

Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

Early Start Processes – prior to making a Permit application

Yorkshire Common Permit Scheme: Advice Note No. Seven

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| Document Name: | <i>Early Start Process – prior to making a permit application</i> | Document No: YPAN/007 |
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| Related Documents: | | |

Background:

The YCPS scheme document (6.10.12) states that:

“A promoter may request an early start before or after applying for a PAA or a permit application as appropriate. Where this is agreed after the original permit application is made, the promoter shall submit a variation to the application”.

This statement clearly states the appropriate action where an early start is required once a permit application has been approved, i.e. that the promoter should make a variation application and that a variation charge would apply in such instances. However, the process for early start requests prior to a permit application being made is open to interpretation. This Advice Note sets out two options for works promoters to request an early start before a permit application has been made.

Advice:

The two options are outlined below:

Option 1

1. An application is received with the start date reflecting the correct notice period.
2. A comment is sent requesting an early start.
3. The authority sends a return comment advising if the early start has been granted, including an agreement reference if appropriate.
4. If the early start has been granted a modified or varied application is sent with the early start dates and reference.
5. The modified or varied application is then assessed.

Option 2

1. An application is received containing an early start request and dates.
2. The application is then assessed including the early start

At the start of the permit scheme, authorities will use the options as follows:

Option 1: Sheffield.

Option 2: Barnsley, Doncaster, Kirklees, Leeds, and Rotherham

NB: These options apply to permit applications only. Early start requests for NRASWA notices should continue to follow agreed processes.

End of Doc

Yorkshire Common Permit Scheme Authorities