



Birmingham
City Council

The Birmingham City Council Permit Scheme for Road & Street Activities

Scheme Document v1.5

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1 Introduction

1.1 Background

Birmingham City Council as the Highway Authority (along with being the Street Authority as defined under S49 of The New Roads and Street Works Act 1991 and any other applicable Authority is hereinafter referred to as 'The Authority') has the statutory duty, under S59(3) of The New Roads and Street Works Act 1991 to coordinate works on the highway to minimise disruption.

Highway Authority Permit Schemes were introduced by Part 3 (Sections 32 to 39) of the Traffic Management Act 2004 (TMA) and are regulated in England by the Traffic Management Permit Scheme (England) Regulations 2007 (as amended by the Traffic Management Permit Scheme (England) (Amendment) Regulations 2015). The TMA introduced permit schemes as a way in which activities on the public highway could be managed and to improve Local Authorities ability to minimise disruption from road and street works.

Permit schemes affect everyone who uses roads in that area, but they particularly affect those who are responsible for installing and maintaining highways' and utilities' infrastructure, and their contractors. It is considered that better co-ordination of all works, and closer monitoring can be used to drive behavioural change and to ensure that disruption to local communities and road users is reduced.

1.2 Relationship to NRSWA

Permit schemes provide an alternative to the notification system of the New Roads and Street Works Act (NRSWA) 1991, whereby instead of informing the Highway Authority about its intention to carry out works in its area, an activity promoter has to book time on the highway by obtaining a permit from the Highway Authority.

Under a permit scheme, the Highway Authority's activities undertaken by itself, its partners or agents are also treated in exactly the same way as a statutory undertaker. A Highway Authority may choose to implement a permit scheme on all or some of the roads under its control.


1.3 The Permit Scheme

The Birmingham City Council Permit Scheme has been prepared with regard to the Statutory Guidance issued by the Secretary of State to assist Highway Authorities wishing to become permit authorities and in accordance with the requirements set out in the aforementioned Regulations. Activity promoters should make themselves aware of the content of these documents and also "The Code of Practice for Permits" alongside which the Permit Scheme will be operated.

All current NRSWA and TMA legislation, codes of practice etc, and any future amendments to that legislation, apply to this Permit Scheme.

1.4 Objective of the Permit Scheme

The Permit Scheme has been prepared in accordance with achieving the overriding



statutory objectives and duties under the TMA 2004 and NRSWA 1991. It is important for the Highway Authority to manage activities in the street, so as to minimise the impact of those activities, while allowing essential activities to take place. The specific objectives of the Permit Scheme are as follows:

- a reduction in safety hazards and risk of incidents occurring in and around works sites;
- a reduction in the adverse impact of works on local residents and/or businesses ;
- a reduction in the adverse impact of works on disabled people and/or public transport users;
- targeted work to help delivery of a national infrastructure project;
- protection of the structure of the street and apparatus within it, in a way that helps manage long-term maintenance costs;
- better information for road users about works in the highway;
- greater compliance with highways legislation by works promoters;
- greater cooperation and collaboration between different works promoters;
- greater adoption of minimally invasive works methods, and measures to mitigate the impact of excavations;
- reduction in the environmental impact of works (less noise, greater cleanliness, more recycling of materials etc.);
- increased productivity of the Local Authority's own highway service teams

1.5 Activities

The generic term “activities” has been used rather than “works” to reflect that the scheme will cover more than road and street works in subsequent regulations. These are the specified activities as set out in the Regulations. Anyone undertaking an ‘Activity’ on the Highway as set out above is defined as a Promoter for the purposes of this document.

1.6 Equivalent Definitions

As the Permit Scheme will initially operate alongside the NRSWA notice system, the same or equivalent definitions and requirements are used as in the NRSWA notice system, namely:

- Registerable activities
- Categories of activities, (a S54 notice now becomes a provisional advance authorisation and a S55 notice becomes permit application for major permit, standard, minor and immediate activities/works)
- Street gazetteers, including street referencing by means of a Unique Street Reference Number (USRN) and Associated Street Data (ASD)
- Street reinstatement categories as defined in the NRSWA Reinstatement Specification
- The distinction between main roads and minor roads where such distinctions are relevant
- Streets designated as Protected Streets, streets having Special Engineering Difficulties (SED), or Traffic Sensitive Streets.



1.7 Changes to NRSWA Legislation

Where it is implemented on all streets (see 4 below) and in accordance with the Regulations, the Permit Scheme will result in the non-application and modification of the following sections of the NRSWA:

- Sections of NRSWA not applied: s.53; s.54; s.55; s.56; s.57; s.66
- Sections of NRSWA modified: s.58; s.58A; S.64; s.69; s.73A; s.74; s.88; s.89; s.90; s.93; Schedule 105; Schedule 3A
- Regulations modified: The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007 SI 2007/1951 In the interests of parity, the modified legislation will also apply to works for road purposes.

2 Specified Activities

2.1 Activities Requiring a Permit

The Permit Scheme controls the following activities undertaken on the public highway:

- Street works as in Part 3 of NRSWA, except for works by licensees under section 50 of NRSWA;
- Works for road purposes as defined by section 86 of NRSWA;
- Other activities that may be introduced under future regulations.

2.2 Activities for Road Purposes

The requirements of the Permit Scheme apply equally to both highway, third party and statutory undertakers' activities with the exception that fees will not be charged for permits issued for the highway authority's own activities. Promoters of activities must ensure that they have followed the equivalent processes for activities and declare that they have fulfilled these requirements in their applications.

2.3 Activities Not Requiring a Permit before they start

Immediate activities do require a permit, although as such activities are concerned with emergency or urgent situations, a promoter can start before applying for a permit. (See section 7.5). However in the event of an activity being deemed as an immediate urgent, the Authority requires contact to be made 2 hours prior to works starting.

2.4 Activities for which No Permit is required

Activities executed in a street pursuant to a streetworks licence issued under Section 50 of NRSWA for the installation or maintenance of apparatus in the public highway are not included in the Permit Scheme.

3 Specified Area

3.1 Area Covered by the Permit Scheme

The Permit Scheme is a Single Authority Scheme for Birmingham City Council. The scheme will operate across the whole of the area encompassed by the Authority's boundary. Provision will be made to allow for future cross boundary working agreements to enable this scheme to be expanded into a Multi-Authority Scheme if required.



4 Specified Streets

4.1 Definition of the Term “Street”

For the purposes of the Permit Scheme, the term “street” refers to that length of road associated with a single USRN. Where a single street on the ground has more than one USRN, separate permits will be required for each USRN to which an activity relates.

4.2 Streets Covered by the Permit Scheme

The Permit Scheme will apply to ALL streets for which Birmingham City Council is the Street/Permit Authority. The street gazetteer has been updated with the relevant information indicating all the roads which are a permitted street. The street gazetteer is available to all work promoters via the National Street Gazetteer (NSG) concessionaire's website - <http://www.thensg.org.uk/>

4.3 Identification of Streets

All streets that are subject to the Permit Scheme are identified via the Associated Street Data (ASD) record held on the NSG concessionaire's website alongside the NSG data, where Birmingham City as the Operational District responsible for maintaining the street is defined as operating a permit scheme.

4.4 Motorways and Trunk Roads

Trunk roads and motorways for which Highways England is the Highway Authority are not included in the Birmingham City Council Permit Scheme.

4.5 Non-Maintainable Highways

Privately maintained streets are not included in the Permit Scheme, however they will be added if they are subsequently adopted by the Authority and shown as maintainable within the street gazetteer.

5 Permits General

5.1 Requirement to Obtain a Permit


Any activity promoter of specified activities who wishes to carry out such an activity on a specified street must first obtain a permit from the Permit Authority. The permit will allow the activity promoter to carry out the specified activity;

- at the specified location;
- between the dates shown (and subject to validity periods where relevant);
- subject to any conditions the Authority may require to be included.

5.2 Exempt Activities

The following activities do not require a permit:

- Works carried out in pursuance of a street works licence issued under section 50 of NRSWA.
- Traffic census surveys.
- The maintenance of fire hydrants by fire service vehicles provided the activity is



undertaken outside traffic sensitive periods, unless these activities involve traffic control.

5.3 One Application Per Street

Each application for a permit will be limited to one street and for one activity only (see section 4.1 for definition of street).

Multiple activities MUST NOT be grouped under one permit.

For example the maintenance of a series of pot holes along a section of street will be classed as one activity and one permit per USRN will be required.

The maintenance of a series of pot holes alongside another activity such as tree trimming in the same street is defined as two activities and will require two separate permit applications.

5.4 Activities Covering Several Streets

Where the specified activity involves a number of specified streets, a separate permit will be required for each street. Permit applications for specified activities covering more than one street shall be cross-referenced to all related applications. Fees for activities which involve several permits will be discounted (refer to section 14.4) if the applications are submitted together and cross referenced. For consistency with NRSWA, a street will correspond to a USRN (refer to section 4.1).

5.5 Phasing of Activities

Phasing of Activities is as defined in the current code of practice for coordination and the EToN Technical Specification.

Activities in any street may involve one or more phases carried out at one or more sites. Separate permits are required for each activity phase and all permits must use the same activity reference.

5.6 Interrupted Activities

If activities are interrupted because, (e.g. the activity promoter finds that they need specialised plant or apparatus, other than that originally planned for) it is the activity promoters' responsibility to notify the Authority of a revised estimated end date.

If Promoters are interrupted because they have caused damage to third party apparatus, then it is the Promoter's responsibility to notify the Authority of a revised estimated end date, taking into account the likely duration of the repair works.

The works remain the responsibility of the original activity promoter until it is able to issue a works clear or works closed notice.

If an activity is interrupted at the request of the Authority, the Authority will discuss this with the Promoter and agree to a permit variation to cover the situation. If necessary a further permit to allow the activity can be completed later, there will be no cost for the variation or new permit in this instance.

Whenever an activity is interrupted, the Promoter should first seek approval from the



Authority before recommencing work.

5.7 Collaborative Working

The Authority encourages collaborative working between Promoters. To make such schemes work, it is the responsibility of Promoters to engage with the Authority as early as possible.

Collaborative working can mean a range of items, however within this scheme it refers to two or more activity promoters agree to undertake their activities at the same time, at the same location, under the same traffic management to reduce disruption.

Activity promoters will require a permit to undertake their individual activity.

Collaborative working will typically qualify for a discount to the permit fee in line with the discounts in Appendix: C.

Where collaborative working involves sharing an excavation, one activity promoter must take on the role of the primary promoter with the overall responsibility for the activities and will be the point of contact with the Authority.

While the secondary Promoter(s) will be required to make a permit application for the activity for which they are responsible, only the permit application made by the primary activity promoter will need to show the number of estimated inspection units.

The primary Promoter's permit application must give details of the other Promoter(s) involved and the extent of the collaborative working. The primary Promoter must also ensure that the estimates of the activity duration are agreed and confirmed with the secondary Promoter(s) when submitting the application. While the Authority will issue permits to all of the Promoters involved the fees will be discounted (See Appendix: C) to reflect the collaborative approach, subject to all criteria being met.

5.8 Permit Validity


Permits will only be valid from the start date to the end date of the permit on category 0 to 2 or traffic sensitive streets, and between adjusted dates based on the validity period in the start date for category 3 and 4 streets. The start and end dates will be calendar days, notwithstanding reference elsewhere within this document to working days, and will include weekends and bank holidays where applicable, even if these are non-working days.

5.9 Charges for Overrunning Street Works/Activities

Charges for overrunning activities will be made alongside the Permit Scheme [in accordance with Section 74 of NRSWA]. These regulations incorporate the process of setting and modifying the duration of the activity through the permit application, approval and variation processes, with the option to treat all or parts of a duration extension as overrun.

5.10 Start and End Dates

A permit will allow an activity to be carried out during the period between the start and end date on the permit. A Promoter carrying out an activity outside these dates would not have



a valid permit and potentially would be committing an offence. It should be noted that if the permit scheme states, for example, that the activity should start on a Monday and finish on a Friday, the weekend cannot be used as additional days without the express approval of the Permit Authority through a permit variation (extension).

5.11 Category 0-2 and Traffic Sensitive Streets

In road category 0-2 and traffic sensitive streets, the duration of the activity will exactly match the time from the start date to the end date, e.g. start date Wednesday 1 June, end date Friday 10 June, duration eight (working) days (no work undertaken at the weekend unless explicitly stated in the permit). The permit start date will be the proposed start date of the activity. If the activity cannot begin on the permit start date, the promoter should inform the Authority on the previous day to keep the Authority informed.

There is no automatic extension of the permit in these circumstances. If the promoter thinks that it could still complete the activity before the permit end date, then they could begin the activity on a subsequent day, submitting an actual start of activity notice under Section 74 of NRSWA.

If the activity promoter could not complete the activity before the permit end date, they must apply for a permit variation (extension). This would be required even if the extra days were on a weekend (in the above case, the permit expires at the granted application time on the Friday). The Authority may or may not agree to a permit variation (extension), depending on the circumstances.

5.12 Category 3 and 4 Non-Traffic Sensitive Streets

In road category 3 and 4 streets that are not traffic sensitive, the permit will be issued with a start and end date. However, because both competition for space and the expected level of disruption is likely to be lower on less busy streets, there will be flexibility on the start of the activity.

The validity periods are:


- 5 days for major and standard activities
- 2 days for minor activities

When the activity commences the Promoter is required to submit the actual start of the activity notice, noting that the overall duration must be the same as that given in the permit. The permit end date will be automatically adjusted to allow the agreed duration of the activity.

Note: If a Promoter wishes to continue an activity after the current permit end date, then a permit variation (extension) will need to be applied for, noting the timescales for permit variations to be granted. If a Promoter continues undertaking the activity without an agreement of a permit variation, they will be committing an offence of breaching the condition of a permit.

5.13 Actual Start (Sections 74(5B) and 74(5C))

Once an activity has begun, a Notice of Actual Start must be given by 10.00am the next



working day on road category 0, 1, 2 and traffic-sensitive streets and by the end of the next working day in the case of road category 3 and 4 non traffic-sensitive streets. In the case of immediate activity the permit application will be taken as the Notice of Actual Start as it is made after the activity has commenced. The status should always be “In Progress”.

Notice of Actual Start must be given in accordance with the requirements described in the Technical Specification . Of the DfT Digital Service for Planning and Managing Road Works. The identity of the main contractor must be provided on the Notice of Actual Start. This should always be the organisation with whom the undertaker has the contract, and not a subcontractor to the main contractor who may be carrying out the activity.

5.14 Works Clear

A works clear notice is required to be submitted by the Promoter following interim reinstatement. The Notice of Works Clear must be given no later than the end of the working day following the day on which the activity was cleared. Where the activity is completed in different phases (such as interim and permanent reinstatement), there will be a need for separate permits for each phase.

All spoil, excess materials, stores, signing, lighting and guarding must be removed from site before the activity can be regarded as completed for a Notice of Works Clear. A new permit will be required for any subsequent phases such as to complete the permanent reinstatement.

5.15 Works Closed


A Notice of Works Closed is required to be applied for by the Promoter following permanent reinstatement. The Notice of Works Closed must be given by the end of the next working day following the day on which the activity was closed. All spoil, excess materials, stores, signing, lighting and guarding must be removed from site before the activity can be regarded as completed for a Works Closed Notice. If temporary road markings have been used, then the activity is not deemed to be complete until the permanent markings are applied.

5.16 Early Start

The Authority will consider a Promoter’s request for an early start when applying for a Provisional Advance Authorisation or a permit application. Where this is agreed after the original permit application has been made, the activity promoter shall submit a permit variation application. Early start requests will not be unreasonably refused but equally should not be commonly used.

5.17 Working Without a Permit

It is an offence for a Promoter or a person contracted to act on its behalf to undertake specified activities in a specified street without a permit, except where the Permit Scheme provides that this requirement does not apply. Where it is believed that such an offence is being committed, the Authority may impose a Fixed Penalty Notice (FPN) or pursue legal action via a prosecution and require the party concerned to remove the activity, make safe and return the street to its full use with immediate effect as directed by the Local Authority.



Failure to remove the streetworks in a timely manner may result in the Authority taking action to remove the obstruction and all costs incurred with removal of the works and making safe will be recovered from the works promoter.

5.18 Application Requirements

Each application for a permit must include the information indicated in section 8.

6 Permits – Types

6.1 Types Covered by the Permit Scheme

There are two types of permit covered by the Permit Scheme as set out below.

6.2 Provisional Advance Authorisation (PAA)

PAAs, are a means of enabling activities that will have a significant impact on the network to be identified, co-ordinated and programmed in advance by allowing activities to be provisionally planned by the activity promoters, pending the Permit Authority's subsequent decision on whether, and with what conditions, to grant a permit for the activities.

A Promoter who wishes to undertake Major Activities (see section 7.2) on a street shall apply for a PAA at least 3 months in advance of those activities starting on the highway, or as agreed with the Permit Authority. Subsequent applications for permits for Major Activities that have not been preceded by a PAA will not be accepted by the Authority.

An application for a PAA will be required for each street affected.

An application for a PAA must include a full description of the activity and specify start and end dates, although the start date may be considered as provisional and can be amended in the application for a major permit providing there is full justification for the amendment to the start and/or end dates.

A fee will be charged for a PAA. This is additional to the fee which is charged for the issue of the permit.

The granting of a PAA does not prevent the Authority from subsequently refusing to grant a permit to which the PAA relates.

6.3 Permits

These are full permits with final details for all registerable activities. The timing of permit applications to the Permit Authority will depend on the proposed activity (see sections 7 and 10.9).

7 Permits – Classes

7.1 Classes Covered by the Permit Scheme

There are four classes of permit covered by the Permit Scheme as set out below.

- Major Activities
- Standard Activities
- Minor Activities
- Immediate Activities



7.2 Permit for Major Activities

Major Activities are those which one or more of the following and will require a Major Activity Permit:

- have been identified in an organisation's annual operating programme or, if not identified in that programme, are normally planned or known about at least six months in advance of the proposed date of the activity;
- other than immediate activities, require a Temporary Traffic Regulation Order (i.e. not a temporary traffic notice) under the Road Traffic Regulation Act 1984 for any other activities;
- other than immediate activities, having a duration of 11 working days or more.

Major Activity Permits are required for the most significant activities on the highway and will require the activity promoter to obtain a Provisional Advance Authorisation as part of the application process for a Major Activity Permit. (See section 6.2).

An application for a Major Activity Permit shall be submitted to the Authority in accordance with the timescales given in section 10.9 and must include a description of the proposed activity together with the proposed start and end dates of the activity. Should these details differ from those given in the PAA application, the Promoter must justify the reasons for any variation.

7.3 Permit for Standard Activities

Standard Activities are those activities, other than immediate or major activities, that have a planned duration of between 4 and 10 working days inclusive. Activities lasting less than 10 working days of which require a Temporary Traffic Regulation Order, such as a temporary road closure, will be classified as Major Activities and will be subject to the requirements in section 7.2.

An application for a Standard Activity Permit shall be submitted to the Permit Authority in accordance with the timescales given in section 10.9 and must include a description of the proposed activity together with the proposed start and end dates of the activity.

7.4 Permit for Minor Activities

Minor Activities are those activities, other than immediate or major activities, where the planned working is 3 working days or less.

An application for a Minor Activity Permit shall be submitted to the Authority in accordance with the timescales given in section 10.9 and must include a description of the proposed activity together with the proposed start and end dates of the activity.

7.5 Permit for Immediate Activities

Immediate Activities are those which:

- Are emergency activities as defined in section 52 of NRSWA.
- urgent activities are defined in the regulations as activities:

(a) (not being emergency works) whose execution at the time they are executed is required (or which the person responsible for the works believes on reasonable grounds to

[REDACTED]

be required):

- i. to prevent or put an end to an unplanned interruption of any supply or service provided by the promoter;
- ii. to avoid substantial loss to the promoter in relation to an existing service; or,
- iii. to reconnect supplies or services where the promoter would be under a civil or criminal liability if the reconnection is delayed until after the expiration of the appropriate notice period; and,

(b) includes works that cannot reasonably be severed from such works.

Given the nature of immediate activities, the activity may commence without a permit. However activity promoters must apply to the Permit Authority within 2 hours of the activity starting. Immediate activities will be subject to conditions.

The Authority requests warning be provided in a timely manner of immediate activities on streets it has designated on the ASD as vulnerable to traffic disruption. In these cases the activity promoter should contact the Authority's as soon as activities become necessary or, at the latest, as soon as they begin.

8 Mandatory Requirements in a Permit Application

8.1 Permit Authority Requirements

To enable the Authority to determine the granting of a permit and any conditions that it may wish to attach to the permit, Promoters should supply the following information. In the case of PAA applications, the activity promoter should provide the most accurate information available at the time of making the application.

8.2 Contact Person

All permit applications should include the contact details of the person appointed by the Promoter to deal with any problems that may occur during the activity, (including any provision made for out of hours contact) and recorded in the DfT Digital Service for Planning and Managing Road Works

8.3 USRN


Each application must relate to a single street only (see sections 4.1, 5.4 and 5.5). Where a single street on the ground has more than one USRN, separate permit applications will be required for each USRN to which an activity relates.

8.4 Description of Activity

A sufficiently detailed description of the activity should be provided to allow the Authority to assess the impact of the activity, along with, where deemed to be required, a detailed methodology provided demonstrating evidence that the works have been designed to minimise disruption as much as practicably possible.

8.5 Location

The Promoter should provide location details accurately based on National Grid References (NGR). In the case of small excavations, an NGR should be given for the



centre of the excavation. For larger works, a polygon representing the works footprint is required. In addition dimensions should be given of the space that will be taken up by the activity in the street, including space for the storage of plant/materials, safety zone, provision for pedestrians and traffic management. These dimensions can be provided in the form of text in the location field.

8.6 Timing and Duration

Each permit application should include the proposed start and end dates of the activity. The application must also include the times of the day when the activity is to be carried out and the applicant must also indicate if it is intended for the activity to continue over weekends and bank holidays and if night activities are required. For traffic sensitive streets, details of the times of day the activity is to be carried out must also be provided along with any local site constraints identified as part of the submission. This information can be provided on the application in the conditions.

8.7 Illustration

PAA applications, Major permit applications and any other activities that are deemed to result in significant disruption to the network as determined by the Authority should not be submitted prior to any required illustrations being received, reviewed and correspondence being sent to the works promoter identifying the proposal as being fit for purpose. All submissions should include details of the activity, and the extent of highway occupancy. The illustration may comprise plans, sections, digital photographs and similar material. Illustrations must also be submitted for minor activities located on designated traffic sensitive streets and streets of special engineering difficulty.

8.8 Techniques to be used for Underground Activities

Details of the planned techniques, (e.g. open cut, trench share, minimum dig technique) should be provided. This information must be supplied by using the appropriate Excavation Type Code in the DfT Digital Service for Planning and Managing Road Works

8.9 Traffic Management and Traffic Regulation Orders

The Promoter should supply full details of the traffic management proposals, including any requirement for action by the Authority such as the need for Temporary Traffic Regulation Orders (TTROs) or approval for temporary traffic light signals.

8.10 Public Transport

If the proposed activities are likely to have an affect on public transport operators the Promoters should liaise with the operators and Transport for West Midlands to consider what measures could be taken to mitigate any adverse impact on public transport. The promoter should include information of such discussions and actions with their application in the form of an attachment through the DfT Digital Service for Planning and Managing Road Works

Should any proposed works affect any part the Midland Metro infrastructure or operation of the Midland Metro then approval will also be required from Transport for West Midlands. Prior approval from both Transport for West Midlands and the Permit Authority is required



before works can commence.

8.11 Reinstatement Type

Permit applications should indicate whether the proposed activity is intended to be completed with interim or permanent reinstatement or a mixture of both.

Where the activity will be completed with a mixture of both interim and permanent reinstatement, the applicant must give details of where these methods will be used within the permit. These details can be provided in the form of text, either in the activity description or in the form of a comment. Where the activity is completed with an interim reinstatement, a separate permit application will be required for the permanent reinstatement where this is to be undertaken outside the duration of the permit.

8.12 Inspection Units

The activity promoter should indicate the provisional number of estimated inspection units where required and appropriate to the activity in accordance with the rules laid down in the relevant Code of Practice for Inspections (n.b. Promoters should be mindful of section 5.7 of the current Code of Practice where collaborative activities take place).

8.13 Depth

Promoters should provide their best estimate of the activity depth. This may be expressed as a range where appropriate. This information may be provided in notification text.

9 Permit Conditions

The Permit Scheme will use the National Permit conditions as set out in the statutory guidance as issued by the Department for Transport.

9.1 Breaching of Conditions

If the Authority considers that a Promoter is failing to comply with the conditions of a permit, then it may revoke the permit. Before revoking a permit, the Authority will contact the Promoter to inform them of the intention to allow reasonable opportunity for the situation to be discussed.


Where it appears to the Authority that a condition has been breached and that the Promoter or a person contracted to act on its behalf has therefore committed an offence, it will take action as described in section 15.4.

9.2 Avoidance of Conflict with Other Legislation

There may be an exceptional circumstance where an additional condition needs to be added to a permit that is not covered by the text outlined in the National conditions.

Any such conditions **should**:

- First be agreed with the work promoter (in line with the respective duties imposed by section 59 and 60 of the 1991 act);
- Be specific to both the circumstances of the particular activity and the locality
- Comply with all primary and secondary legislation regulations and that the application of any constraint within a condition does not conflict with the activity promoters



obligations under separate legislation;

- Follow this and any further DfT statutory guidance;
- Have regard to the advice provided by the Highway Authorities and Utilities Committee (HAUC)

10 Permit Applications

10.1 Timing of Applications

The timing of applications for permits and PAAs and the Authority's response will vary according to the proposed activity. The minimum times are given in the table in section 10.9, however Promoters should aim to give as much notice as possible, so as to facilitate the coordination process.

The application process will begin when the Authority receives the applications, as defined in the The DfT Digital Service for Planning and Managing Road Works Specifications, not when the permit was sent.

10.2 Submitting an Application

Permit and PAA applications should be made electronically. In the event of a system failure, activity promoters shall adopt the DfT Digital Service for Planning and Managing Road Works Technical Specification procedure.

10.3 Compliance with Prescribed Electronic Formats

All applications must comply with the definitive format and content given in the relevant Prescribed Electronic Format Technical Specification (such as the DfT Digital Service for Planning and Managing Road Works

10.4 Use of Plain English

The description of activities must be in plain English, avoiding industry jargon, and use agreed standard descriptions.

10.5 One Application Per Street

Each application shall refer to activities in only one street/USRN. Where a project covers more than one street/USRN, all related applications must be cross-referenced and the project reference included on each application.

10.6 Application Covering More Than One Street

The Authority will not accept single applications containing activities in more than one street/USRN.

10.7 Notification to Interested Parties

Where the ASD indicates other interested parties, permit applications and subsequent notice transaction (with the exception of reinstatements) shall be copied to those parties.

10.8 Consultation Requirements

Activity promoters must carry out necessary consultations as set down in Sections 88, 89 and 93 (as amended) and Sections 90 and 91 of the NRSWA. Along with carrying out any

additional consultation requested by the Authority if deemed necessary.

10.9 Application and Response Times

The Permit Scheme sets out the application and response times for dealing with permit applications and permit variation applications electronically in the table below. In all cases given in the table, the time period is measured from the time of receipt of the application by the Authority. A “response” means a decision to grant or refuse a permit, but where there are reasons why the permit cannot be granted in the terms applied for, the response indicating that a permit will not be granted in those terms will explain the reasons to the applicant or will suggest issuing a modification request, as per 10.10.

The term “days” in the table below refer to working days as defined in NRSWA and the Regulations.

Without prior contact, the minimum period to apply electronically for a permit variation (extension) before the permit expires is 2 days or 20% (whichever is the longest) of the original duration.

Application and Response Times						
Activity Type	Minimum Application Periods ahead of proposed start date		Minimum period before permit expires for application for variation (including extension)	Response Times for issuing a permit or seeking further information or discussion		
	Application for PAA	Application of Permit		Application for PAA	Application of Permit	Response times for responding to variations
Major	3 Months	10 Days	2 days or 20% of the original duration, whichever is longest	1 Calendar	5 Days	2 Days
Standard	N/A	10 Days		N/A	5 Days	
Minor	N/A	3 Days		N/A	2 Days	
Immediate	N/A	Within 2 hours of the activity starting		N/A	2 Days	

10.10 Refusal of Application

The Authority reserves the right to refuse an application for a permit or PAA where it considers that elements of the permit application, (e.g. timing, location or conditions), are not acceptable.

If the Authority is not satisfied with the conditions applied then the application will be refused by issuing either a Modification Request or a refuse response. The activity promoter can then submit a Modified Application with all the required conditions or make further changes to their original plans as appropriate. An early start request on a Modification Request will only be required if the proposed start and end dates are different

[REDACTED]

from those given in the original application.

10.11 Restriction on Activities

Where a Promoter wishes to apply for a permit to carry out activities on a street where a Notice has been issued under Sections 58 or 58A of NRSWA, and the activities are not covered by the specific exemptions of that notice, the Promoter must make an application for the Authority's consent specifying the grounds on which the consent is sought.

If the consent is given, then the Authority will provide an agreement reference number. This agreement reference number must be included in the specific field for agreement details with the permit application for the permit to be approved.

10.12 Error Correction (Works Data Alteration)

Where the Authority identifies an error in data recorded, or submitted for recording, in the register, it will contact the Promoter to discuss and agree the corrections to be made.

Where the Promoter identifies an error, they will contact the Authority to discuss and agree the corrections to be made. If an error has been identified on an application, the Promoter shall submit a permit variation request by the end of the next working day following the agreement of the correction. This permit variation request should include the corrected data and the reference number provided while agreeing the correction. It must also state the data elements that have been corrected. The error correction process is described in the The DfT Digital Service for Planning and Managing Road Works

This procedure must not be used without the prior agreement of both parties. A variation fee will be payable where the identified error has been caused by the Promoter and identified by the Authority. If the error has been identified by the Promoter there will be no charge for the permit variation.

11 Issue of Permits

11.1 Timing of Permit Issue

Where the Authority is content that all aspects of the permit application meet the criteria of the scheme, it will issue a permit within the response times detailed in section 10.9.

11.2 Issue of Permit


A permit will be issued electronically (and copied to Interested Parties) in accordance with the formats given in the Technical Specification for EToN, with the details placed on the register. The permit will reference in detail the activity that it is allowing and its duration. In case of a DfT Digital Service system failure, the Authority will contact the Promoter and agree an alternative method by which a permit will be issued.

11.3 Inclusion of Conditions

A Permit Granted Notice will be issued to the Promoter for every permit and will reference all of the conditions attached to the permit.

11.4 Permit Unique Reference Number

All permits will be given a unique reference number following the DfT Digital Service for



Planning and Managing Road Works numbering sequence. Where permits are issued for linked activities, the common project reference is used on all the related applications, therefore enabling them to be cross referenced.

A valid permit reference number must be prominently displayed on the site information board.

11.5 Remedial Activities

In the event of remedial activities being required after the expiry of the permit, an application must be made for a new permit.

This application should be submitted using the original activity reference as a subsequent phase.

11.6 Notification of Refusal

If, having considered an application for a permit or PAA, the Authority decides to refuse the application; it will contact the Promoter within the response time given in section 10.9 to explain why the application is unsatisfactory and where amendments need to be made.

11.7 Amendment to the Original Application

Where the Authority informs the Promoter of its intention to impose further conditions, which effectively amend the details of the original application, the Promoter shall amend and resubmit a revised application. There will be no charge if the changes made are to accommodate the specific requests of the Authority.

11.8 Right of Appeal

The Promoter has a right of appeal against the decision of the Authority, in accordance with the dispute resolution process set down in Chapter 13 Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters 2012, should it not be possible to reach a satisfactory resolution in discussions with the Permit Authority.

There may be cases where an immediate activity has to stop, subject to safety and legal considerations, until the issues are resolved.

11.9 Permit Application Deemed to be Approved

If the Authority fails to reply to an application for a permit or PAA within the designated response times, the permit or PAA is deemed to be granted in the terms of the application. The proposed start and end dates, description, location, duration, traffic management, etc. will be included in the permit along with associated conditions for the activity. These will be binding on the Promoter in the same manner as if the permit had been granted within the timescale.

If a permit is deemed to be granted then any subsequent breach of permit conditions will still constitute an offence and may be subject to sanctions as set out in Section 15.

In the case of a permit being deemed to be granted then no fee will be applicable.

12 Reviews, Variation and Revocation of Permits and Permit



Conditions

12.1 Permit Authority Powers

As per Regulation 15 of Traffic Management Permit Scheme (England) Regulations 2007 (as amended by the Traffic Management Permit Scheme (England) (Amendment) Regulations 2015) the Authority will have the power to vary and /or revoke permits and permit conditions on its own initiative.

12.2 Changes to a Provisional Advance Authorisation

A PAA cannot be varied. Where a PAA has been given but a full permit has not been issued and the proposals change, the Promoter must inform the Authority immediately of the proposed changes and a revised application for a PAA should be made. If they are minor changes that are pre agreed with the Authority, then they can be amended on the permit application.

12.3 Avoidance of Offences

Permit variations should be sought as soon as changes are identified to avoid an offence being committed by activities being undertaken without a permit or outside of the conditions associated with that permit.

12.4 Timing of Permit Variations

Applications for permit variations may be made at any time before or after the permit has been assessed and before or during the activity itself. Applications must not be made after the estimated end date has passed (no variation for an extension after the estimated end date is allowed). If the actual dates of operation or details of the activities carried out are incorrect, they must be amended and this could therefore be done after the permit end date, so that the register is accurate.

12.5 Electronic Application for a Permit Variation – Revised Duration (Extension)

Where the existing permit has more than 20% of its duration or more than two activity days to run (whichever is the longer), the activity promoter shall apply for a variation electronically.


12.6 Telephone Application for a Permit Variation – Revised Duration (Extension)

Where the criteria in section 12.5 is not met, the activity promoter shall first telephone the Authority to ascertain whether the Authority is prepared to grant a variation and only then apply, again electronically, if the Authority agrees to the variation.

12.7 Variations for Immediate Activities

In the event of immediate activities requiring a series of fault-finding excavations or openings, the following procedure shall apply where it is necessary to undertake activities beyond the initial excavation or opening that was indicated in the first permit application.

- i. The Promoter will submit the first permit application within two hours of starting the activity.
- ii. That first permit application will contain the location of the initial excavation or opening.

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- iii. For any further excavations or openings on the same street within 50 metres of the original excavation or opening, the Promoter will contact the Authority with the new location. No permit variation will be needed and no variation charge will apply.
 - iv. The activity promoter will telephone the Permit Authority to apply for a permit variation for the first excavation in each subsequent 50 metre distance away from the original excavation or opening in the same street, i.e. 50-100 metres, 100-150 metres, etc. permit variation charges will apply.
 - v. If the search carries into a different street or a new USRN (including if the street changes to a different Authority), then a separate permit application or notice will be required.
 - vi. If the activity promoter cannot contact the Authority by telephone, it should record the fact and send the message electronically by means of a comment.
 - vii. Conditions for these activities may be varied to take into account the fact that a new location, even within the permitted distances, may be more disruptive.

12.8 Information Required for Permit Variation Application

Applications for permit variations must contain the following information as applicable:

- The revised timescale.
- Any change to the description of the activity.
- A revised illustration.
- Any change to the method of excavation.
- Any changes to the reinstatement method.
- Any changes to the conditions, if applicable.

12.9 Review of Permit by the Authority Due to Circumstances Beyond its Control

The Authority may review the permit and associated conditions, in the event of circumstances beyond its control having a significant disruptive effect at the location of the activity. The Authority's policy regarding the circumstances in which it will review, vary or revoke permits is given in Appendix B.

No fee will apply for permit variations requested by the Authority unless, at the same time the activity promoter applies for permit variations, which are not the result of the circumstances causing the Authority's action.


12.10 Review of Permit Due to Non-Compliance by the Promoter

If the Authority considers that an activity promoter is failing to comply with the conditions of a permit, then it may issue a FPN or revoke the permit. Before revoking a permit, the Permit Authority will contact the activity promoter to inform them of its intention and initiate a discussion.

12.11 Waiving of Fees

If the Authority has to revoke a permit through no fault of the Promoter, no fee will be chargeable for a new permit.

12.12 Continuation of an Activity when a Permit has been Revoked



An activity promoter will be committing an offence if it continues an activity when a permit has been revoked.

13 Cancellation of a Permit

13.1 Cancellation Process

If a Promoter wishes to cancel a permit for which it has no further use, or withdraw a permit application that has been submitted, for which a permit has not yet been granted, it should use the cancellation process containing the relevant activity/works reference (see DfT Digital Service for Planning and Managing Road Works) There is no fee payable for this cancellation process.

13.2 Continuing an Activity following Cancellation of a Permit

A Promoter will be committing an offence if it continues an activity when a permit has been cancelled. A fresh permit application will be required to continue works resulting from a permit being cancelled in line with the timescales set out within this scheme document

14 Fees

14.1 The Authority's Power to Charge Fees

To meet the costs of introducing and operating the Permit Scheme, Regulation 30 gives the Authority the power to charge a fee in respect of the following:

- The application for a PAA;
- The granting of a permit;
- Each occasion where there is a permit variation or the conditions attached;
- Where a permit variation would move an activity into a higher permit category, the activity promoter will be required to pay the difference between the permit categories as well as the permit variation fee.


14.2 Fee Policy

The Permit Authority will charge undertakers a fee for the above actions, as shown in Appendix A.

14.3 Where Fees will Not be Payable

Fees will not be payable in the following circumstances:

- By the Authority in respect of its own activities for road purposes, although records of all permits issued and the fees that could have been charged will be kept in order to assist in the review of fees, referred to in section 14.6;
- Where a permit is deemed to be granted because the Authority failed to respond to an application within the time set down in section 10.9;
- If a permit variation is requested by the Authority or the Authority has to revoke a permit through no fault of the Promoter;
- Where the activity promoter has sent a cancellation before the permit has been approved by the Authority.
- Where a permit is granted though subsequently revoked by the Authority before



commencement of specified works, the Authority shall refund in full any fee charged in accordance with this regulation, provided that the revocation is not the fault of the permit holder

14.4 Fee Discounts

Fee discounts and incentives are as set out in Appendix C.

14.5 Option to Waive or Reduce Fees

The Authority retains the option to waive or reduce fees at its discretion.

14.6 Scheme Evaluation (Review of Permit Fees)

The permit scheme and associated permit fees will be evaluated in accordance with the current permit regulations.

14.7 Processing of Fees

Monthly invoices will be issued to each Promoter, with all permits referenced.

15 Sanctions - The Authority's Policy

15.1 Undertaking Activities Without a Permit

It is a criminal offence for a statutory undertaker or a person contracted to act on its behalf to undertake specified activities in a specified street in the absence of a permit, except as set down in section 5.2.

15.2 Breaching a Permit Condition

It is a criminal offence for a statutory undertaker or a person contracted to act on its behalf to breach a permit condition.

15.3 Action by the Authority

If the Authority considers that an activity promoter is failing to comply with the conditions of a permit, then it may revoke the permit. Before revoking a permit, the Authority will contact the Promoter to inform them of its intention and initiate a verbal discussion followed by electronic communication.

Where a statutory undertaker or a person contracted to act on its behalf undertakes an activity without a permit, where a permit is required, or breaches a permit condition, the Authority may take one or more of the following actions depending on the seriousness and persistence of the offence(s):

- Give a Fixed Penalty Notice (FPN) against the Promoter;
- Prosecute the Promoter.

15.4 Fixed Penalty Notices

Regulations 21 to 28 (and Schedules 1 and 2) authorise Authorities to give Fixed Penalty Notices (FPNs) in respect of criminal offences. Fixed Penalty Notices offer the Promoter an opportunity to discharge liability for an offence by paying a penalty amount.

Details on FPNs are clarified in The Street Works (Fixed Penalty) (England) Regulations



2007 and the EToN Specification.

15.5 Withdrawal of Fixed Penalty Notices

In accordance with Regulation 27, if the Authority considers that a FPN ought not to have been given, it shall give to the Promoter a notice withdrawing the FPN. The notice shall be in the form set out in Schedule 2 of the Regulations.

The Authority in such circumstances will repay any amount, which has been paid by way of a penalty in pursuance of the FPN. The Authority shall consider any representations made by or on behalf of the recipient of a FPN.

15.6 Non Payment of Fixed Penalty Notices

If the Promoter pays either the full penalty or the discounted amount within the required period, then no further proceedings will be taken against that undertaker for that offence. If the Promoter does not pay the penalty within the 36 days, then the Authority may bring proceedings in the Magistrates Court for the original offence.

Legal action must be taken before the expiry of the 6 months deadline from the date of the offence for bringing a case before the Magistrates Court (Section 127 of The Magistrates' Courts Act 1980). This is the case even if the FPN was not given for sometime after the offence was committed. In circumstances where a FPN has been issued, although the Authority subsequently forms the view that it would be more appropriate to prosecute the Promoter, the Authority must withdraw the FPN under Regulation 27 before bringing the proceedings.

15.7 Application of Money by the Authority

The Authority recognises that the FPN scheme is NOT intended to be an additional source of income for Authorities, although some income may be generated incidentally.

The objective of the FPN scheme is to enable permit authorities to better manage and control activities on the street and thereby contribute to the overall aim of the TMA, the Authority does therefore not expect any net proceeds emerging from this Permit Scheme.


16 Registers

16.1 Register of Permits

The Permit Scheme requires the Authority to maintain a register of each street covered by the scheme. The register will contain information about all registerable activities on those streets and forward planning information about activities and other events which could potentially affect users of the streets.

The Authority will still maintain a register under section 53 of NRSWA for street information. This will cover those streets that are not part of the Permit Scheme, including non-maintainable streets. A local register will be maintained, which will include information on all streets other than those streets that are the responsibility of another authority. The Authority will maintain a Register of Permits in connection with the Permit Scheme and in accordance with Regulation 33 and 34, Part 7 of the Regulations.

16.2 Referencing of Information



All information held in the Register of Permits will be referenced to the USRN and the permit register will be Geographic Information System (GIS) based.

16.3 Content of Register

The permit register will record:


- PAAs, permit and permit variation applications submitted to the Authority.
- including conditions attached as well as all variations to permits and conditions (including any permits "deemed" granted).
- all revoked permits, refused PAAs and refused permits, together with the reasons for such refusals;
- all notices, consents and directions served by the Authority under Section 58 or 58A of NRSWA.
- all notices given under Section 74 of NRSWA.
- description and location of activities for which plans and sections have been submitted under Schedule 4 of NRSWA (streets with special engineering difficulties).
- particulars of notices given by any relevant authority under Schedule 4 of NRSWA.
- particulars of Streetworks licences under Section 50 of NRSWA, including details of conditions and changes of ownership and of any NRSWA notices or directions associated with those licenses;
- information under section 70(3) and (4A) of NRSWA as to completion of reinstatements;
- particulars of apparatus notified to the street authority under section 80(2) of NRSWA;
- All notice of works pursuant to section 85(2) of NRSWA;
- details of every street for which the Highway Authority are the Street Authority;
- details of every street which is a prospectively maintainable highway over which a permit scheme would operate;
- details of every street over which a Permit Scheme would operate, of which the Authority is aware is a highway but for which it is not the Highway Authority
- details of every street which is
 - a protected street;
 - a street with special engineering difficulties;
 - a traffic sensitive street.

The Authority will ensure that the register also includes the road category of each street, and details of every street where early notification of immediate activities is required, is contained within the ASD.

17 Monitoring

17.1 Monitoring and Evaluating the Permit Scheme

The Authority will establish an internal monitoring group, which includes the Traffic Manager to monitor and evaluate the Permit Scheme to ensure that it demonstrates parity of treatment for all Promoters, particularly between Statutory Undertakers and the Authority's own activities and Promoters.



The Key Performance Indicators may change as and when they are updated by HAUC England so as to keep compliant with new legislation.

17.2 Performance Monitoring.

To review the Permit Scheme effectiveness Key Performance Indicators (KPIs) will be used to monitor and evaluate the scheme. These reviews will be typically be undertaken annually, and where possible interim reviews will be undertaken to assess the effectiveness of the scheme.

The KPIs used for monitoring purposes will be compliant with current Legislation, Regulations, guidance and best practice whatever is applicable at the time of monitoring.

The KPIs used to monitor performance are set out within Appendix D

Appendix A

Birmingham City Council Permit Scheme Fee Matrix

Reinstatement Cat.	Category 0, 1 & 2		Category 3 & 4		3 & 4
Application	Traffic Sensitive at certain times/locations		Traffic Sensitive at certain times/locations		Non traffic sensitive at any time or location
Time and location of activity	Wholly or partly within traffic sensitive times and or locations	Wholly outside of traffic sensitive times and or locations (10% discount)	Wholly or partly within traffic sensitive times and or locations	Wholly outside of traffic sensitive times and or locations (10% discount)	Any time and or location
PAA	£103.00	£92.70	£103.00	£92.70	£66.00
Major - (over 10 days and all major works requiring a traffic regulation order)	£215.00	£193.50	£215.00	£193.50	£112.00
Major – (4 to 10 days)	£127.00	£114.30	£127.00	£114.30	£65.00
Major – 1 to 3 days	£63.00	£56.70	£63.00	£56.70	£32.00
Standard	£127.00	£114.30	£127.00	£114.30	£65.00
Minor	£63.00	£56.70	£63.00	£56.70	£32.00
Immediate	£60.00	£54.00	£60.00	£54.00	£29.00
Variations	£45.00	£45.00	£45.00	£45.00	£35.00



Appendix B

Policy Statement – Circumstances in which the Permit Authority will review, vary or revoke permits on its own initiative

Once a permit has been issued, the Promoter should have reasonable confidence that the road space will be available for them. However, circumstances beyond the Authority's control may occur which may cause the Authority to review the permit and, as a result, may lead to the permit or its conditions needing to be varied or revoked.

The Authority's policy is to avoid making such variations other than in exceptional circumstances which could not reasonably have been foreseen or where the impact is significant. Such events may include adverse weather conditions, urgent mains repairs, dangerous buildings, etc., that can often result in traffic being diverted onto the road where the activity was underway or about to start.

If the consequent disruption of such an incident cannot be mitigated in a way other than by varying or revoking the permit, the Authority will adopt the following procedure:

- i. As soon as the Authority is aware that it may be necessary to vary or revoke a permit, it will contact the Promoter to discuss the best way of dealing with the situation.
- ii. If these discussions lead to an acceptable solution for both the Authority and the Promoter, the Promoter will apply for a permit variation from which the Authority will grant the new permit. Failing that, the Authority will issue an "Authority Imposed Variation".
- iii. In the event that agreement cannot be reached, and the Authority believes the terms to be reasonable, then the Promoter would have the option of invoking the dispute resolution procedure as set down in Chapter 13 Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters 2012.
- iv. No fee will be charged for permit variations or the revoking of a permit where the Authority requires it unless, at the same time, the Promoter seeks additional permit variations.

The above policy does not restrict the Authority from revoking a permit if the Promoter is considered to be acting unreasonably and causing unnecessary disruption to the flow of traffic or pedestrians.

Appendix C

Incentives and discounts for Permit Applications

Birmingham City Council are committed to working with Promoters to improve the safety, quality and performance of works/activities undertaken on the highway whilst minimising disruption to the travelling public. With this in mind the Authority has established the following incentives to encourage Promoters to achieve those aims.

Table 1 - Incentives and Discounts for Permit Applications

Collaborative working within the same or slightly modified TM, will typically result in a 30% reduction in fee cost to all works promoters working.
Trial holes - when TM is set up on a traffic sensitive road outside of traffic sensitive times when the use of GPR or similar non-invasive technique is employed, will typically result in no permit fee will apply.
Where Sample inspection performance exceeds 95% at categories B and C for two consecutive quarters, a 15% reduction to apply to all permit applications on request.
Where several permit applications - for activities which are part of the same project, which may be carried out in more than one street, are submitted at the same time will typically result in a 10% discount. However, this is not intended to cover area-wide activities.
If there are planned surfacing works by the Authority and Promoter has been requested to undertake activities before commencement of the works then a discount may be given to the permit application fee associated with the Promoters Activity. However, this must be agreed before commencing any works.
Activities undertaken on a street that is designated as traffic sensitive, but the activity is undertaken outside of the designated traffic sensitive times (or the restriction is removed at traffic sensitive times) to reduce the impact on congestion, the a discount on the permit fee will typically be applied as set out within Table 2 below.

Note:

If a variation takes the activity into a traffic sensitive time or location then the permit variation application will be treated as a Full Permit; i.e. the full permit fee and the permit variation fee will both be charged.

The Authority reserves the right to withdraw the discount facility from any individual Promoter who continually fail to abide by the appropriate conditions qualifying for discount.

Table: 2 Permit Discount Categories

Reinstatement Category of Street	0, 1 & 2		3 & 4		3 & 4
Street Designated TS?	TS at Certain times/locations		TS at Certain times/locations		Non-TS at any time or location
Time and location of activity	Wholly or partly within traffic sensitive times and/or locations	Wholly outside of traffic sensitive times and/or locations	Wholly or partly within traffic sensitive times and/or locations	Wholly outside of traffic sensitive times and/or locations	Any time and/or location
Major Activity	Full Permit	Discounted Permit	Full Permit	Discounted Permit	Reduced Permit
Standard Activity	Full Permit	Discounted Permit	Full Permit	Discounted Permit	Reduced Permit
Minor Activity	Full Permit	Discounted Permit	Full Permit	Discounted Permit	Reduced Permit
Immediate Activity	Full Permit	Discounted Permit	Full Permit	Discounted Permit	Reduced Permit
Permit Variation	Full Permit	Discounted Permit	Full Permit	Discounted Permit	Reduced Permit

Activity promoters must always comply with the requirements of Sections 10.13 and 16.7 of the Permits Code of Practice.



Appendix D

Key Performance Indicators

Reference Number	Indicator
TPI 1	Works Phases Started (Base Data)
TPI 2	Works Phases Completed (Base Data)
TPI 3	Days of Occupancy Phases Completed
TPI 4	Average Duration of Works
TPI 5	Phases Completed Involving Overrun
TPI 6	Number of Deemed Permit Applications
TPI 7	Number of Phase One Permanent Registrations

Note - These measures, with the exception of deemed permits, are all currently available in existing noticing / permit systems, to enable Notice and Permit schemes to be directly compared.