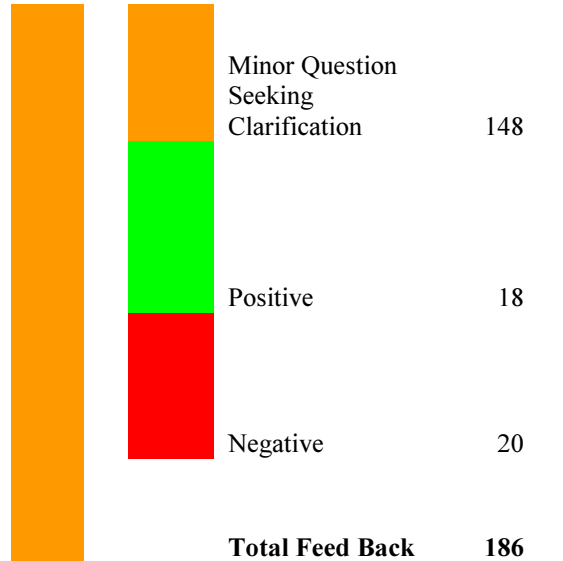


## Appendix A

No.	Feed Back Type	Authority	Document Section	Feedback	Response
1	Question	All	1.3.4 Measurement of Objectives	Bullet 2 and 3 – “when technology becomes available” – the lack of technology undermines demonstration of the delivery of the objective. How will this be demonstrated in the interim?	The permit Scheme is designed to run for many years and provision has been made to allow it to develop as the technology becomes available. In the interim other measures will be used.
2	Question	All	1.3.4 Measurement of Objectives	Final Bullet – Please clarify, the statement does not make sense, particularly the context of the final sentence	The aim of the scheme is to provide the best possible service to all users, in reducing the disruption, protecting the infrastructure etc, the competency of officers administering the scheme and of works promoters in submitting permit applications. The bullet point will be re-written to ensure clarity.
3	Question	All	1.4.5 (2) Registerable activities	Please confirm whether a permit is required for the following activities: Simultaneous opening and closing lids if undertaken at a non traffic sensitive time On-going longer term activities such as venting	If the works do not involve the use of any form of temporary traffic control as defined in the Code of Practice for Safety at Street Works and Road Works, and/or require a TTRO, or reduce the number of lanes available on a carriageway of three or more lanes then no permit will be required.
4	Question	All	1.4.6 (3) Non Registerable activities	Please justify why the Fire Service are able to carry out routine maintenance (testing) of their apparatus without a permit at non traffic sensitive times, yet this opportunity is not extended to Utilities under similar circumstances?	See the answer to 1.4.5 (2) above. The statement in 1.4.6 (3) is to include the Fire Service. This statement is also included in the HAUC(UK) Code of Practice for Permits.
5	Question	All	1.4.6 Section 50 licence holders	How will the Permit Scheme affect Section 50 licence applicants as their activities are equally as intrusive and should be subject to the same obligations and conditions as Utility works?	Section 50 works are a registerable activity, however in order to clarify this the document will be amended to insert a second paragraph in section 1.4.4 of the document :- ‘‘Works to be undertaken under Section 50 of NRASWA on a street covered by this permit scheme will require appropriate permit(s), which will be obtained by the street authority, on behalf of the licence holder.’’
6	Question	All	2.4.1 Principles of Coordination	Bullet 3, “...those empowered to take decisions” – this is an obligation Utilities are unable to meet. Decision makers are unlikely to be in a position to attend coordination meetings, however competent representatives will continue to attend, take away actions and feed back appropriately. Utilities request this section by rephrased accordingly	This is an existing requirement, under 2.2.2 of the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and related matters which states that ‘...The key principles of effective co-ordination are regular input and attendance of relevant people (those empowered to take decisions) at co-ordination meetings;’ This requirement is also included in the HAUC(UK) Code of Practice for Permits.
7	Question	All	2.4.2 YHAUC	This section seems irrelevant, and should be removed from the permit document	This section of the document reflects the HAUC(UK) Code of Practice for Permits in suggesting that regional HAUC meetings are part of both the performance management and permit dispute process.
8	Question	All	2.6.3 Entering Information into the Register – FPI’s	What does, “..Promoters should send forward planning information about works electronically in accordance with the current Technical Specification for EToN” mean?.....are FPI’s mandatory? Utilities believe this has been superseded by the YHAUC agreement to communicate long term coordination using the Appendix E spreadsheet.	This section has been included to ensure compliance with the HAUC(UK) Code of Practice for Permits. FPI’s should be used, via EToN, to complement the long term Appendix E spreadsheet but aren’t a mandatory requirement or a replacement.
9	Question	All	3.4.1 Access to Register	How will undertakers and partners access the register?	Undertakers will access the permit register through the individual Permit Authorities public website. Address details and user instructions will be made available to undertakers and other interested parties should the Yorkshire Common Permit Scheme be implemented.
10	Question	All	3.4.1 Access to Register	Will undertakers have access to the full content of the permits register? (as specified in 3.3)	Work promoters will have access to all current and proposed works on the permit register. ASD information will be available to Works Promoters via the NSG.
11	Question	All	3.4.1 Access to Register	What back up process and systems will be made available in the event of unplanned down-time to facilitate access to the register?	Each Permit Authority’s IT systems have resilience and Business Continuity Plans in place.
12	Question	All	3.4.1 Access to Register	Please provide details of the back up process requested as above and a proposed service level agreement relating to restoration of service	Each Permit Authority will contact Utilities individually regarding unplanned down time and access to the register.



13	Question	All	4.2 Testing	How and who will be testing access to the permits register?	The permit register utilises an amended version of the Street Works Register. The Street Works Register is currently available to view via the councils' public websites. As part of the implementation plan testing of the permit transmissions will take place between utility and authority systems.
14	Question	All	4.2 Testing	It is requested that a minimum of one calendar month advance testing (across all Utility EToN systems)	Communication testing will be built into the Permit Scheme implementation plan.
15	Question	All	4.4.1 (k) Information for the ASD – Vulnerable Road Users	Could the inclusion of information relating to Vulnerable Road Users as part of ASD break data protection laws relating to individuals private information? Please clarify what information would be made available and to what benefit.	Permit Authorities will be responsible for ensuring any information held as ASD complies with the Data Protection Act. Information held about establishments or known issues at particular locations will not contain details of any individuals
16	Question	All	5.7 Early notification of Immediate Works	Utilities request clarification on the process for dealing with early notification of immediate works commenced out of hours (please clarify process and contact numbers)	This section is included primarily to future-proof the scheme. If streets are designated within the ASD, the Permit Authority will provide contact details and suitably trained staff to discuss the proposed works with the work promoter, particularly in relation to traffic management and works methodology.
17	Question	All	5.8.11 Speed limits	Will the road speed limits be available on the NSG for all Permit Streets from the date of implementation? If not please advise how and where Utilities will be able to access this information.	It is the intention of Permit Authority to hold speed restriction data as ASD. If data is not available at the commencement of the scheme the relevant speed limit can be obtained by contacting the permit authority or by inspecting the site.
18	Question	All	6.3 Permit Administration	Please clarify the meaning of, “suitably qualified team of people” – what qualifications and/or experience will individuals have?	Senior managers will ensure that all officers administering the Permit Scheme are suitably trained and qualified.
19	Question	All	6.7 Applications to Interested Parties	What proof of consultation with interested parties will be required, particularly those who do not have access to electronic systems. Does “electronic systems” relate to EToN or a wider interpretation such as email?	The Permit Authority trusts that if a Work Promoter states that it has consulted an interested party it has done so. The Work Promoter can agree an appropriate means of communication with specific interested parties. Should an interested party later complain that it has not been consulted the Work Promoter will be offered the opportunity to demonstrate compliance with the relevant permit condition.
20	Question	All	6.8.1 Additional Information Appendix 1	Utilities request the rewording of final paragraph, “...information that can not be passed via EToN <u>should</u> be sent....using the additional information form referenced in Appendix 1” to read “can be” not “should”. Utilities believe the specific use of the additional information form should be an option, not a requirement.	Agreed, the document will be amended. However all the additional information specified within appendix K must be included in the submission. For consistency it is recommended that the format shown in Appendix K is used.
21	Question	All	6.8.1 Additional Information that can not be processed via EToN	Please clarify how each authority would like to receive attachments such as traffic management plans, drawings indicating works footprint etc. Please also specify the format of drawings i.e. GIS maps and any destination email addresses to be used.	Electronic methods should be used. If EToN attachments are not available at the commencement of the scheme, it is suggested that PDF attachments via e-mail would be appropriate for plans/drawings. For consistency it is recommended that the format shown in Appendix K is used. All contact details will be included in Appendix C.
22	Question	All	6.8.1 Additional Information that can not be processed via EToN	Please clarify whether separate plans and attachments are required for each street as part of a Major Works scheme or could the overall high level area plan be provided instead (which is usually discussed in advance of the works taking place)	Working footprint drawings could be submitted as one high level area plan. Detailed Traffic Management Plans would be submitted per section of street where required, for clarity.
23	Question	All	6.8.5 Immediate Activities Vulnerable Streets	Utilities request clarification on the process for dealing with early notification of immediate on vulnerable streets identified and begun out of hours (please clarify process and contact numbers). How will the logged phone call and unique reference number process be managed out of hours?	Please refer to response to Q.16 above
24	Question	All	6.8.5 Immediate Activities Vulnerable Streets	Where would the unique reference number (given following the logged call on identification of Immediate Works on vulnerable streets) be annotated within the Permit Application in EToN?	Please refer to response to Q.16 above

25	Question	All	6.8.10 Depth - wording	Utilities request rewording of second sentence first paragraph, “While this <u>might</u> be expressed..” to say “may be expressed...”	The HAUC(UK) Code of Practice for Permits uses “might” in ref. 10.14.7 Page 67.
26	Question	All	6.8.10 Depth – use of Appendix 1	Utilities believe the specific use of the additional information form should be an option, not a requirement	Please refer to response to Q. 20 above
27	Question	All	6.10.11 Contact Person	Utilities request that the paragraph relating to contact person be amended to include the option of providing a department name or role as an alternative to a specific individuals name (which may not be appropriate or manageable)	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
28	Question	All	6.10.12 Early Starts – YHAUC Procedure	Not all Utilities or Street Authorities are in agreement with the YHAUC Early Starts Procedure, how would this be managed as part of the Permit Scheme?	Any reference to the YHAUC Early Start Procedure will be removed from the document.
29	Question	All	7.3 Issuing Permits and Response Time	Utilities request a reduction in the application for permit response times from 2 to 1 day for the following activities: Minor Works Notices, Immediate Notices, Variations	Authorities will endeavour to respond back on all permit applications as quickly as possible. The response times in 7.3 of the document show maximum values and any failure to respond to an application within these targets will mean that the permit is deemed granted. Unrealistic response targets would result in a high proportion of deemed permits which would result in a reduction of the quality of the service provided.
30	Question	All	7.4 Conditions	What <u>local</u> conditions is each authority considering? The local conditions are required be defined and articulated within the permit document to ensure consistency of application.	The framework is set out in the paragraphs following 7.4. There are currently no other ‘local’ conditions in this common scheme, for reasons of consistency.
31	Question	All	8.2.4 Applying for a variation	Please define “electronically”...does this mean by EToN or by wider interpretation such as email? Also the process conflicts with the YHAUC Revised Duration Estimates process.	In this context, electronically means via EToN, The YHAUC revised duration process will be superseded by the procedures outlined in the Permit scheme document.
32	Question	All	8.2.4 (Applying for a variation) Revised Duration Estimates	When agreeing a variation involving an extension in estimated end dates, will this also result an increase in the reasonable period accordingly?	YES
33	Question	All	8.2.5 (a) Multiple Excavations – further excavations new location	“.....the promoter must telephone xx council with the new location”. Please confirm the telephone number to be used (including out of hours) and how the telephone call will be recorded (i.e. logged?). What proof will there be that a call has been made?	Well-established systems are in place for interaction between Street Authorities and Utility Companies with both sides providing call log numbers. The system will be extended to the Permits Scheme. Refer to Appendix C.
34	Question	All	8.2.5 Multiple Excavations – openings for simultaneous or ongoing activities	Please refer to number 3 above relating to 1.4.5 (2)...8.2.5 first paragraph, third sentence states, “A series of excavations or <u>openings</u> have to be made from where the symptoms are apparent to trace the point of the fault”. Please distinguish between simultaneous lid lifting (which may not be Registerable if done outside of traffic sensitive times and do not meet the other Registerable criteria) and ongoing lid lifting activities such as venting.	Lid lifting (which may not be Registerable if done outside of traffic sensitive times, and does not meet the other Registerable criteria) means lifting and replacing lids a few moments later. On-going lid lifting activities such as venting mean leaving lids off for a period longer than a few minutes. This section is unchanged from the HAUC(UK) Code of Practice for Permits.
35	Question	All	9 Conflict with Other Legislation and Legal Liability	2 <sup>nd</sup> Paragraph – “xxxx council, as Permit Authority will be responsible for resolving the issue with the other body or bodies concerned, e.g. Environmental Health Officials, and amending the permit conditions accordingly”..... Please clarify the process and service level agreements by which issues will be resolved with all bodies including the HSE, OFGEM, OFWAT, OFCOM, DWI and other equivalent regulatory bodies?	Each case will be resolved in a professional manner by the Permit Authority, working with the body concerned and the Works Promoter to achieve a solution within the appropriate legal and permits framework.
36	Question	All	11.3 Waived and Reduced Fees	Please define “working space”.....does this mean the same excavation, or within the same works footprint?	“Working Space” means the same works footprint, not occupying any road space outside the original works: It can also be applied to works using the same lane or road closure.

37	Question	All	14.9 Application of Money by XX council (Fixed Penalty Notices)	Please clarify how the Permit Authorities intend to demonstrate that the cost of operating the FPN scheme will be removed from the income received.	The cost of operating an FPN system is not included in the Permit Fee calculation.
38	Question	All	15.1.1 Road Closures and Traffic Restrictions - Procedure	Utilities request one consistent advance notice period required in order to process our request for a Temporary Traffic Regulation Order (planned works) – please clarify the common lead in period required/	If a TTRO is required, the promoter should notify the traffic authority at least three months in advance.
39	Question	All	15.4 Vehicles Parking at Street & Road Works	Utilities request clarification of the purpose of this statement?	This statement is taken from the HAUC(UK) Code of Practice for Permits.
40	Question	All	15.7.1 Disruption Effects Score	The Permit Scheme advocates the use of a calculation in Appendix H which is reliant on the provision of traffic flow data. Utilities consider this to be an important evaluation tool and needs to be available at the commencement of the Permit Scheme, therefore clarification on how traffic flow data will be made available is required.	The DES is mentioned in Section 6.10.5 as a means of illustrating an activity where it is significant in terms of potential disruption due to its position and size. It was not anticipated that the DES would be used for the majority of Permit Applications and, so where it was considered that a DES would be of value, the Permit Authority would provide the Works Promoter with such traffic flow information as is available.
41	Question	All	15.7.1 Disruption Effects Score	Would failure to provide traffic flow data, as prescribed in the calculation in Appendix H, compromise the objectives of the permit scheme? Utilities consider it would	Please refer to Q.40 above
42	Question	All	16.2.1 Key Parity Measures 1, - include number of deemed applications	Utilities request the definition of measure 1 be amended as follows, “The number of permit and permit variation applications received, the number granted, <u>the number deemed</u> and the number refused”	Whilst the Permit Planning Group agree that this is a reasonable request, the KPI is a mandatory requirement specified in the HAUC(UK) Code of Practice for Permits and therefore cannot be amended.
43	Question	All	16.2.1 Additional KPM request	“The number of instances of promoters working without a permit or in breach of permit conditions (to include activities by undertakers and the highway authority) broken down by promoter”	Compilation of the data would be reliant on information from on-site checks, which would not provide complete information. Therefore, this information could not be used as a KPM.
44	Question	All	16.3 KPM review frequency	Utilities request monthly production and publication of the Key Parity Measures. This needs to be stipulated within the Permit Scheme document.	In order to keep the permit scheme costs to a minimum it is felt that quarterly production of KPM’s is sufficient. This also matches the current cycle of NRSWA compliance performance reporting arrangements.
45	Question	All	16.3.1.1 Tangible Benefits - 1 “Minimising delay and reducing disruption to road users from street and road work activity”	Please clarify how the permit authorities intend to demonstrate the benefit claimed in the interim, until technology becomes available.	The Permit Scheme is being developed to operate over many years, so it is appropriate to include measures which will be developed during the life of the scheme. Initially, a manual record will be kept of instances where co-ordinated working has resulted in a reduction of ‘highway occupancy days’ achieved due to the additional resource which the permit scheme will make available to the authority.
46	Question	All	16.3.1.1 Tangible Benefits - 1 “Minimising delay and reducing disruption to road users	Does failure to demonstrate the benefit claimed undermine the scheme objectives? Please provide justification.	The regular scheme reviews will highlight the need to address any shortfall in data required to demonstrate whether claimed benefits have been achieved.

			from street and road work activity”		
47	Question	All	16.3.1.1 Tangible Benefits - 2 “Reduction in remedial measures”	Please define “apparatus damage”.	Instances where the owner of any apparatus has to attend to repair their equipment after action by another Works Promoter, including when damage is discovered after the event.
48	Question	All	16.3.1.1 Tangible Benefits - 2 “Reduction in remedial measures”	Please clarify how you will gather data relating to apparatus damage?	From reports by Works Promoters
49	Question	All	16.3.1.1 Tangible Benefits - 3 “Improved compliance with the Safety at Street Works”	Please clarify how the Permit Scheme will improve on site compliance?	The measures are set out in the scheme document. Works promoters will need to fully plan their operations in order to specify permit conditions in their applications. Improved site compliance will result from a greater ‘involvement’ in these requirements.
50	Question	All	16.3.1.1 Tangible Benefits - 3 “Improved compliance with the Safety at Street Works”	Why is only Cat A inspection failures to be measured and not all signing lighting and guarding failures?	Sample A inspection failures are an established, agreed means of measuring performance. The Utility Companies will be welcomed if they wish to seek improvements to the way they work and how the scheme is operated.
51	Question	All	16.3.1 Additional Tangible Benefit request	“A reduction in the number of complaints received” This will be measured across all promoters and compared with benchmark data gathered at the commencement of the permit scheme.	The Permit Authorities were mindful of the advice provided by DfT in the Permit Scheme decision Making and Development Guidance. This recommends not setting too many additional objectives which could lead to a scheme design that loses focus.
52	Question	All	Appendix J Table 3 Permit Fees	Please justify the cost of a variation, also if Sheffield is able to propose variations for Major Works as £20 and £10 for others, how can the remaining authorities justify their rate for all works?	The remaining Permit Authorities have followed the DfT Permit Fee Guidance in establishing the variation fee. The Fee reflects the actual anticipated costs involved in administering the Permit Variations. The Sheffield figure, in particular, will be subject to review
53	Question	All	Appendix K Additional Information Form	Utilities believe the use of Appendix K is unnecessary as all the information contained within the document would be detailed in the Provisional Advance Authorisation or Permit Application and or associated supplementary file attachments	See response to Q.20
54	Question	All	Glossary – “Day”	Although the glossary does state the meaning as, “a working day unless otherwise specified” the permit scheme document refers to calendar days in some parts and working days in others. Utilities request one common day format (working or calendar) to avoid confusion.	Both terminologies are relevant and required to differentiate separate circumstances.
55	Question	All	Glossary “Opening (the street)”	Formatting issue, this should be in bold text.	The document will be amended



56	Question	All	General Comments Clash between Customer Service and compliance with the Permit Scheme	Utility organisations provide essential services to both domestic and commercial customers which reside in Yorkshire. These services come at a cost to the customer and it is important that utilities and local authorities are able to demonstrate value for money. In the current economical climate the potential of increasing customer bills as a result of additional costs associated with permit fees and the operation of a permit scheme is of major concern. In respect of value for money, customers expect Utilities to be responsive to service requests. A lack of response leads to dissatisfaction and customer complaints. Utilities operate standards of service schemes, generally agreed with the regulator, and there is concern that the Permit Scheme will further inhibit Utilities from meeting these standards.	The aim of the permit scheme is to minimise the disruption caused by works in the street. An essential part of this is effective planning and execution of works. The scheme will encourage behaviours which provide a better service to direct and indirect customers alike.
57	Question	All	General The need for a Permit Scheme	By advocating the need for a Permit Scheme, do Council Members acknowledge this means that congestion is a problem in each of their permit authority areas? Please justify.	Permit schemes are designed to reduce the disruption caused by works in the Highway. All the Councils in the scheme appointed an independent specialist transportation consultant specialist to analyse the extent of disruption due to works and evaluate the benefits which would accrue from a permits scheme. All schemes will be subject to Council Member approval prior to implementation.
58	Question	All	General The need for a Permit Scheme	By advocating the need for a Permit Scheme, do Council Members acknowledge that attempts to coordinate works and manage disruption have failed under existing legislation? Please justify.	Permit schemes will improve on existing co-ordination arrangements.
59	Question	All	General The need for a Permit Scheme	Have all controls and options available in order to coordinate works and minimise disruption under current legislation been exhausted? Please justify.	The Authorities involved in the permit scheme do use all the existing controls in a reasonable manner. The permit scheme further enhances the controls available to reduce disruption and encourages active participation.
60	Question	All	General Permit Authority own works and impact on ratepayers	How will the cost of Permit Authority's own works be funded and what will be the impact on ratepayers' bills? Please justify.	Internal re-organisations will allow processing of the Authority's own works within existing resources
61	Question	All	General Invoicing	Utilities request invoices per works order not by monthly activities as some elements of the overall costs will be paid by customers, contractors or by the Utility. Delays in processing these payments may result in monthly accounts being placed on hold for the sake of one works which may be in dispute. In order to facilitate the speedy and efficient processing of payments, invoicing by works reference will be required.	The National Permit forum is examining this issue and the Yorkshire Permit scheme will follow its guidance.
62	Question	All	General NTS Footpaths linked to TS Streets	Please clarify - for works in a footpath (highway for the use solely of pedestrians) which is not traffic sensitive in itself but which is linked to one or more traffic sensitive streets - would a permit be required? The presumption is that the footpath would have a USRN.	The footpath should have a USRN. It would only require a permit if it was designated as a Traffic Sensitive Street (TSS). It is unlikely that such a footpath would be designated TSS because of its link to another TSS. It is possible particularly in the city centre that a highway dedicated for the sole use of pedestrians could be designated as a TSS due to the high volume of pedestrians. The question assumes that there is no footprint of the works on a Permit Street, if that is the case then a notice will be required rather than a permit. However, if works vehicles, spoil, signing and guarding are occupying space on the Permit Street, then a permit is appropriate.
63	Question	All	Section 50 licences	Please could you confirm how will the permit schemes work in relation to S50 licences? A number of developers currently carry out works under this and our new supplies department have asked for clarification. Will the permit become part of the S50 licence process but with the appropriate additional cost incurred? Clearly they wont have access to ETon either ?	Section 50 works are a registerable activity, however in order to clarify this the document will be amended to insert a second paragraph in section 1.4.4 of the document :- "Works to be undertaken under Section 50 of NRASWA on a street covered by this permit scheme will require appropriate permit's), which ill be obtained by the street authority, on behalf of the licence holder."
64	Question	All	All	Er, haven't we been here before?	This is a fundamental change in the way street works are administered.

65	Question	All	All	Isn't this what NRSWA was supposed to achieve?	Permit schemes were introduced under the Traffic Management Act because of deficiencies in the current NRSWA legislation.
66	Question	All	All	What hope do we have of the Permit system working?	The scheme has been designed in accordance with DfT guidelines, Permit Schemes are in operation in other areas and have exceeded stated benefits.
67	Question	All	All	Will there be any independent monitoring of the personnel involved in administering the scheme?	The scheme has been designed to be open and transparent with the key aim of ensuring parity between promoters.
68	Question	All	All	What if it doesn't work?	There are mechanisms in the regulations for a permit scheme to be reviewed / amended / ended.
69	Question	All	All	How much has this lot cost?	This question is not relevant to the consultation process.
70	Question	All	All	What will its anticipated cost benefit be?	Significant positive benefit cost ratios have been estimated for each authority.
71	Question	All	All	Will its cost benefit performance be measured?	Each scheme will be measured against its stated objectives.
72	Comment	All	All	Until I see any improvement in the way that LA's operate, I will remain of the opinion that this is nothing more than an exercise to keep LA staff.	
73	Question	Leeds CC	Appendix A	Intrigued to see Tulip Street and Beza Road included. Together these form a cul de sac off Beza Street. Neither currently have any traffic sensitive status.	These streets are included in the scheme because they are designated as road reinstatement category 2. The reinstatement category is derived from the numbers of commercial vehicles using a street.
74	Comment	All	Permit to dig up roads	I hope that anyone digging up our roads will be monitored as to the state of the re-surfacing after the work is completed. Not just as the time of completion but up to a minimum of six months after they have finished.	Current legislation allows us to inspect works during a grantee period of two / three years and this will continue under a permit scheme.
75	Comment	Rotherham MBC	Non-specific	The Anston Parish Council (Metropolitan Borough of Rotherham) passed a resolution on the 17th January 2011 supporting the proposed Permit Scheme.	
76	Comment	Kirklees MBC	Non-specific	CONSULTATION ON THE PROPOSAL TO OPERATE A COMMON PERMIT SCHEME IN PARTS OF THE YORKSHIRE REGION AS PER YOUR LETTER 15/12/10 Feedback : PLEASE NOTE THE COMMENTS BELOW COME FROM MELTHAM TOWN COUNCIL'S PLANNING COMMITTEE, (within Kirklees local authority). The Committee feel that the proposed scheme is a good way of improving the present situation in that criteria can be included to control how and when the work is done and this should also allow co-ordination between utility companies so to ensure minimum disruption for road users.	
77	Comment	All	General	As a Bus Operator involved in operating services through several districts, it would be very beneficial that before granting permits consideration could be given to work being carried out on roads that travel through neighbouring districts as schemes on arterial bus routes can adversely affect bus punctuality. I would support the initiative	whilst the scheme does not make specific provision for this the permit group recommend that further work should be undertaken through the local transport plan process to develop closer integration between adjacent districts and the bus routing information systems.
78	Comment	Leeds CC	1 & 7 plus overall comments	Clifford Parish Council wish to make the following comments: 1. The council believe that there is no need to impose an additional layer of regulations 2. Parish Council should be notified direct, & in plenty of time, if anyone obtains a permit for works inside the parish 3.It would be useful if future consultations included a summary to make it easier to review 4. Please let Clifford Parish Council know if any changes are made the document following this consultation	Comments (1) and (3) have been noted. (2). The permit scheme would not change the notification requirements specified in the Town and Parish Council Charter. (4). Consultees will be informed at the end of the consultation period of any major changes in the proposed scheme.
79	Question	All	General	Why is there no sight of previously submitted questions	The YPPG meets regularly to discuss all the feedback that has been left and where appropriate provide a response, information is then uploaded to the data room as soon as possible.



80	Comment	All	Permit to Work	If a utility company applies for a Permit to Work then other utilities( etc) should be contacted to request a planned work investigation. Notice should be given to these other companies that subsequent work will not be allowed within a given period (1 year). This should co-ordinate activities, minimise duplicated delays and allow utilities to share the cost of reinstatement. A similar scheme should also be implemented when Councils undertake re-surfacing (e.g. PFI schemes) with even greater periods of non-disturbance issued to utilities. e.g. 3 years. I also suggest a stricter clerk of works scheme is introduced in order to ensure a quality re-instatement is undertaken. Contactors should guarantee their work for a minimum of 3 years. Hopefully this will reduce the number of pot holes.	Experience from schemes currently in operation has shown that the permit scheme will further strengthen existing works coordination arrangements and encourage collaboration. Restrictions are currently applied up to a period of five years, however certain types of works are exempt for example water leak or new gas services. One of the scheme objectives is to protect the structure of the street the scheme is designed to encourage a right first time approach to reinstatements
81	Comment	Doncaster	General Feedback	I agree to the principle of the permit scheme. However, it is important that training is provided for relevant staff on the principles and procedures required. 1.4.4 Application for a permit within 2 hours of an emergency will not always be possible, for example weekends, evenings and mornings. 5.7 The control room is not staffed, not all traffic signals can be controlled centrally and there is no guarantee of resources being available to respond. 5.8.9/10/11 Where does this information come from?	The information that will populate the streetworks register will be gathered from various internal sources during the permit scheme's implementation phase. Permit applications for immediate activities outside of normal working hours should be made as soon as reasonably practicable.
82	Question	All	6.10.12 - Early Starts	Does the consideration of waiving the fee for an early start apply to all permits or just the PAA / Permit follow up example quoted. If it applies to all, this does not drive improvement in works planning and the variation fee should apply in all cases. Suggest this be re-worded.	The document will be amended to make it clear that the waiving of the variation fee applies only to the PAA example.
83	Comment	All	7.4.5 Consultation and Publicity	We need to ensure that any additional consultation/ publicity suggested for a proposed works is within reason and agreed between both parties i.e the local authority as well as works promoter.	Authorities will exercise reasonableness in stipulating this permit condition.
84	Comment	All	2.4.3 Co-ordination	Attendance at local co-ordination meetings should only be necessary if there is a potential clash with works and the local authority specifically request attendance to discuss any issues.	This is an existing requirement, under 2.2.2 of the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and related matters which states that '... The key principles of effective co-ordination are regular input and attendance of relevant people (those empowered to take decisions) at co-ordination meetings;' This requirement is also included in the HAUC(UK) Code of Practice for Permits.
85	Question	All	11.2 Fee Levels	Clarification please - does this mean that although a Transport Authority is required to apply for a Permit they are not required to pay permit fees or is this applicable to a highway authority only?	A Transport Authority will require a permit and a fee will be payable
86	Comment	Rotherham MBC	15.2 Working Near Rail Tracks and Tramways	Should para 15.2 not be 15.3?	The Rotherham document will be amended
87	Comment	All	Annex G1 ADVICE OF INTENDED WORKS AT OR NEAR A RAILWAY LEVEL CROSSING	Please note the form illustrated in Annex G1 has changed since the release of the NRSWA CoP 3rd Edition revised August 2009. Please contact your regional Network Rail HAUC representative in order to obtain the most up to date version of the form so that it can be included in the final version of your permit schemes.	Noted. Permit scheme document to be amended
88	Comment	All	Annex G2 ADVICE OF INTENDED WORKS AT OR NEAR A RAILWAY LEVEL CROSSING	Please note the contact details for Network Rails Asset Protection Team have changed since the release of NRSWA CoP 3rd Edition revised August 2009. Please contact your regional Network Rail HAUC representative in order to obtain this updated information so that it can be included in your final permit schemes.	Noted. Permit scheme document to be amended



89	Comment	All	Appendix A coverage of permit scheme	Could you please advise what percentage of your network will be covered by the permit scheme	The extent of coverage will vary between Authorities. See Appendix A
90	Question	All	Regarding the response to the first question on S50 licences 1.4.4	Thank you for the response stating a new paragraph will be inserted. How will the fees be managed, will this be an additional cost on top of the existing S50 fee (presuming there is one)?	The fee for a Section 50 licence will include the Permit fee. Current arrangements for granting a S50 licence already include Permit-type activities and, so, it is not anticipated that S50 licence fees will vary significantly from those currently being charged.
91	Comment	All	All	In general terms SYP take no adverse view on the implementation of the CPS in its proposed form and in fact welcome the conditions and bringing parity to works within the highway. Our only concern would be that those responsible for highway works may focus main efforts towards meeting the rigorous demands of the scheme to avoid incurring penalties to the detriment of other works on non designated streets.	For works on non-Permit streets, NRSWA noticing requirements will still be in effect. Authorities will still have responsibilities and duties for works on non-permit streets..
92	Question	All	1.4.3 – Exclusions from the Scheme	Streets specified as reinstatement categories 3 or 4 which are not designated as traffic-sensitive. Will permits and / or permit fees apply to works on traffic-sensitive streets even if the works take place out of designated traffic-sensitive times?	The Permit Scheme will not apply to Cat. 3 or 4 streets that are not Traffic-Sensitive. A permit will be required for all registerable works on permit streets irrespective of the timing of the works
93	Comment	All	6.10.6 – Technique to be used from Underground Activities	Information regarding works technique should be sent to the Permit Authority via the additional information form Appendix I. Until this facility is made available through EToN. NJUG believes that trench information could be sent via an EToN note field rather than a separate form.	With regard to the use of the Additional Information Form in Appendix K, please see the answers to Q20 and Q21
94	Comment	All	6.10.7 – Traffic Management and Traffic Regulation Orders	NJUG suggests that approval for simple shuttle working signals should be given within the permit approval timescales.	Experience has shown that the disruption caused by temporary traffic signals necessitates a minimum 7 day period of notice in order to give adequate publicity to the travelling public for planned activities.
95	Comment	All	7.1.2 – Grounds for Refusal	Barnsley Metropolitan Borough Council as Permit Authority recognises that legitimate activities cannot be refused, however Barnsley Metropolitan Borough Council will refuse a permit application if elements of the proposed activity are not acceptable. Following this sentence, NJUG suggests that the following be added: ‘Grounds for refusal must relate to the types of condition listed in Permit Regulation 10(2) and may not relate to any other matter.’	Agreed - document to be amended
96	Comment	All	7.1.7 – Location of Activity	In relation to the installation of new apparatus - it will be used to require existing apparatus to be moved. There appears to be a “not” missing from this sentence, in which case NJUG suggests it should read: ‘In relation to the installation of new apparatus - it will not be used to require existing apparatus to be moved.’	Agreed - document to be amended
97	Comment	All	7.4.6 – Environmental Conditions	In addition to the conditions set out above the following conditions may also be applied to a permit and should be considered by the activity promoter when submitting an application. Following this sentence, NJUG suggests that the following be added: ‘Any environmental conditions imposed will be with the express consent of those responsible for such matters within the local authority.’	The document will be formatted to make this section clearer. The following sentence will be added to the end of the first paragraph of 7.4.6. ‘Any environmental conditions imposed will be with the express consent of those responsible for such matters within the local authority area.’
98	Comments	All	General	NJUG is delighted to have been invited to respond to the consultation to operate a common permit scheme in the Yorkshire Region, and hope that the below comments provide constructive feedback on the content of the scheme. NJUG hopes that the comments above assist the Yorkshire Region in finalising its common permit scheme and is more than happy to assist in any further development of the scheme.	

99	Question	All	amendments and additions to the ASD in preparation for the permit scheme go live Feedback	the permit documents refer in various places to ASD information which Utilities are encouraged to use as part of the planning process. Please confirm when the ASD additions (such as speed limits, permit street designation and vulnerables and all relevant information) will be available. Assuming the go live date 1 Oct 2011, Utilities will require the up to date ASD information for the September 2011 release. Please confirm the ASD will be up to date with all the additions at this stage.	Permit Authorities will endeavour to ensure that the information contained within the ASD is as accurate and up-to-date as is reasonably practicable.
100	Comment	All	General	Cable & Wireless Worldwide is pleased to respond to the Yorkshire Common Permit Scheme Consultation and our comments follow below.	
101	Comment	All	Yorkshire Common Permit Scheme - Cable & Wireless Worldwide Response	We do not believe it is necessary to burden Promoters with the additional costs a Permit Scheme brings. The TMA 2004, which came into force in April 2008, introduced changes to the Notice and Fixed Penalty Notice requirements to tighten up procedures. The Yorkshire Permit Planning Group has been working towards development of a Permit Scheme since that time and as a result largely ignored the improvement of all Promoters in favour of political expedience. However, we are pleased that promoters working on behalf of the Local Authorities will also be included in the Permit Scheme as this will give Permit Authorities more control of all works in the highway which will allow you to measure the effectiveness of the Scheme against it's objectives. Equally we are pleased that activities on Category 3 & 4 streets which are not traffic sensitive are not subject to Permits.	
102	Question	All	General	In terms of the need for a Permit Scheme, the Highway Authorities and their Council Members have accepted that congestion is a real problem and causing concern. This must mean that all other co-ordination and management measures under the present legislation have failed to improve our daily lives. Is this really true?	The Authorities involved in the permit scheme do use all the existing controls in a reasonable manner. The permit scheme further enhances the controls available to reduce disruption and encourages active participation.
103	Question	All	General	Without a baseline figure on disruption (as the technology to measure this is not yet available) how will the Scheme be able to compare current and future trends in order to assess value for money?	Please see responses to Q.45 and Q.46 above
104	Comment	All	General	Cable & Wireless Worldwide's business is to provide service to high value customers. We want to ensure that if the Permit Scheme goes ahead, it accommodates customer service provision and will not give unfair advantage to other telecoms providers who have apparatus outside the customers' premises. The overall cost and time of provision of a service, including the Permit Fee and the time delay because of the Permit application, may result in Cable & Wireless Worldwide losing an order, which is a real concern to us and our shareholders.	In drafting the legislation, the Government will have considered the implications as outlined.
105	Question	All	1.3.4	Measures of the Objectives – to demonstrate parity, a process to calculate average journey times and average lane occupancy would need to be available now and not “when the technology is available”, otherwise one of the objectives of the scheme will be flawed. The final bullet point is unclear in its meaning. Presumably you are referring to promoters other than undertakers/contractors who hold NRSWA Accreditation. What procedures do you require to assess our activity impact on road users?	The permit scheme is designed to run for many years and provision has been made to allow it to develop as the technology becomes available. In the interim other measures will be used. With regard to the final bullet point, please see the answer to Q2. With regard to your impact on road users, this information is expected to be contained in the Permit application, supported as required by additional information via the use of the Appendix K template and, if appropriate, by the use of DES.
106	Question	All	1.4.5 (2)	We accept a Permit will apply to a street which has 24 hour Traffic sensitivity. However, should it be chargeable when the work has a short duration, e.g. raising and lowering chamber covers, tracing a fault or similar activity out of hours activity, where there is no effect and movement of traffic?	It cannot be assumed that works executed out of hours will not have an effect on traffic. If works do not fall within the definition of "non-registerable activities", as set out in 1.4.5, than a Permit would be required.
107	Comment	All	2.6.3	Forward planning information, when appropriate, should be sent by the accepted National Co-ordination schedule as Appendix E of the Co-ordination Code.	See response to Q.8

108	Question	All	3.4.1	Access to Register – how will this be managed to give access to promoters and their supply chains; what systems are in place to: restrict personal information, back-up and restoration time from unplanned events?	See responses to Q.9-12
109	Question	All	4 Street Gazetteer and ASD	Will a testing process be available before implementation to ensure systems are compatible?	See response to Q.13
110	Comment	All	4.4.1(k) - Information for ASD – Other features of the street	we would expect the information to be complete to aid our planning of the works. For instance, where there's a street with a tram system, school or hospital. This information should be referenced.	Permit Authorities will endeavour to ensure that the information contained within the ASD is as accurate and up-to-date as is reasonably practicable.
111	Comment	All	5.7 – Immediate Activities on streets sensitive to disruption	Immediate Activities on streets sensitive to disruption – we require clear lines of communication, time scales and contact numbers to allow us to put procedures in place operationally.	This section is included primarily to future-proof the scheme. If streets are designated within the ASD, the Permit Authority will provide contact details and suitably trained staff to discuss the proposed works with the work promoter, particularly in relation to traffic management and works methodology.
112	Question	All	6.8.1 – Appendix I (Labelled Appendix K in the document)	this is not mandatory. We would ask the Permit Authority, how information which cannot be passed through EToN, e.g. TM plans to be sent and received and what level of detail is expected?	Agreed, the document will be amended. However all the additional information specified within appendix K must be included in the submission. For consistency it is recommended that the format shown in Appendix K is used.
113	Comment	All	6.10.11 Contact Person	this may mean a department rather than specific person.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
114	Comment	All	6.10.12	The Yorkshire HAUC Early start procedure may not meet the needs of companies with operations throughout the UK and the Co-ordination Code should apply in terms of any Early Start agreements.	Any reference to the YHAUC Early Start Procedure will be removed from the document.
115	Question	All	7.4 - Conditions	There are eight Standard Conditions but there is little space on Permit Application for details. How will the Permit Conditions be mapped on the Permit Application to ensure that the level of detail is adequate for the Authority to a Grant a Permit and to ensure that the level of detail is still available on site?	Please see section 6.8 of the Permit document. This issue is also being reviewed by the National Permit forum and its guidance will be followed.
116	Question	All		Will standard conditions be a drop down box on EToN systems?	This is a matter for individual suppliers and the EToN Developers Group.
117	Question	All		How will local conditions be managed within the EToN system?	The information can be supplied by the use of the form shown in Appendix K or via the description field in an EToN transmission as appropriate
118	Question	All	8.2.4	How do promoters apply for a variation? Is this within EToN Permits or by other electronic means?	In this context, electronically means via EToN, The YHAUC revised duration process will be superseded by the procedures outlined in the Permit scheme document.
119	Question	All	11.3 – Waived and Reduced	this is to be applauded, however please define the “working space” and “joint strategy”. Does a joint strategy include following the same line, one promoter after the other, for instance. How will this work in practice?	With regard to "working space", please see the answer to Q36. With regard to "joint working strategy", this could mean either works promoters working at the same time or sequentially to an agreed timetable. This will work in practice where the strategy is agreed in advance between the Permit authority and the relevant works promoters.
120	Question	All	14.9 – Application of money received	Please define how the Authorities demonstrate that FPN costs are reasonable and that the money received can be segregated from the overall costs of the Permit Scheme.	See response to Q.37
121	Comment	All	15 - TRRO's	we would like to see one common lead-in time for processing Orders within the Yorkshire Permit Scheme area for Temporary Orders, rather than individual timings, for operational simplicity. We would expect this to be a “One Stop Shop” in terms of engagement and agreement. Equally if there are dispensations for parking bays, the information must be available to us readily.	See response to Q.38

122	Question	All	15.7.1 – The Disruption Effect Score (referred to as Appendix H) -	Daily Traffic Flow information sourced from the Highway Authorities must be available to make this workable. How will this data be made available?	The DES is mentioned in Section 6.10.5 as a means of illustrating an activity where it is significant in terms of potential disruption due to its position and size. It was not anticipated that the DES would be used for the majority of Permit Applications and, so where it was considered that a DES would be of value, the Permit Authority would provide the Works Promoter with such traffic flow information as is available.
123	Comment	All	Glossary – Day	NRSWA defines DAY as the “Working Day” and this must be adhered to. When working out with “Working Days” this must be stated within the Permit Application and Permit itself.	
124	Comment	All		FPN’s refers to Calendar Days for the purposes of giving and receiving of a FPN.	
125	Comment	All	Invoices –	We would require that invoices refer to works reference numbers so that we can reconcile each account easily. Monthly invoices would advantageous.	The National Permit forum is examining this issue and the Yorkshire Permit scheme will follow its guidance.
126	Comment	All	All	I would like to express general support for the scheme and appreciate that it will assist in stronger communication and coordination of works on the highway network in South Yorkshire and links into West Yorkshire. It is a positive step in South Yorkshire's ability to manage its network and enable important works to be carried out whilst minimising the adverse temporary impact on all transport and in particular buses. SYPTE	
127	Comment	Leeds CC	All	Metro (WTPTE)welcomes the opportunity to provide feedback on the proposed scheme for Leeds and Kirklees Districts and supports the principle as being consistent with the approach set ou in the draft Third Local Transport Plan. Metro is a public body that provides and maintains transport Infrastructure (bus stops/shelters)on the public highway.Metro activities are very minor on average work will take approximately 2-3 hours to complete for the installation of a bus stop pole as such the level of proposed charges will outweigh the actual value of works. Metro believes that there should be a mechanism by which the permit scheme is cost neutral to Metro and does not impose an additional burden on the taxpayer. Metro understands that this reflects the approach that will be adopted for the releveant highway authority. Metro would be happy to engage in further dialogue about the nature of this mechanism.	With regard to Permit schemes being "cost neutral", the HAUC(UK) Code of Practice for Permits provides that fees must be reviewed closely to ensure that the overall income from fees does not exceed the prescribed costs of operating the scheme. The budget for the works described is held by the West Yorkshire PTE and, as such, that operator has to provide the funding for all aspects of their work, including the costs of administration of the Permit Scheme. The Permit Network in each authority area covers the busiest and potentially most congested part of the highway network and tends to coincide with much of the bus operation network. Even short duration works can cause significant disruption on the busier parts of the network and, in the case of PTE type works, can cause significant delays to bus operations. It is essential, therefore, that these works are properly coordinated and controlled; there will be an administrative cost to this necessary part of the Permit Scheme operation. These costs can only be met by the budget holder and works promoter.
128	Question	All	1.3.4 Measurement of Objectives.	The key objective of the scheme is to minimise delay and reduce disruption to road users arising from road and street works activities. What information will be published to establish baseline congestion and disruption figures before the scheme is introduced, and those measured after introduction so that it can be clearly demonstrated if the scheme has met its Key Objective?	In developing the scheme, each Authority has undertaken a comprehensive analysis of the disruption caused by Street Works activity. This information will be submitted as part of the application process to the Secretary of State. A post scheme evaluation will be undertaken at an appropriate time.
129	Question	All	1.3.3 Scheme Objectives.	What information and KPI’s will be published to demonstrate that parity has been applied between Utilities and Authorities?	Section 16.2.1 sets out the KPIs that will be reported under the Permit scheme and, as set out in 16.2, these will apply to all works promoters.
130	Comment	All	Section 5.6	Section 5.6 states that the Authority will “... review its designations regularly”. What will the maximum time period between reviews?	There is currently no maximum (or minimum) time period for reviews under this section. It is not appropriate to set a timescale for reviews as these will be dependent on changing circumstances within each Permit Authority's road network.
131	Question	All	3.3	Is it the intention for each Authority to fully comply with the Code of Practice in relation to providing information under the provisions of S58?	Yes
132	Question	All	Section 5.4.2 (Section 1.4.2 refers also	Can we be assured that there is a robust process in place to ensure that the Traffic sensitive designation is appropriate after any changes to the criteria?	Yes
133	Question	All	Section 1.4.5	Will a Permit be required the opening of a footway of a Permit street (“venting”)?	Please see response to Q. 3
134	Question	All	5.7	Can each Authority provide details of those streets requiring Early Notification of Immediate Activities?	Please see response to Q. 16



135	Comment	All	6.8.1 and 6.10.6	Due to the volumes of Permits likely to be involved, we do not believe that Appendix K is workable. We believe a suitable alternative would be to include any additional information in the Notice Text. (NB – Appendix K is incorrectly referenced as Appendix I in the body of the report).	Please see response to Q. 20. However, if sufficient information can be supplied within the permit application text to allow the Permit Authority to undertake a reasonable assessment of the proposal then the use of the form shown at Appendix K will not be required.
136	Comment	All	6.10.11	There is no current method of providing multiple contact details to include both daytime and out-of-hours contacts – our working practices do not allow for a single individual to be the nominated contact 24/7 through the duration of a work activity, and it may be that a generic contact would be provided for out-of-hours.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
137	Question	All	6.10.3	Does the “Workspace” include advance warning signs including signs that may be on “the approach” streets which may not be included in the Permit?	Such signs would not be included in the dimensions of the space taken up by the activity in the street. However details of their location would be required to fully assess the traffic management of the permit application.
138	Question	All	6.12.4 third paragraph	Where an activity is interrupted at the instigation of the Authority and a Variation / further Permit is required to complete the activity, will these be issued at zero cost? Also, will the details (numbers) of the Variation / further Permit be made available at the time?	Section 11.3 sets out the circumstances in which a fee would be waived. Section 11.4 provides that no fee to vary or replace a permit where the Permit authority varies a permit through no fault of the works promoter. The numbering of the variation will conform to that set out in the ETON Technical Specification.
139	Comment	All	7	Our assumption is that, in the context of the permit scheme the “working day” will remain as 08:00 – 16:30. Please confirm if this assumption is correct.	Working day is as defined in Section 98(2) of NRSWA
140	Question	All	6.11	Error corrections are currently requested via ETON. Our assumption is that, under a Permit scheme, a contact at the Authority will be available to discuss the details by ‘phone. Please confirm if this assumption is correct.	Where it is appropriate for the initial discussion to be via telephone, this is correct.
141	Comment	All	7.3 Table 1	We believe that the response time for Minor and Immediate works including variations should be reduced to 1 day having consideration for the short notice periods of these activities.	Please see response to Q. 29
142	Comment	All	Section 7.4.6 (and more generally as an overall principle)	Any Permit conditions imposed should not conflict with other conditions or restrictions imposed or enforced by another section in the Authority.	It is expected that any special requirements, imposed by any other section of the Authority will be included by the promoter in their application.
143	Comment	All	7.1.7 first bullet point	We believe that the word “not” has been accidentally omitted; i.e. the bullet should read “In relation to the installation of new apparatus – it will not be used to require existing apparatus to be moved”.	Agreed. Please see response to Q. 96
144	Comment	All	6.10.8 first line	We believe that the word “best” should either be removed or replaced with the word “reasonable”.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
145	Comment	All	7.12	Our assumption is that the grounds for refusal can only relate to conditions specific to the relevant Permit application. Please confirm if this assumption is correct.	Please see response to Q. 95
146	Question	All	8.2.3 and Section 11	How will a frequent Works Promoter (e.g. a utility) be advised of and invoiced for fees? At what frequency will these be provided? What information will be provided to allow reconciliation of the invoice to individual permits, and to allow for alignment of related PAAs, Permits and Variations?	Invoicing arrangements will be discussed as part of the implementation plan of the Permit Scheme.
147	Comment	All	8.2.5 (specifically sub-paragraphs a and c).	For a Utility operating an Emergency Service we believe that these proposals are not practical. Consideration could be given to a contact for each 50m band, but to bring in this requirement for every additional excavation carried out in each band is unreasonable and, we believe, unworkable.	This requirement is taken from the HAUC(UK) Code of Practice for Permits.
148	Comment	All	11.3	Please clarify whether, to qualify for waived fees, if the agreement can be made after the PAA has been submitted. If this is the case, will the PAA fee also be waived?	Agreements for workspace sharing or joint working can be made after a PAA has been submitted. However, if the Permit authority has already granted the PAA then that fee is still chargeable as the authority has already incurred costs in considering and granting the application.



149	Comment	All	9 fourth paragraph.	Please provide clarification of the scope, purpose and limits of this paragraph.	The clause is similar to those found in many agreements and contracts. Any disagreement will have to be resolved through the dispute resolution procedure.
150	Comment	All	12.7 & 12.9	We believe that references to NRSWA Section 74(SC) should read NRSWA Section 74 (5C).	Agreed, the document will be amended.
151	Question	All	12.5	We understand that, in cases where it is not initially possible to reach agreement on a "Reasonable Period" and the Authority imposes a period shorter than that requested, it will be necessary (should a longer period be agreed following discussion or dispute resolution) for a Permit Variation to be applied for. In these cases, we believe that the Variation should not attract a charge. Please confirm if this assumption is correct.	The fee for a Permit variation would be charged but would then be subject to the outcome of the dispute resolution process as set out in section 10.3.
152	Question	All	16.3.1.1	Will the information provided for "tangible benefits" include data and figures for the Authority's works also?	Yes
153	Question	All	16	How will information relating to the impact of the Permit scheme be collected and disseminated? Please clarify the means and frequency of information relating to performance (KPIs), including those relating to the performance of the Highway Authority.	The Permit Scheme is being developed to operate over many years, so it is appropriate to include measures which will be developed during the life of the scheme. Information will be sent out in line with the current YHAUC Summary of Performance reporting, and will be taken from the Permit Register, where available, otherwise alternative arrangements will be made to obtain information. Performance measurement will apply equally to all promoters' works, as set out in 16.2.
154	Comment	All	15.7	do not believe that this section is practicable and, with the information available to us, we are not able to operate within this requirement. We would request that this section is removed or revisited.	This requirement is taken from the HAUC(UK) Code of Practice for Permits
155	Question	All	6.3.1.1. Benefit claimed 2	How will "... the number of reported apparatus damages caused by the activity promoter" be established?	Please see response to Q. 48
156	Comment	All	General	On behalf of the Highways Agency, I fully support the common permit scheme, as I believe it will bring benefits to all the authorities participating and more importantly it will benefit all road users in those local authority areas where it is introduced. One of the particular benefits for the Highways Agency will be the requirements imposed on the statutory undertakers will be more in line with our own requirements and will make it easier for us to get the statutory undertakers to comply.	
157	Comment	All	General	National Grid is pleased to be invited to comment on the Yorkshire Common Permit Scheme (YCPS) and after careful analysis of the document the following comments and areas for further clarification have been identified.	
158	Comment	All	General	It was noted that each Street Authority has produced a separate copy of the scheme, all of which slightly differ in presentation. On further investigation it was identified that there was no difference in the contents of the scheme documentation apart from the differing Permit fee's matrix for each authority. Thought should be given to scoping a single document with the differing fees matrix as an appendix. This would have a practical benefit for promoters such as National Grid who work in several of the authority areas within YCPS and would alleviate the need to refer to several documents.	The Department for Transport require a separate Scheme for each authority unless part of a 'Joint' Scheme operated by one administrative organisation on behalf of more than one Highway Authority.
159	Comment	All	General	In respect to the matter of the permits fees, it was of interest to National Grid to understand how the authority specific fees' have been derived as there was no cost benefit analysis available with the documentation to explain the differing fees.	Permit Authorities have followed the DfT Permit Fee guidance in calculating their permit fees, and are required to have them certified as part of a submission to the Secretary of State to operate a permit scheme.

160	Comment	All	General	Appendix A contains a list of streets that are included in the scheme. National Grid welcomes the inclusion of such information but would welcome clarification on the process to be followed if the street information changes from that published in the document. The potential for change from the published list must be high and as such would recommend that the future listing be published on a website to help stop any possible errors with old data.	Section 4.2 sets out the process for the identification of Permit Streets. This applies to streets so designated at the start of the scheme and also to new streets included in the scheme. The information will be available in the authority's Gazetteer, which will be updated and available for download in accordance with current guidelines. The list of streets was included in the consultation document for information purposes. It will not be included in the final version.
161	Question	All	1.4.3.	National Grid was pleased to see that the Scheme only applies to 0, 1, 2 and Traffic Sensitive (T/S) routes. Clarity is required for work undertaken within the T/S area but at a non-traffic sensitive time – what applies and can EToN facilitate/differentiate between requirements?	Any registerable works undertaken at any time in a Permit Street require a Permit.
162	Question	All	2.4.3.	Clarity is sought as to what information will be shared at the regular performance meetings. Does this relate to the KPI's discussed within the document? Does this fall in line with those proposed at the National Permit Forum?	The performance meetings will review a promoter's performance in relation to compliance with all aspects of the Permit scheme, and so would include any information relevant to that discussion, including KPM's.
163	Question	All	2.6.3	The sending of forward planning information via EToN is a non-mandatory requirement as per the EToN technical specification. Whilst National Grid agrees that data should be easily transferable the impact on the promoters' administration costs and processes must be taken into consideration. If this process is to be followed National Grid would ask that a full trial and costs benefit analysis is carried out before this is included in the scheme.	Please see response to Q. 8
164	Comment	All	4.2	The Northamptonshire Permit Scheme 'switch' for the transfer of noticing authority to permit authority was handled very successfully between all promoters and Northamptonshire. We would recommend that authorities within YCPS contact Northamptonshire to discuss the best practice.	YPPG notes your comments and is in contact with other organisation operating, or operating under, Permit schemes, to look at what can be learned in order to establish "good practice" methods of working.
165	Comment	All	5.2.3	Consideration should be given to statutory undertakers' legislative obligations regarding both Emergency works and customer requests for new supplies due to our obligations under our operating licence.	The regulations regarding protected streets has allowed for such considerations.
166	Question	All	5.7	Will the streets requiring early notification by phone be identified on the ASD/NSG ?	Yes. Please see response to Q. 16
167	Question	All	6.1.2	How does the Permitting Authority propose to attach conditions that are not mandatory within the scheme i.e. Local conditions?	It is expected that works promoters will take account of any special local circumstances and include appropriate proposals in their permit application.
168	Question	All	6.5	The EToN technical specification stamps the Permit / Notice when a connection has been made between web services and the batch file has left the promoters system rather than when a Permit Authority receives the batch file. How will YCPS deal with those files that fail to load onto the YCPS EToN systems but which can be clearly demonstrated to have left the promoters systems?	Issues of transmission/receipt will be dealt with in accordance with the EToN specification.
169	Question	All	6.7	How would a promoter identify a Section 50 license holder undertaking works as they are exempt from the Permit Legislation? It is a duty of the Permitting Authority to co-ordinate works and respond accordingly to each promoter of impending works where that promoter does not have access or use the Eton system.	Information on S50 licences granted for Permit Streets will be entered by the Permit authority onto the Permit Register.
170	Question	All	6.8.5 Definition -	Clarification is sought on the permitting process required to reinstate supplies after an emergency repair has been completed. Once a supply has been isolated the Emergency would effectively end – would further works (restoration of supply etc) require an additional permit even though the works would normally be completed within 24 hours within the same excavation? This could subject the works promoter to double permit costs which would be unreasonable.	This section includes a definition of "severable works", which sets out that immediate works shall consist only of a repair to end the emergency or restore the service. If the works are severable, then a new permit application is required.

171	Comment	All	6.9	This section requires further clarification and should include that a breach of permit duration will result in an FPN and any breach of prescribed period will result in section 74.	Section 12 sets out the circumstances in which S74 charges would apply; section 14 sets out the framework for the giving of FPNs.
172	Question	All	6.10.3	How do the authorities wish to receive the dimensions of the space taken up by the activity in the street?	Electronic methods should be used. If EToN attachments are not available at the commencement of the scheme, it is suggested that PDF attachments via e-mail would be appropriate for plans/drawings and dimensions. For consistency it is recommended that the format shown in Appendix K is used.
173	Comment	All	6.10.6	(Additional information form is appendix k not I)	Accepted
174	Question	All	6.10.6	With regards to the 'Additional Information form' that has been proposed; This information should be included in the systemised process for permits to minimise the bureaucratic and administrative burden. Reviewing other permit schemes may assist to see how they have circumvented this issue. The assumption within the YCPS document is that this is only to be used until EToN is upgraded to include the new fields. Have YCPS authorities been given information that the Technical Specification for EToN will be changed in the near future? How do the Permitting Authorities propose to receive this form e-mail, attachment fax etc?	Electronic methods should be used. If EToN attachments are not available at the commencement of the scheme, it is suggested that PDF attachments via e-mail would be appropriate for plans/drawings. For consistency it is recommended that the format shown in Appendix K is used. The YCPS Authorities have not been given information regarding future changes to the EToN specification, however these matters are being discussed at the National Permit Forum
175	Question	All	6.12.4	(Please note grammatical error) 'Doncaster Borough Council (or other YCPS authority) decides the <u>road</u> (should read excavation) is to be closed and returned to full traffic use' What is the position of YCPS on road plating and excavation to allow full traffic use whilst (for example) specialist plant is arranged? Would YCPS authorities allow an extension to the reasonable period and the permit end date to facilitate the re-opening of the road although the excavations remain open?	Agreed, document will be amended to 'excavation'. Although not directly relevant to the Permit scheme consultation, with regard to the question about the use of road plates, authorities operating the Permit scheme are likely to look favourably on any suitable arrangements that allow a road to be re-opened to traffic.
176	Question	All	7.1.3	Reference to stopping immediate activities until the issues are resolved should be removed. Would the authorities within YCPS accept liabilities for works that may endanger life or property if work has stopped due to a Permit dispute?	The reference in this section to stopping immediate works contains a conditional "may", indicating that stopping works would depend upon the particular circumstances and the state of progress of the works. This section is taken from the HAUC(UK) Code of Practice for Permits.
177	Comment	All	7.1.6	Clarification and a documented/detailed reason would be requested to identify how the Permit Authority could deem that the work could be completed in a more speedily fashion.	Permit Authorities have experience of the rates of progress which is reasonable on works activities and discussions will be held with the promoter on a case-by-case basis. This section is taken from the HAUC (UK) Code of Practice for Permits.
178	Question	All	8.2.2	Further details are required as to how the mechanism for overrunning permits and overrunning prescribed period will work with the EToN technical spec. We do not see two dates within EToN. How will the YCPS authorities be communicating the overrun? How will the Authority determine which date is being used as the end date? Permit or Prescribed?	The "prescribed period" for all Permit activities is two working days - see 12.4. A Permit application will contain the duration for the works - see 6.10.4 - which will become the "reasonable period". A promoter wanting to extend the duration of a works would submit a Permit variation - see 8.2.1 - which, if agreed by the Permit authority, would set a new end date for the "reasonable period". If works overrun the agreed "reasonable period" then S74 overrun charges apply.
179	Comment	All	11.6	Without the cost benefit analysis it is hard to understand how the permit fees have been derived to cover administration costs only. Clarification is required.	Please see response to Q. 120
180	Comment	All	13.4	This section states that standard conditions will be posted on (YCPS) website. Please note that all 'standard conditions' should be included in the scheme documentation as is the case with other such Permit Schemes. The standard conditions attached to Permits have the greatest impact on promoters and our ability to give constructive consultation on this scheme is greatly impaired if we do not have early sight of such conditions.	This item relates to the period between immediate works starting on site and the permit application being processed. The "standard conditions" are not contained in the Permit scheme document because: (a) authorities intending to operate the Permit scheme would want to consult with works promoters about the conditions, and (b) if they were in the document it would make it difficult to amend or revise them without having to change the Permit scheme. Having them on the website allows for consultation on development and flexibility of use in light of experience of use.

181	Comment	All	6.10.12 Early Starts	As a national company we need to follow a single approach and will therefore follow the early start procedure as per the NRSWA CoP para 8.3.9 whereby the works promoter submits a notice with the proposed start and finish dates required.	Any reference to the YHAUC Early Start Procedure will be removed from the document.
182	Comment	All	14.5.2 Non electronic FPN's	Network Rail will only receive FPN's via post sent to the Group Company Secretary, Kings Place, 90 York Way, London, N1 9AG. Network Rail takes seriously any situation that incurs any form of penalty. Network Rail is also a national company with a significant geographical spread. It is therefore appropriate that we follow the good business governance by having legally enforceable penalties go to a single point of entry and that the point is our Legal Services function.	Works promoters' preferences for receiving FPNs should be included in their ODD (Operational District Data file), and Permit Authorities will give FPNs in the form requested, unless electronic transmission is the preferred option, but is not possible.
183	Comment	All	Strategic considerations	South Yorkshire Passenger Transport Executive (SYPTe) welcomes and supports the scheme as proposed within the Barnsley, Doncaster, Rotherham and Sheffield districts as a further means of minimising the potential disruption to traffic from street works in these areas. Roads are recognised in the emerging Sheffield City Region Transport Strategy (SCRTS) as being an important part of the transport system, with a vital role in supporting the local economy. Reducing congestion and delays on the key regional roads is identified as a strategic challenge within the SCRTS and this proposed scheme should play a significant part in addressing the achievement of this challenge.	
184	Comment	All	Status of Passenger Transport Executives	The Yorkshire Joint Authorities Group has agreed the status of Passenger Transport Executives as Transport Authorities under the National Roads and Streetworks Act and it has confirmed this status with respect to any proposed permitting scheme.	
185	Comment	All	Operational considerations	SYPTe acts as a works promoter for the on-street operations that it manages and controls as part of its role e.g. the management and development of the stop, shelter and the public transport information facility network in South Yorkshire. If the proposed scheme goes forward, permits will be sought for all relevant works that are promoted by SYPTe. Integrated Transport Authorities are responsible for producing and co-ordinating Local Transport Plans (LTPs) within metropolitan areas. It is these LTPs that provide the funding for local delivery and the maintenance of transport infrastructure on-street, the funding going to Districts or PTEs as appropriate. In this, the PTEs are in effect acting on behalf of the Highway Authorities and it would not be appropriate for the PTEs to be charged Permit Fees for their works on-street. Accordingly, SYPTe will not expect to be charged Permit Fees and as a result for there not to be any resulting cost to local taxpayers.	A fundamental part of the operation of this Permit Scheme is that the funding of the administration of permits for works by promoters other than the Highway Authorities themselves must be met from the fee income from the promoters of those works. The South Yorkshire Passenger Transport Executive holds the budget for all works carried out by that organisation and as such meets all costs associated with those works. The costs associated with the approval of permits for any SYPTe works on the Permit network cannot be met from the Highway Authority revenue budgets and will be an appropriate charge against the promoter who holds the budget for these works, i.e. the South Yorkshire PTE
186	Comment	All	General	First carry over 75 million passenger journeys every year across Sheffield, Rotherham & Doncaster. Punctuality and reliability are the key drivers of customer satisfaction and we welcome all initiatives that help us to deliver our timetabled service to our customers both to keep and grow passengers but also in respect of our obligations to the Traffic Commissioner. Our bus journeys do become delayed by road-works particularly when there is a lack of co-ordination or when works fail to follow the programme we have been given. We therefore welcome the measures in the Yorkshire Common Permit Scheme which should reduce the impact of highway works on our ability to provide punctual reliable bus services on the network.	