

# South Tyneside Permit Scheme For Road Works and Street Works

Year 1 Review - 2020/2021



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# Contents

Executive Summary	4
Introduction	5
South Tyneside Permit Scheme Objectives	6
Key Performance Indicators	7

# Executive Summary

**Following the directive from The Department of Transport (DFT) for all local authority to implement the Permit scheme. South Tyneside Council commenced the scheme on the 2nd March 2020.**

This is the annual evaluation report, the first, showing, the key performance indicators and successes of the scheme in managing, road works and street works.

Noteworthy is that first year has been very challenging following the global pandemic, (Covid), affecting all activities, with regards to statutory authority and statutory undertakers.

Due to the whole process being new to the Authority, this presented a challenge, effectively a culture change. On the other hand, statutory the undertakers, most of whom were already used to carrying out activities in other local authority operating a permit scheme, found it much easier to transition.

The report evaluates the progress of the permit scheme in meeting both the stated objectives and parity of treatment of all works for highway purposes and utility street works as set out in South Tyneside Permit Scheme. In both respects the Scheme is already demonstrating successful outcomes.

Year 2020/2021 (Mar20 – Feb21)	Total
Total number of permits and variations received during the first year	9469
Total granted	9283
Total refused	186

The data was collated from Mayrise, South Tyneside Council's works register system.

# Introduction

Permit Schemes were introduced by Part 3 of the Traffic Management Act 2004 (TMA) and are regulated in England by the Traffic Management Scheme (England) Regulations 2007. The 2007 Regulations were amended by the Traffic Management Permit Scheme (England)(Amendment) Regulations 2015 to reflect changes made by the Deregulation Act 2015 and other changes to the operation of permit schemes.

## The primary objectives of Permit Schemes are:

- Help to minimise delays/disruption to road users.
- Manage and coordinate road and street works more effectively.
- Improved communication about the purpose and duration of activities taking place on the road network.
- Improved safety at all works sites.

Do note that the objectives stated here are by no means intended to be exhaustive.

The Permit Scheme will help to improve the strategic and operational management of the highway network through the better planning, scheduling and management of road work activities to minimise avoidable traffic disruption to all road users. Achieving this aim will contribute to the efforts of the district to meet its Network Management Duty under the TMA.



# South Tyneside Permit Scheme Objectives

The objectives of the South Tyneside Council Permit Scheme are stated in section 1.7 of the scheme.

## Greater opportunity to deliver and achieve completion dates through sharing best practices.

- Pre-works engagement to discuss site requirements; appropriate TM, restrictions, potential clashes. This helps to ensure that when permit applications are made, the required information are included, allowing for first time grant.

## Reduced delays and disruption to economic activity.

- South Tyneside encourages forward planning, where works promoters submit permit for proposed works months in advance of the activity and this is published immediately in the public domain via one. network (formerly known as Elgin). Ensuring that the public are aware and can plan to use alternative routes.
- Permit Conditions are applied to manage activities, for instance in strategic routes, working times are used to ensure that activities commence outside of traffic sensitive times. Thereby, reducing delays and minimising disruption.



## Improved reliability of journey times, especially by public transport.

- Permits are reviewed daily to ensure there isn't multiple works taking place within strategic routes, Bus routes, that can have a high impact on the road network.
- Also, planned, immediate, and ongoing works can be viewed in real time by the public on the <https://one.network/platform>.
- Where high impact traffic management are proposed, for instance, road closure, notification is sent to the Bus operators, enabling alternative routes to be used.

## Improved safety at all road works sites.

- Inspections are carried out at every site visited to ensure compliance with the code of practice.
- Compliance with site specific permit conditions are also carried out, to ensure that the operatives are adhering to the conditions on which the permit was granted.

## Improved communication about the purpose and duration of road works.

- The permit team ensures that when permit applications are being processed for granting, the application contains the required information, such as; work description in easy to understand words, the duration of the works etc, otherwise it will be refused.
- South Tyneside Council's (STC) works register feeds directly to the public platform <https://one.network/> where, information such as the, work description, duration and purpose of works can be easily accessed.

# Key Performance Indicators

The following set of key performance indicators are intended to assist in demonstrating parity between work promoters.

These data were collated using STC's work register systems, Mayrise.

- **KPI1** – The number of permit application and variations received, the number granted, and the number refused.
- **KPI2** – Number of conditions applied by condition type.
- **KPI3** – The number of extensions requested, includes granted and refused.

## KPI1 – The total figures received of, permit types, variations, granted and refused application.

These will be show as Highway Authority (HA) and Statutory Undertaker (SU).

Permit Applications (Includes all types)	HA	SU
Received	6258	3211
Granted	5949	2978
Refused	87	97
Cancelled	13	

## Breakdown of the various types of Permit received

Type	HA	SU
Major (Includes PAA)	259	192
Standard	391	548
Minor	2772	734
Immediate (Urgent)	1761	772
Immediate (Emergency)	9	203

Looking at the table, the volume of application for immediate urgent activities by HA appears high, this is due to reactive works. It is widely known that quite a significant amount of works by the HA are reactive works that requires response within 24 hrs.



## Number of permits received per Statutory Undertaker (SU)

SU	Total Number of Permits submitted	Number of Permits Refused
BT	658	32
Northern Powergrid	916	25
Virgin Media	287	2
Romec	3	-
Clear Channel	4	-
T-Mobile	50	2
Northern Gas Network	496	16
Northumbrian Water	743	14
O2	8	2
CityFibre	1	-
A1	6	1
Highways England	4	-

Most permits were granted first time, as can be seen in the above table. This is helped with the fact that, most, if not all the above statutory promoters, were already used to submitting permits for several years. As such, this reflects in the quality of the permits submitted, enabling the permit team to grant the applications first time.

There were various reasons for refusals. From, clash of works where collaborative working was not possible. To time constraints, where activities are required to only take place between specified times to minimise disruption to the network.

Other reasons were, insufficient information provided, incorrect location, inappropriate traffic management and lack of early start approval.

# Key Performance Indicators

## KPI 2 – Number of conditions applied by condition type.

NCT	Descriptions	Total
NCT01a	Duration APPLIES TO ALL PERMITS on streets where the validity window does not apply.	Not included as it applies to all permit application.
NCT01b	Duration APPLIES TO ALL PERMITS on streets where the validity window applies	Not included as it applies to all permit application.
NCT02a	Limit the days and times of day	734
NCT02b	Working Hours	1447
NCT04a	Removal of surplus materials/plant	23
NCT04b	Storage of surplus materials/plant	7
NCT05a	Width and/or length of road space that can be occupied	138
NCT06a	Road space to be available to traffic/pedestrians at certain times of day	322
NCT07a	Road Closed to Traffic	313
NCT08a	Traffic Management Request	233
NCT08b	Manual Control of Traffic Management	29
NCT09a	Changes to traffic management arrangements	19
NCT09b	Traffic management arrangements to be in place	12
NCT09c	Signal Removal from operation when no longer required	23
NCT10a	Employment of appropriate methodology	3596
NCT11a	APPLIES TO ALL PERMITS Display of Permit Number	Not included as it applies to all permit application.
NCT11b	Publicity for proposed work	655
NCT12a	Limit timing of certain activities	13

## KPI 3 – The number of requests received to extend ongoing activity.

Highway Authority	Statutory Promoter	Total
341	174	515

The reasons for extension to on ongoing works varied. The common trend was due to unforeseen issues, such as adverse weather, availability of materials and workforce, (the ongoing pandemic did have an impact).

Overall, the extension requests application received were low, showing that most activities were planned, and permit submitted, with correct duration first time.

### And in addition to South Tyneside Council's objective, the below was included.

- The number of permit application where collaborative working took place, reducing the duration of road opening.

## Number of collaborative works showing days saved.

Period	Collaborative Phases			Working Days Saved			Calendar Days Saved		
	Highway	Utilities	Total	Highway	Utilities	Total	Highway	Utilities	Total
June 2020	1	6	7	2	71	73	2	95	97
August 2020	1	2	3	1	28	29	1	40	41
September 2020	0	2	2		31	31		41	41
October 2020	2	1	3	7	23	30	9	33	42
November 2020	0	2	2		3	13		15	15
January 2021	0	1	1		6	6		10	10
February 2021	0	2	2		3	3		5	5

Collaborative works selected where actual start date is within the date range. Counts works phases where the types of collaborative code are used.

The table above shows how disruption on the network was reduced as a result of collaborative works. STC actively promotes collaborative works where possible. Making use of various mechanisms already in place, such as, forward planning, forums and meetings.

During coordination meetings (held quarterly) with work promoters, works programme information about future works is shared. This helps to identify potential collaborative working.

### Incentives

STC Permit Scheme offers fee reduction where permit application meets the criteria.

Type	Multiple Permits (30%)
March	£211.80
April	£328.50
May	£149.40
June	£382.20
July	£382.20
August	£482.90
September	£516.03
October	£140.10
November	£278.60
December	£143.70
January	£135.90
February	£289.70

From the table above we can see that the uptake is consistent, on a monthly basis since the inception of the permit scheme.

### Financial Information

It is generally accepted that permit schemes can take up to three years to become financially stable. A full review of the cost benefit analysis will be undertaken on the third anniversary of the scheme however, to ensure the scheme is complying with the appropriate regulations an analysis has been undertaken of the first year of operation.

The full set-up costs are not anticipated to be recovered until after 3 years of operation.

Operational Costs (Staffing and Non-Staffing)	Permit Revenue	Deficit/Surplus
£203,202	£197,455	-£5,747 (Deficit)

### Conclusion

The South Tyneside Permit Scheme since its introduction has been successful with the benefits being delivered against the initial objectives, most visibly in terms of consistency of approach to the delivery of the Network Management Duty. There has been a clear alignment between the delivery of the Permit Scheme across the Authority and between all statutory and non-statutory work promoters.

The Council is pleased on how the permit scheme has performed in its first year despite the year being very challenging and unpredictable due to the global pandemic (Covid).

Whilst the permit scheme has done well in its first year, the scheme will always be seeking to challenge itself to improve its operations. This will ensure the permit scheme operates in a cost effective and economic manner.

### Areas for improvement include:

- Ongoing Cross boundary co-ordination and works planning.
- Forward planning and communications around the extent, nature and disruption resulting from works.
- Ongoing improvement of the Highway Authority permitting their own works to ensure consistency.
- The potential to increase and improve collaborative working between promoters.

### Recommendation

- Review Highway Authority permit applications to understand if emergency/urgent permits are being utilised and understood correctly.
- Encourage all work promoters to use forward planning.
- Keep up to date with change in legislation.
- Continued training and development of all works promoters to ensure all works undertaken on the highway are subject to a permit.

