7 1.0 0.0 1.7	30% 0% 0%
23	INFORMAL DISPUTE RESOLUTION	This task is specific to seeking a local resolution of a dispute. A failure to resolve the dispute will move the issue to the formal dispute resolution stages of the appeals procedures, adjudication and arbitration.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 2.0 0.0 0.8 1.4 0.0 2.2	2.0 4.0 2.0 1.6 2.8 2.0 6.4	1.0 2.0 1.0 0.8 1.4 1.0 3.2	0.5 0.5 0.5 0.4 0.4 0.5 1.3	2.0 5.0 2.0 1.6 3.5 2.0 7.1	20% 30% 0%
24	COMPLAINTS AND ENQUIRIES	To seek ownership and resolution of any complaints or enquiries generated from the promoted activity. These may arise before the activity has commenced in relation to public consultation or notification.	Street Works Officers Street Works Co-Ordinators Traffic Managers Adjusted Times	1.0 1.0 1.0 0.6 0.6 0.9 2.1	2.0 4.0 2.0 1.2 2.4 1.8 5.4	2.0 5.0 1.0 1.2 3.0 0.9 5.1	1.0 0.5 0.5 0.6 0.6 0.5 1.7	1.0 1.0 0.5 0.6 0.8 0.5 1.7	40% 40% 10%
TOTAL ACTUAL TIMES				45.5 63.5 23.5 132.5	71.0 128.0 38.0 237.0	43.5 65.5 14.5 113.5	30.0 22.5 3.0 55.5	34.5 36.0 3.5 74.0	22% 25% 6%
TOTAL ADJUSTED TIMES				35.7 43.4 21.6 100.7	53.6 90.5 34.9 179.0	32.8 38.2 13.3 84.3	22.4 16.5 2.8 41.7	25.0 22.0 3.3 50.3	Total Hours 169.3 210.5 75.9 455.7
DAILY RATES FOR PERSONNEL				£19 £29 £21 £68	£23 £60 £33 £122	£17 £25 £13 £65	£12 £11 £3 £26	£13 £15 £3 £31	
PRE-OPERATIONAL ALLOWABLE COST									

Factor Ref.	Additional Operational Factors	Operational Description										
A	PRODUCTION OF KEY PERFORMANCE INDICATORS (KPIs)	Time to run and produce annual reports for a minimum of 4 out of the 7 Key Performance Indicators (KPIs) detailed in the Code of Practice for Permits. The KPIs are designed to provide a means of demonstrating parity of treatment for all activity promoters.	3%	£2	3%	£4	3%	£2	3%	£1	3%	£1
B	INVOICING COSTS	To produce and issue invoices for PAA, permits, and permit variation fees, including dealing with follow-up queries and chasing outstanding payments due.	9%	£6	9%	£11	9%	£5	9%	£2	9%	£3
C	IT SOFTWARE AND HARDWARE COSTS	Costs for software and hardware associated with deploying and maintaining an IT system for handling the permit process that is compliant with the Technical Specification for ET&N. Costs could include one-off deployment costs, software licenses, software training and ongoing support and development costs. Deductions must be made for any parts of the system that does not apply to the location of a permit scheme.	4%	£3	4%	£5	4%	£2	4%	£1	4%	£1
D	UNAUTHORISED AND ABANDONED ACTIVITIES	To assess and action all situations of unauthorised activities irrespective of the stage of works, the activity type, permit conditions or those conditions that may have been considered appropriate. Time spent discussing and assessing a proposed activity that is abandoned before an application would have been required.	7%	£5	7%	£9	7%	£4	7%	£2	7%	£2
E	MANAGEMENT AND MONITORING	To manage and monitor the operation of a permit scheme to ensure compliance with the provisions of the permit scheme approved by the secretary of state, the legislation, regulations, statutory guidance and code of practice.	6%	£4	6%	£7	6%	£3	6%	£2	6%	£2
TOTAL PERCENTAGE FOR ADDITIONAL OPERATIONAL FACTOR			29%	£20	29%	£35	29%	£16	29%	£7	29%	£9
ALLOWABLE COST			£88	£157	£71	£33	£40					

Total Permit Scheme Cost

Category 0-2 and Traffic Sensitive Streets					
Activity Type	Estimated No. of Permits	Cost per Permit	Estimated No. of Permit Variations	Cost per Permit Variation	Total Cost per Activity Type
Provisional Advance Authorisation	65	£151	N/A	N/A	£9,794
Major	62	£310	12	£45	£19,880
Standard	361	£165	36	£45	£61,373
Minor	2666	£76	133	£45	£207,843
Immediate	305	£58	15	£45	£18,414
Sub Total	3460	N/A	197	£45	£317,305

Category 3-4 Non-Traffic Sensitive Streets					
Activity Type	Estimated No. of Permits	Cost per Permit	Estimated No. of Permit Variations	Cost per Permit Variation	Total Cost per Activity Type
Provisional Advance Authorisation	227	£88	N/A	N/A	£19,968
Major	218	£157	44	£35	£35,793
Standard	959	£71	96	£35	£71,816
Minor	15727	£33	786	£35	£543,643
Immediate	1734	£40	87	£35	£72,199
Sub Total	18865	N/A	1013	£35	£743,419

TOTAL COSTS

£29,762

£55,673

£133,189

£751,487

£90,613

£1,060,723

Permit Scheme Cost Breakdown

Cost Type	Cost
Permit Application Employee Costs	£776,237
Permit Application Operational Factor Costs	£225,109
Total Permit Application Costs	£1,001,346

Permit Variation Employee Costs	£31,463
Permit Variation Operational Factor Costs	£12,851
Total Permit Variation Application Costs	£44,314

TOTAL PERMIT SCHEME COSTS **£1,045,659**

REALITY CHECKS

Provisional Advanced Authorisation

Major Permit Application

Standard Permit Application

Minor Permit Application

Immediate Permit Application

Category 0-2 and Traffic Sensitive Streets

	Provisional Advanced Authorisation	Major Permit Application	Standard Permit Application	Minor Permit Application	Immediate Permit Application
TOTAL TASK TIMES	47.0 123.0 46.0 216.0	144.0 229.0 77.5 450.5	94.0 113.5 41.6 249.1	51.5 58.0 13.5 123.0	37.5 47.5 9.0
ACTUAL PERMIT TIMES					
Street Works Officers	38.0	114.8	72.6	38.2	27.9
Street Works Co-Ordinators	86.5	167.7	81.0	41.5	34.9
Traffic Managers	41.6	71.4	37.9	11.5	7.6
Final Adjusted Permit Times	166.1	353.8	191.4	91.1	
CURRENT NRSWA REGIME TIMES					
Street Works Officers	9.0	29.3	21.4	13.4	9.6
Street Works Co-Ordinators	36.5	61.4	32.6	16.6	12.7
Traffic Managers	4.4	6.1	3.7	2.0	1.5
Final NRSWA Regime Times	49.9	96.7	57.7	31.9	1.5
HOURLY RATES for PERSONNEL					
Street Works Officers	£32	£15	£11	£7	£5
Street Works Co-Ordinators	£40	£41	£22	£11	£8
Traffic Managers	£57	£6	£4	£2	£1
CURRENT COST OF NRSWA PERSONNEL/WORKS	£33	£62	£36	£20	

Category 3-4 Non-Traffic Sensitive Streets

	Provisional Advanced Authorisation	Major Permit Application	Standard Permit Application	Minor Permit Application	Immediate Permit Application
TOTAL TASK TIMES	45.5 63.5 23.5 132.5	71.0 128.0 38.0 237.0	43.5 55.5 14.5 113.5	30.0 22.5 3.0 55.5	34.5 30.0 3.5
ACTUAL PERMIT TIMES					
Street Works Officers	35.7	53.6	32.8	22.4	25.0
Street Works Co-Ordinators	43.4	90.5	38.2	16.5	22.0
Traffic Managers	21.6	34.9	13.3	2.8	3.3
Final Adjusted Permit Times	100.7	178.9	84.3	41.6	3.3
CURRENT NRSWA REGIME TIMES					
Street Works Officers	9.9	17.5	10.7	7.7	9.6
Street Works Co-Ordinators	20.1	37.6	17.4	6.1	8.0
Traffic Managers	1.9	3.1	1.2	0.2	0.3
Final NRSWA Regime Times	31.9	58.1	29.3	13.9	0.3
HOURLY RATES for PERSONNEL					
Street Works Officers	£32	£9	£6	£4	£5
Street Works Co-Ordinators	£40	£25	£12	£4	£5
Traffic Managers	£57	£3	£1	£0	£0
CURRENT COST OF NRSWA PERSONNEL/WORKS	£20	£37	£18	£8	

Total NRSWA Employees (Back Calculation)

Category 0-2 and Traffic Sensitive Streets

Street Works Officers								
	Major (s54)	Major (s55)	Standard	Minor	Emerg & Urgent	Remdial	Cancelled	TOTAL
Hours per Works	0.15	0.49	0.36	0.04	0.16			1.79
Total Works	54	54	318	2352	269	0	604	3651.00
Total Hours	8	26	113	1495	43	0	0	1686.37
No. of Existing Posts	0.01	0.02	0.07	0.98	0.03	0.00	0.00	1.10
Existing Employee Costs	£257	£836	£3,603	£47,506	£1,367	£0	£0	£53,569

Street Works Coordinators								
	Major (s54)	Major (s55)	Standard	Minor	Emerg & Urgent	Remdial	Cancelled	TOTAL
Hours per Works	0.81	1.02	0.54	0.28	0.21			2.66
Total Works	54	54	318	2352	269	0	604	3651.00
Total Hours	33	55	173	649	57	0	0	966.05
No. of Existing Posts	0.02	0.04	0.11	0.42	0.04	0.00	0.00	0.63
Existing Employee Costs	£1,308	£2,198	£6,868	£25,830	£2,258	£0	£0	£38,462

Traffic Managers								
	Major (s54)	Major (s55)	Standard	Minor	Emerg & Urgent	Remdial	Cancelled	TOTAL
Hours per Works	0.07	0.10	0.06	0.03	0.02			0.29
Total Works	54	54	318	2352	269	0	604	3651.00
Total Hours	4	6	20	77	7	0	0	113.14
No. of Existing Posts	0.00	0.00	0.01	0.05	0.00	0.00	0.00	0.07
Existing Employee Costs	£225	£315	£1,130	£4,425	£372	£0	£0	£6,467

Category 3-4 Non-Traffic Sensitive Streets

Street Works Officers								
	Major (s54)	Major (s55)	Standard	Minor	Emerg & Urgent	Remdial	Cancelled	TOTAL
Hours per Works	0.16	0.29	0.18	0.13	0.16			0.92
Total Works	189	189	828	13582	1497	0	3036	19321.00
Total Hours	31	55	148	1732	238	0	0	2203.63
No. of Existing Posts	0.02	0.04	0.10	1.13	0.16	0.00	0.00	1.44
Existing Employee Costs	£986	£1,746	£4,691	£55,010	£7,569	£0	£0	£70,001

Street Works Coordinators								
	Major (s54)	Major (s55)	Standard	Minor	Emerg & Urgent	Remdial	Cancelled	TOTAL
Hours per Works	0.34	0.63	0.29	0.10	0.10			1.45
Total Works	189	189	828	13582	1497	0	3036	19321.00
Total Hours	63	118	239	1370	151	0	0	1941.49
No. of Existing Posts	0.04	0.08	0.16	0.69	0.10	0.00	0.00	1.27
Existing Employee Costs	£2,521	£4,709	£9,533	£54,526	£6,010	£0	£0	£77,298

Traffic Managers								
	Major (s54)	Major (s55)	Standard	Minor	Emerg & Urgent	Remdial	Cancelled	TOTAL
Hours per Works	0.03	0.05	0.02	0.00	0.00			0.11
Total Works	189	189	828	13582	1497	0	3036	19321.00
Total Hours	6	10	17	40	6	0	0	78.16
No. of Existing Posts	0.00	0.01	0.01	0.03	0.00	0.00	0.00	0.05
Existing Employee Costs	£342	£558	£947	£2,264	£367	£0	£0	£4,467

TOTALS

Street Works Officers	2.54	£123,570	Street Works Officers
Street Works Coordinators	1.90	£115,760	Street Works Coordinators
Traffic Managers	0.12	£10,934	Traffic Managers
TOTAL NO. OF NRSWA EMPLOYEES	4.56	£250,265	TOTAL EMPLOYEE COSTS

Additional Employees Required for Permits

Calculation 1	No.	+ / -
Total Employees Required for Permit Scheme Operation	13.42	
Total NRSWA Employees (Back Calculation)	4.56	
Total Number of Additional Employees Required for Permit Scheme Operation	8.86	194%

Calculation 2	No.	
Actual No. of NRSWA Employees Currently Employed	0	
Estimated No. of Additional Employees Required for Permits	0.00	
Total Employees Required for Permit Scheme Operation	0.00	

Deviation From Existing Employee Number Calculation (2)	13.42
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94.0



70.3



23.7



£15



68.0



50.2



17.8



£11

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