

**YORKSHIRE COMMON PERMIT SCHEME
Sheffield City Council**

Development Services

**Working to deliver
Part 3 of the
Traffic Management Act**



SCHEME SUPPLEMENTARY INFORMATION



Document Summary

Document History

The Scheme Supplementary Information was produced to accompany the Yorkshire Common Permit Scheme (Sheffield) submitted to the Secretary of State in January 2012 is V1.0

When the Yorkshire Common Permit Scheme was amended to comply with the Traffic Management Permit Scheme Amendment Regulations 2015, the Scheme Supplementary Information was revised and is Version 2.0 of the document.

Date	Version	Comment
January 2012	1.0	
September 2015	2.0	Compliance with amended permit scheme regulations.

Date Version Comment

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1 September 2015 – 2.0 Notice given

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1. Introduction

The Yorkshire Common Permit Scheme (YCPS) came into Effect in Sheffield City Council on 12 June 2012, operating under a Statutory Instrument (SI) made by the Secretary of State. The Deregulation Act 2015, the Statutory Instrument 2015 No.958 (The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015) ('the Amendments Regulations') amend the statutory background for permit schemes. The Deregulation Act 2015, removed the requirement for permit schemes to be approved by the Secretary of State and given effect by Statutory Instrument. The Deregulation Act 2015 (Schedule 10) amended Part 3 of the Traffic Management Act 2004 to enable authorities (local highway authorities or strategic highway companies) to approve their own schemes and to vary or revoke existing schemes.

The Deregulation Act 2015 provided that a scheme which previously had effect by virtue of Statutory Instrument made by the Secretary of State under s.34(4) of the Traffic Management Act 2004, was from 30 June 2015 to be treated as if it had been made by the highway authority by order under section 33A (2) of that Act. Each local highway authority (permit authority) was required to make, vary or revoke its permit scheme by order, so as to ensure that by 1 October 2015 the scheme was in compliance with the Amendment Regulations.

The YCPS document was reviewed to ensure compliance with the 2007 regulations, the Revised Fee Structure in the Additional Advice Note (issued January 2013), and with the Amendment Regulations, and that due regard was taken of the Statutory Guidance for Highway Authority Permit Schemes – Permit Scheme Conditions (issued March 2015), which is subject to periodic review.

This supplementary document contains information about those parts of the permit scheme that are likely to be subject to change, for example, permit fees, or are to be developed in conjunction with works promoters over the lifetime of the scheme, for example, performance measures.

2. Background and Anticipated Benefits

The Permit Scheme has been developed with the key objective of minimising delays to road users as a result of road and street works. The scheme will help to meet and support the following transport objectives;

- To make substantial progress towards a low-carbon transport system
- To improve connectivity to support economic activity and economic growth
- To enhance the quality of life of people in the region's diverse communities, and visitors and commuters to the region (including health, safety, equality, air quality, noise and the natural environment).

2.1 Anticipated Benefits

Sheffield City Council has a vision for excellent transport in Sheffield which will empower people to make informed choices about the way they travel. A good Transport system will help contribute towards the social, economic and environmental improvements the Council wishes to achieve in the city, including;

- Increasing opportunities for everybody.
- A competitive low-carbon economy.
- A better environment.

The City Council's Corporate plan for 2010-13, 'A City of Opportunity' contains ambitions to lead the city's transformation and to protect the environment. Priorities contained within these ambitions include, 'reducing traffic congestion and the city's carbon footprint, public transport that is easy for people to use and delivering for business and encouraging enterprise'.

The reduction of unnecessary traffic congestion and the certainty of reliable journey times for all forms of transport are key steps towards achieving a competitive, low carbon economy, which a Permit Scheme can help to achieve through well planned, co-ordinated works on our highway network.

3. Scheme Objectives

The objectives for the Yorkshire Common Permit Scheme (Sheffield) are:

- 3.1** Key Objective: Minimising delay and reducing disruption to road users arising from road and street works activity.
- 3.2** Parity Objective: Ensuring parity between promoters of street works and works for road purposes.

Supplementary Objectives:

- 3.3** To protect the structure of the street and the integrity of apparatus in it;
- 3.4** To encourage proactive, rather than reactive, attitudes to activities by promoters. It will be easier to reject a permit application for non-supply of required information than it will be to impose a directive on a Notice. This change in culture will result in the supply of more information to Sheffield City Council, which will better enable it to manage the network, coordinate activities within Sheffield City Council and across adjacent authorities, and reduce disruption to users of the highway. This information is provided to the general public enabling informed journey choices;
- 3.5** To ensure safety for those using, living or working on the street, including those engaged in activities controlled by the Permit Scheme;
- 3.6** To improve activity planning by all promoters;
- 3.7** An aid to help improve public transport efficiencies.

3.8 Specific Authority Objectives

By introducing this Permit scheme Sheffield City Council is working towards reducing delay to traffic during road and streetworks, thereby helping to

- Provide more reliable journey times, particularly for public transport.

- Provide more reliable information on potential delays to traffic to allow the public to make more informed travel choices.
- Reduce CO2 emissions

3.9 Measurement of the Objectives

To demonstrate the effectiveness of the scheme in meeting the stated objectives, Sheffield City Council will also work with the other participating authorities and representatives of the major utility companies in a joint working group to develop relevant measures in order to deliver Scheme objectives and benefits. Sheffield City Council; will also take into account any future guidance on evaluation, such as nationally agreed Key Performance. Current measures include the following:

- 3.9.1** Comparative analysis based upon selected streets against base-line data in a cost-benefit analysis conducted prior to the commencement of the Permit Scheme. This measure relates to Objective 3.1 and to Benefit 1 in 6.1.
- 3.9.2** A key principle of the Permit Scheme is to demonstrate parity of treatment for all activity promoters. This relates to Objective 3.2 and the proposed measures are set out in Section 6.1.
- 3.9.3** The number of apparatus damages reported and reinstatement remedial works will be measured by activity promoter. This relates to Objective 3.3 and to Benefit 2 in 6.1.
- 3.9.4** Evaluation of the provision of information under the Permit Scheme compared to under the noticing system. This measure relates to Objectives 3.4 and 3.7 and to Benefit 3 in 6.1.
- 3.9.5** An analysis of compliance of all work promoters with the “Safety at Street Works and Roadworks: a Code of Practice”. This relates to Objective 3.5 and to Benefit 4 in 6.1.
- 3.9.6** Permit applications where adequate details have not been provided will be measured. This relates to Objective 3.6 and to Benefit 5 in 6.1.
- 3.9.7** Reporting the number of customer complaints regarding road and street works, categorised in specific road user groups. This relates Objective 3.4 and to the perception of the way in which works are planned and undertaken, and so links to Benefits 1 to 5 in 6.1.
- 3.9.8** Sheffield City Council as Permit Authority will work with all the other participating authorities and all work promoters to develop relevant additional measures as the Permit Scheme develops over time in order to deliver Scheme objectives and benefits, including:
 - Documenting evidence relating to the level of competency reached in managing permit applications and the training provided to ensure that permits are administered by qualified staff; and
 - Enabling activity promoters to establish standard procedures in order to be able to provide common permit content, across the Yorkshire Common Permit Scheme.

4. Parity

Sheffield City Council as Permit Authority will demonstrate parity of treatment for all activity promoters, particularly between undertakers and its own activities as highway authority. The issue of equal treatment is emphasised in the *Guidance on the Network Management Duty* introduced under the TMA.

4.1 Key Parity Measures

1. The number of permit and permit variation applications received, the number granted and the number refused
<p>This will be measured by promoter and shown as:</p> <ul style="list-style-type: none">• 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
2. The number of conditions applied by condition type
<p>This will be measured by promoter and shown as:</p> <ul style="list-style-type: none">• 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. <p>This KPI is dependent upon the use of standard conditions. Specific conditions will be grouped into a single category that may be analysed more fully if required.</p> <p>The number and types of condition applied are likely to be determined by the specific location, scale and category of the works. There will be a need to separate the data to get down to reasonably equivalent situations. For example, if for minor works on category 2 streets, one promoter had an average of four conditions and another had an average of seven conditions then that would suggest an imbalance. Similarly, if one promoter had conditions for restricted hours of working on traffic-sensitive streets in 90% of cases and another had such conditions in only 60% of cases, then that would raise a question.</p>
3. The proportion of approved extensions
<p>This will be measured by promoter and shown as:</p> <ul style="list-style-type: none">• 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.

4. The number of agreements to work in section 58 and section 58A restrictions
<p>This will be measured by promoter and shown as:</p> <ul style="list-style-type: none"> the number of applications made to carry out works where a section 58 or 58A restriction is in place, other than the allowed exceptions: the number of agreements given for these works to take place as a percentage of the total number of requests.
5. The percentage of PAA, permits and applications cancelled
<p>This will be measured by promoter and shown as:</p> <ul style="list-style-type: none"> the number cancelled as a percentage of the total of each

5. Benefit Tracking

Any activity carried out in the street has the potential to cause disruption depending on how long it lasts, where it is carried out, its scale and potential relation to other activities which may be taking place. The introduction of the Yorkshire Common Permit Scheme provides the opportunity to realise a number of benefits to road users, local residents and businesses in the Sheffield City Council area through better control.

Sheffield City Council will establish a series of measures designed to track delivery of the anticipated benefits. The measures will be subject to periodic reviews (at least annually) carried out by Sheffield City Council in consultation with activity promoters to reflect the following:

- Meeting of the permit scheme requirements
- The drive towards continuous improvement:
- Particular issues relating to achievement of the stated benefits:
- Any potential revisions to the Yorkshire Common Permit Scheme Sheffield;
- New initiatives; or
- Benefit proposals

Sheffield City Council as Permit Authority shall assess the performance of all activity promoters against the tangible or intangible benefit. This assessment will be published annually or more frequently if deemed necessary by Sheffield City Council as Permit Authority.

6. Key Success Measures

6.1 Tangible Benefits

Benefit claimed – 1. Minimising delay and reducing disruption to road users arising from street and road works activity
<p>Measure description:</p> <p>This will measure for all works promoter the average delay at works and disruption caused:</p>

- A process to calculate average journey times and traffic flows between selected points on specific days and times of the day (when the technology is available);
- A mechanism for calculating average lane occupancy by road works and street works (when the technology is available);

Anticipated improvement: Increased journey time reliability and reduced occupation of the highway.

Businesses can operate more efficiently through the quicker and more reliable delivery of goods, service to customers, etc.

Benefit claimed 2. – Reduction in remedial measures

Measure description:

This is a measure of the number of reported utility damages and reinstatement remedial works. It will be measured by activity promoter and shown as:

- the number of reported apparatus damages caused by the activity promoter added to the number of remedial work activities carried out. It will be expressed as a percentage of the total activities carried out.

Anticipated improvement: On-going reduction in percentage figures.

Benefit claimed – 3. Better information for road users

Measure description:

This is a measure of the quality of information supplied in the permit, compared with the previous noticing arrangements:

- The percentage of potential FPN or “shadow” FPNs that could be given for defined categories.

Anticipated improvement: an on-going reduction in the percentage.

Improved information in the Permit Register will be used to enable road users to make better informed journey choices.

Public transport can operate more easily, potentially relieving congestion on the road by maximising the use of the existing network.

Benefit claimed - 4. Improved compliance with the ‘Safety at Street Works and Road Works Code of Practice’

Measure description:

This will be measured across all promoters and compared with benchmark data gathered prior to the commencement of the permit scheme:

- The number of category A inspection passes as a percentage of the total number of inspections.

Anticipated improvement: Increased percentage pass rate.

Benefit claimed – 5. Improved activity planning

Measure description:

This will measure the effort that an activity promoter has taken to consider all the information held about the street where the activity is to take place. It will be shown as:

- The number of rejected permit applications where adequate details have not been provided in relation to information held in the ASD.

Anticipated improvement: Ongoing reduction in rejection numbers.

6.2 Intangible Benefits (not measured)

The need to book space and undertake the activity within a specified time period will focus attention on improved planning and activity scheduling by activity promoters.

Administrative improvements – more consistent consideration of factors relating to proposed activities will lead to improved certainty that the activity will take place as planned. Also, appropriate and correct information exchange will take place first time.

Improved standards of information between activity promoters and Sheffield City Council as Permit Authority will lead to improved relationships, cooperative working and mutual support.

Improved public perception of the way in which activities are planned and undertaken.

7 Permit Streets

The Yorkshire Common Permit Scheme covers all streets included in the area which are:

- Specified as reinstatement categories 0,1, 2 (reinstatement categories under NRSWA as defined in the *Specification for the Reinstatement of Openings in Highway*
- Streets with special controls designated under NRSWA as protected streets and traffic sensitive streets. The street will be included in the Yorkshire Common Permit Scheme if any part of the length of the street is designated as traffic sensitive and if the designation applies only to certain times of the day, days of the week or days of the year.

8. Permit Fees

The fee levels which take account of the Revised Fee Structure set out in the Additional Advice Note issued by the DfT in January 2013 for Sheffield City Council that apply from 1 October 2015 are shown in Table 1 below:

	Sheffield City Council Permit Fee	Maximum allowable fee (DfT)
Provisional Advance Authorisation	£99	£105
Major works – over 10 days and all major works requiring a traffic regulation order	£206	£240
Major works – 4 to 10 days	£130	£130
Major works – up to 3 days	£65	£65
Standard activity permit	£109	£130
Minor activity permit	£58	£65
Immediate activity permit	£55	£60

Fees for variations to permits are: £45.

Details of the current permit fees will be published on the Council's website.

Details of Discount for works on Traffic Sensitive streets wholly outside Traffic Sensitive times

Sheffield City Council offers a 30% discount for works in traffic sensitive streets where those works take place wholly outside traffic sensitive times, in accordance with Amendment regulation 12 (b) which amends regulation 30.

Promoters must claim this concession by using the 'Traffic Sensitive' Applicable Designation' code in the current EToN Technical Specification to indicate that the works will not take place during traffic sensitive times and should also note the claim for a discount as a conditions in their permit application. As the permit fee will be based only on this information, and not on what a promoter says after the event has happened, it is therefore important to make applications as accurate as possible.