

Place Directorate

Southampton City Council
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Please ask for: Stuart Love

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Our ref: SL/jlh
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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:



A handwritten signature in black ink, appearing to read "Stuart Love", written over a horizontal line.

Name (block capitals): STUART LOVE

Position: Director Place

Authority: Southampton City Council

Date: 31st July 2014