

# Permit Scheme Evaluation Report 2019/2020

## East Sussex County Council Permit Scheme

### East Sussex Permit Scheme



# **Contents**

- 1. Executive Summary**
- 2. Introduction**
- 3. Objectives of ESCC (East Sussex) Permit Scheme**
- 4. Fee Structure**
- 5. Costs and Benefits**
- 6. Performance Indicators**
  - 6.1 PI1 The number of Permit and permit variation applications**
  - 6.2 PI2 The number of conditions applied by condition type**
  - 6.3 The number of approved revised extensions**
  - 6.4 The number of occurrences of reducing the application period (Early Starts)**
- 7. HAUC TPI measures**
- 8. Authority Measures**
  - 8.1 AM1 Average duration of works by permit type**
  - 8.2 AM2 Inspections – Permit condition checks**
  - 8.3 AM3 Days of disruption saved/ Number of collaborative works**
  - 8.4 AM5 FPNs (Permit Breaches)**
- 9. Conclusion**
- 10. Glossary**
- 11. Appendices 1 to 8 containing source data for all charts**

## 1 EXECUTIVE SUMMARY

The Traffic Management Act 2004 (TMA), Part 3 and the Traffic Management Permit Scheme (England) Regulations 2007 as amended in 2015, makes provision for Permit Schemes to be introduced in England. The South East Permit Scheme (SEPS) was introduced and adopted by East Sussex County Council (ESCC) on the 11th of November 2013. The Permit Scheme has continued to perform well in its seventh year of operation, over the last year it has been operated under the East Sussex permit scheme. The scheme was amended on 1<sup>st</sup> April 2019 and fees for non-traffic sensitive type 3 & 4 roads was implemented. This report sets out an overview of the operational performance of the East Sussex Permit Scheme in its 7th year; April 2019 - March 2020; and provides figures from the available data in relation to both Street Works (works undertaken by Statutory Undertakers/Utilities) and Works for Road Purposes (WRP-works undertaken by Highways Authorities) in East Sussex for this period and illustrates the success of the permit scheme.

Successfully operating the Permit Scheme is beneficial and facilitates East Sussex fulfilling the Authorities Network Management Duty under the TMA and NRSWA additionally the East Sussex County Council Local Transport Plan recognises that maintaining and improving roads and coordinating street-works and road works is both necessary and paramount to drive economic growth. The East Sussex Local Transport Plan (LTP3 2011-2026) states:

- we shall manage the road network to improve the movement of Traffic including the coordination or roadworks.
- improve the quality and notification of road works to minimise disruption to the travelling public as part of our Network Management duty,
- work with other partners to co-ordinate road works and minimise the impact on the travelling public.

Our primary objectives are ensuring expeditious movement of traffic, minimising inconvenience to persons using the street (having regard, in particular to the needs of people with disabilities), ensuring all works are undertaken safely and protecting the structure and integrity of the street. To minimise congestion on the highways, we have increased our challenging of proposed durations and endeavour whenever possible, to facilitate collaborative working by seeking to thoroughly review that works durations and traffic management arrangements are appropriate for all works undertaken on the highway. This is an continual process and the results for this year can be seen in the Days of Disruption figures (section 8.3), which shows year on year improvements. This is also proving to be effective in the reduction in the average duration of works by permit type (section 8.1) where all planned works have reduced their days occupancy of the Highway, only Immediate –Emergency works show an increase in average duration.

A major benefit of the Permitting of WRP is to have visibility of these works which allows for comprehensive coordination of all works and provides East Sussex with greater opportunity to protect its asset – particularly following major replacement schemes and upgrade of Highway Assets. This ensures parity of Scheme application across all works promoters, a key objective of the TMA.

With data from previous years available to review and analyse, trends are starting to be identified, for example, the number of initial permit applications received for both street-works and roadworks has reduced year on year. Conversely, the number of permit application refusals has decreased for street-works but increased for WRP. Further detailed evaluation and analysis would be required to fully understand the reasons for any trends.

The year (2019-2020) of operation generated an invoiced amount of **£1,107,681.21**. The costs to the Authority attributable to operating the Scheme for undertakers, which are over and above the costs of the Authorities co-ordination Duty under the New Roads and Street Works Act 1991 for the year of operation totalled **£1,110,741.00**. The income from Permit fees has not fully covered the permit scheme costs incurred by East Sussex and shows a marginal shortfall of **£3,059.79** for the year 2019-2020.

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 require that the permit authority shall consider whether the fee structure needs to be changed considering any surplus or deficit. Following the changes to our permit fees in April 2019 and having recruited to increase the Network management team structure, this result is disappointing, However March 2020 with the implementation of Government restrictions due to Covid 19, resulted in a significant reduction of planned works being undertaken. Consequently, in view of this, we believe currently, it is not necessary to review the permit fees.

Part 6 (6.11)-Fees from the statutory guidance for Highway Authority permit schemes require discounts to be offered on Permit fees when works on streets designated as Traffic Sensitive are undertaken wholly outside of Traffic Sensitive times. For the year 2019-2020 of operation this discount totalled **£17,437.60**.

The 1<sup>st</sup> of July 2020 will see the implementation of Street-Manager, the Department for Transport's (DfT), digital service for planning and managing roadworks. The original implementation date of 1<sup>st</sup> April 2020 was delayed due to Covid 19.

Whilst in the short term this implementation and change will require Highway Authorities and works promoters to develop improved working relationships because of the legislative, operational and system changes. It is envisaged this service will in future years significantly improve the management and coordination of all activities undertaken on the Highway, with data being open and available. The implementation of this service will mean the expiration of EToN, consequently the East Sussex Permit Scheme will require amending to ensure all references to EToN are amended with "the DfT's digital service for planning and managing roadworks", a formal consultation for these minor changes will not be necessary.

## 2 Introduction

East Sussex County Council are responsible for 231 miles of A roads, 627 miles of B & C roads, 1239 miles of rural and estate roads, 66 signal-controlled junctions and 1542 miles of footways and cycleways. Additionally, there are major A roads belonging to Highways England running through East Sussex, most notably the A27. This report sets out an overview of the East Sussex permit scheme operational performance in its 7th year. The report provides information and analysis of the available data in relation to street works and WRP activities in East Sussex from April 2019 to March 2020 and illustrates the scheme is running successfully and East Sussex are effectively delivering their Network management duties whilst acknowledging continual improvements can be identified and implemented.

## 3 Objectives of ESCC (East Sussex) Permit Scheme

ESCC has a duty under Section 59 of the New Roads and Street Works Act 1991 (NRSWA) to co-ordinate all works on the highway. In addition, section 16 of the Traffic Management Act 2004 requires us to manage our road network with a view to achieving, so far as may be reasonably practicable having regard to our other obligations, policies and objectives, the following overriding objectives:

*“Securing the expeditious movement of traffic on the authority’s road network; and facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority”.*

East Sussex borders Kent, Surrey, West Sussex, and Brighton & Hove, coordinating both works on the East Sussex Network and works affecting any of these Authorities networks is paramount. East Sussex have a duty to ensure effective co-ordination and management of the road network to minimize disruption, while allowing the appropriate time and space for street-works and roadworks to be completed. We are committed to reducing congestion with effective network management.

The objectives for the permit scheme are to:

- manage and maintain the local highway network to maximize the safe and efficient use of road space and provide reliable journey times, including:
  - i. providing for people with a disability
  - ii. minimizing other impacts on the community
  - iii. improving public satisfaction
- encourage a proactive, rather than reactive, attitude to activities by promoters. This change in culture will result in the supply of more information to us, which will enable us to manage our network effectively.
- protect the structure of the street and the integrity of apparatus in it

- ensure safety for those using, living, or working on the street, including those engaged in activities controlled by the scheme, with special emphasis on people with disabilities.

Our aim and objectives are, to continually improve the management of the highway network through better planning, scheduling, and management of activities to minimise any traffic disruption for all highway users.

Effective Co-ordination of activities through the Permit Scheme enables disparities between those applying for road space or time in the street, including traffic, to be resolved in a positive and constructive way.

#### 4 FEE STRUCTURE

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 require that the permit authority shall consider whether the fee structure needs to be changed considering any surplus or deficit.

East Sussex County Council undertook a full Cost Benefit Analysis for the 4-year period 2014 to 2018. The Cost Benefit Analysis included lengthy calculations based on officer time and the anticipated cost required to process Permits, this generated our Fee Matrix. This resulted in our permit scheme after consultation, being amended to reflect charging permit fees for non-traffic sensitive class 3 & 4 roads to enable every permit application to be thoroughly reviewed to achieve our Network management and NRSWA duties.

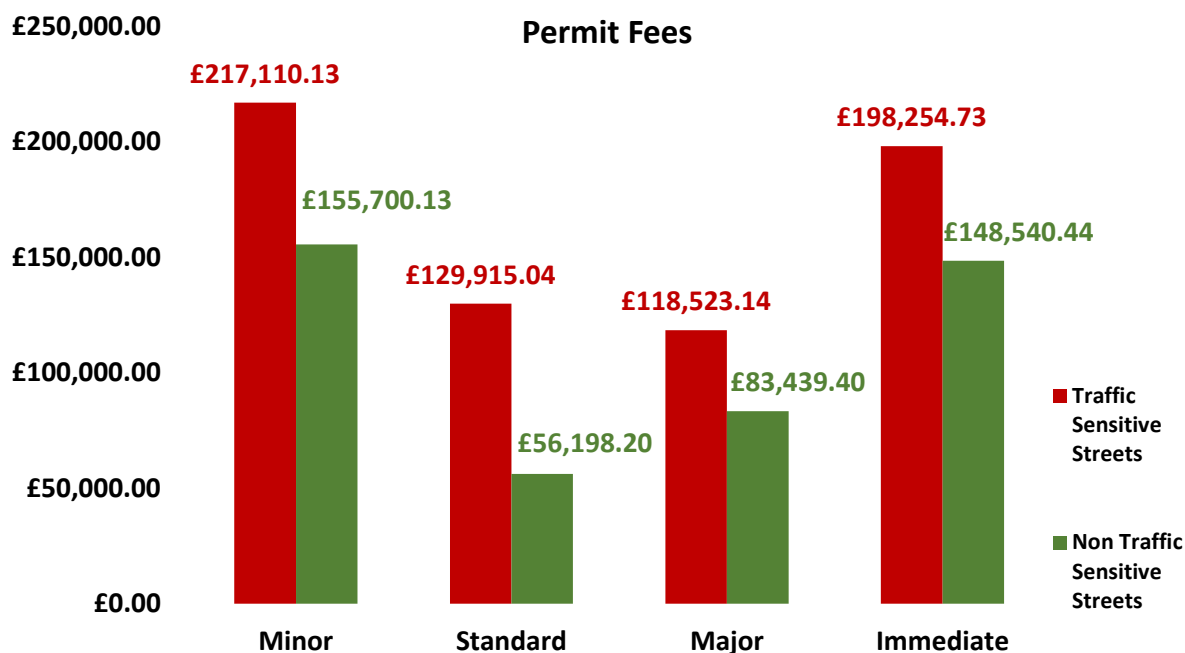
The fee structure for the year April 2019-March 2020) of operation generated an invoiced amount of **£1,107,681.21**. The permit fees are detailed in the table below.

**East Sussex Permit Scheme Fees Table - April 2019**

**PERMIT FEES TABLE**

Reinstatement category of street	Main Roads			Minor Roads
	0, 1 and 2	3 and 4		3 and 4
Street designated as traffic sensitive or not	All streets	Traffic sensitive at some times/locations		Non traffic sensitive at any time or location
Time and location of activity	Any time and location	Any part within traffic sensitive times / locations	Wholly within non traffic sensitive times / locations	Any time and location
Provisional Advance Authorisation	£105*	£105	£73.50	£75
Major Works – over 10 days and all major works requiring a traffic regulation order	£240*	£240	£168	£150
Major works – 4 to 10 days	£130*	£130	£91	£75
Major works – up to 3 days	£65*	£65	£45.50	£45
Standard Activity	£130*	£130	£91	£75
Minor Activity	£65*	£65	£45.50	£45
Immediate Activity	£60*	£60	£42	£40

\* A discount will be applied where works are undertaken wholly outside of traffic sensitive times on Traffic Sensitive Streets. See Above.  
 Note: That in line with the Permit Authorities policies and procedures, the above fees will be reviewed on an annual basis.



Graph 4a shows permit fee income for the year by work type and Road classification.

Part 6 (6.11)-Fees from the statutory guidance for Highway Authority permit schemes require discounts to be offered on Permit fees when works on streets designated as Traffic Sensitive are undertaken wholly outside of Traffic Sensitive times. For the year 2019-2020 of operation this discount totalled **£17,437.60**.

## 5 COSTS AND BENEFITS

Cost figures used are standard East Sussex rechargeable resource and operational costs. This complies with Part 6.5 of the Statutory Guidance for Highway Authorities Permits Schemes October 2015.

The Authority is permitted to recover costs and overheads attributable to operating the Scheme for undertakers which are over and above the costs of the Authorities co-ordination Duty under the New Roads and Street Works Act 1991. Costs associated to the Highways Authorities own works cannot be recovered through the permit scheme.

Cost Type	Cost
Permit Application Employee Cost	£806.861.00
Permit Application Operational Factor Costs	£201,715.00
<b>Total Permit Application Costs</b>	<b>£1,008,576.00</b>
Permit Variation Employee Costs	£76,624.00
Permit Variation Operational Factor Costs	£25,541.00
<b>Total Permit Variation Application Costs</b>	<b>£102,165.00</b>
<b>Total Permit Scheme Costs</b>	<b>£1,110,741.00</b>

Table 5a shows Total permit scheme costs for the year

	Traffic Sensitive Streets	Non-Traffic Sensitive Streets
Minor	£217,110.13	£155,700.13
Standard	£129,915.04	£56,198.20
Major	£118,523.14	£83,439.40
Immediate	£198,254.73	£148,540.44
Sub Totals	£663,803.04	£443,878.17
Total Permit Fees		£1,107,681.21
Total Permit Scheme Costs		£1,110,741.00
Result for Year		-£3,059.79

**Table 5b details permit scheme fees and permit scheme costs**

Overall, the East Sussex permit scheme has over the last year, incurred a marginal loss. Following the changes to our permit fees in April 2019 and having recruited to increase the Network management team structure, this result is disappointing. However, following the Government's announcement during March 2020 and the implementation of Covid 19 lockdown measures, a reduction in planned works being undertaken resulted. This caused this marginal shortfall in permit fees over the month of March and consequently the year. During this period and subsequently, the volume of planned Street-works works undertaken has reduced with Immediate-emergency works receiving the focus.

Overall, the benefits of the permit scheme are being realised with reduced overall durations for planned works and increased levels of collaborative working which are demonstrated in more detail in section 8.3.

Total Permit Applications of all types have fallen from a peak of 41,402 in 2018 to 27,455 for 2020 with the number decreasing over the past two years. Granted permits have also decreased over the last two years from 35,033 to 23,197, it is evident this is largely due to a year on year reduction in WRP.

With the implementation of Street-manager it is hoped over the coming years, improvements will be identified and implemented to ensure the consistency, availability and benefits of key performance data is realised and available. This data could be analysed and utilised to continuously review and improve some aspects of the permit scheme.

The Traffic Management Permit Scheme (England) (Amendment) Regulations 2015 also requires that the permit authority shall consider whether the permit scheme is meeting key performance indicators.

In section 6 details on the DfT Performance Indicators are provided.

In section 7 details on the HAUC Performance Indicators are provided and in section 8 details of East Sussex Performance Indicators are provided.



## 6 PERFORMANCE INDICATORS

### 6.1 PI1 the number of permit and permit variation applications

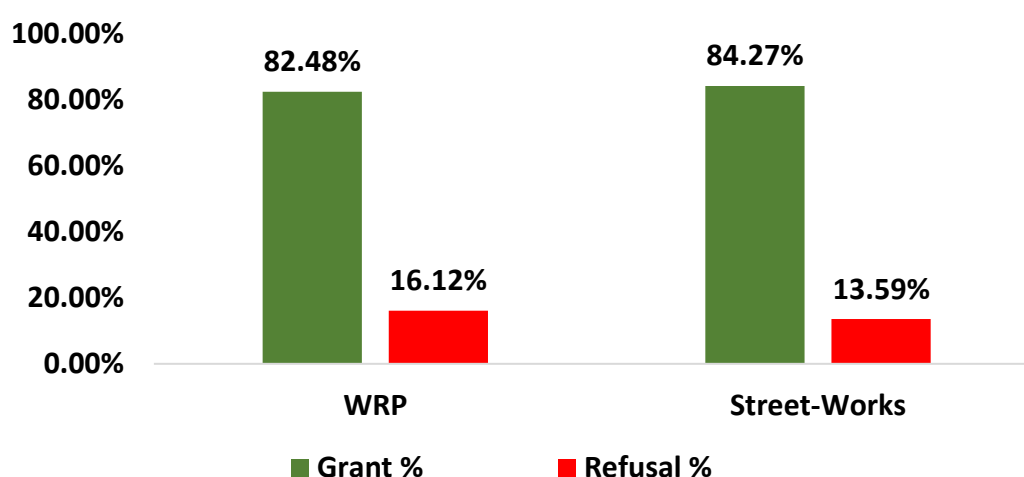
The table below shows a breakdown of permit applications received, granted, and refused for the year 2019-2020 of operation in East Sussex. *A summary of data can be found in Appendix 1.*

<b>Total permit Applications/ Variations received by ESCC</b>	<b>27,455</b>
<b>*Total permits with status that cannot be determined</b>	<b>595</b>
<b>Total Applications granted or refused</b>	<b>26860</b>
<b>Total applications granted</b>	<b>23197</b>
<b>Total applications refused</b>	<b>3663</b>

**Table 1 Total applications Granted and Refused**

\*The following consideration must be noted in relation to this data .Each application has an appropriate response period which means that the number of applications received in any one period does not correspond to the permits granted and refused within that same period. A permit application received in one period could be responded to within the next period, this means that there are at any given time permit applications, which do not have a defined status.

The chart below shows granted and refused applications in relation to WRP and Street-works and provides a comparison with the percentage of permits granted/refused. *The data can be found in Appendix 1.*



**Chart 1 Permit applications Granted and Permit applications Refused for Street-works and WRP**

The following graphs detail activity types granted and refused as a %. *The data is shown in Appendix 2.*

### All Permits Granted/Refused by Works Type

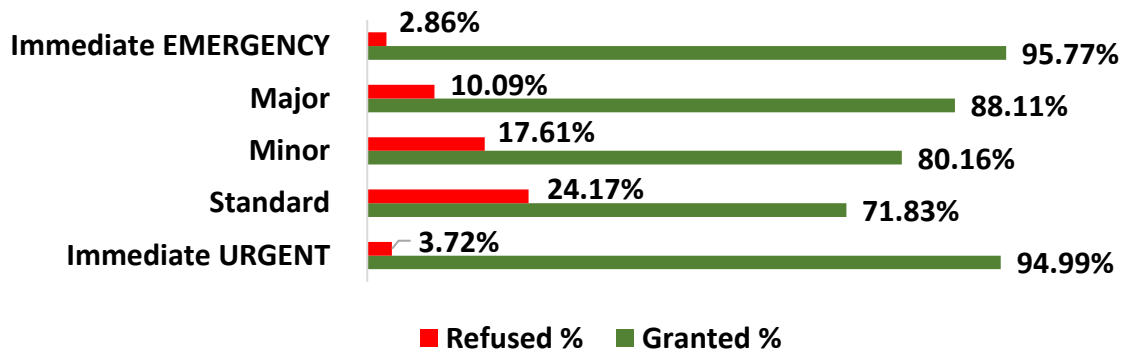


Chart 2a All Permits Granted and Permits Refused by Works Type

### WRP Permits Granted/Refused by Works Type

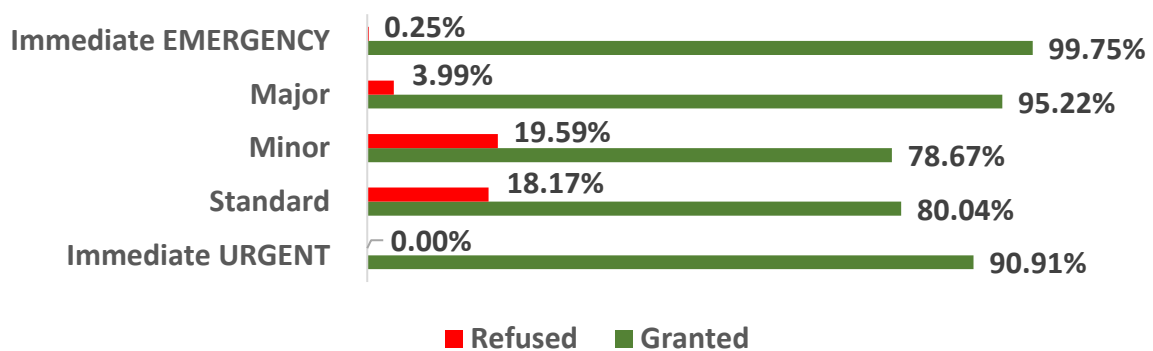


Chart 2b WRP Permits Granted and Refused by Works Type

### Street-works Permits Granted/Refused by Works Type

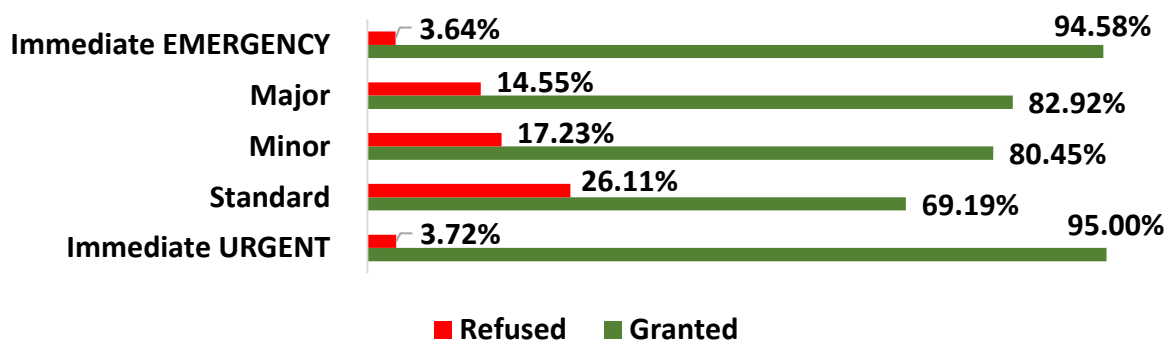


Chart 2c Street-works Permits Granted and Refused by Works Type

### Permits Granted and Refused

This year of operation has seen an overall reduction in refused permit applications. Following an increase in 2019 the level has returned to approximately the same level of 2018. To establish the reasons for this, further review and analysis would have to be undertaken appreciating overall permit applications and especially WRP have reduced (figures shown in appendix 1).

### Number of Permit Applications

The following graph shows the split of permit applications received for both WRP and Street-works for the last two years. The data can be found in Appendices 1.

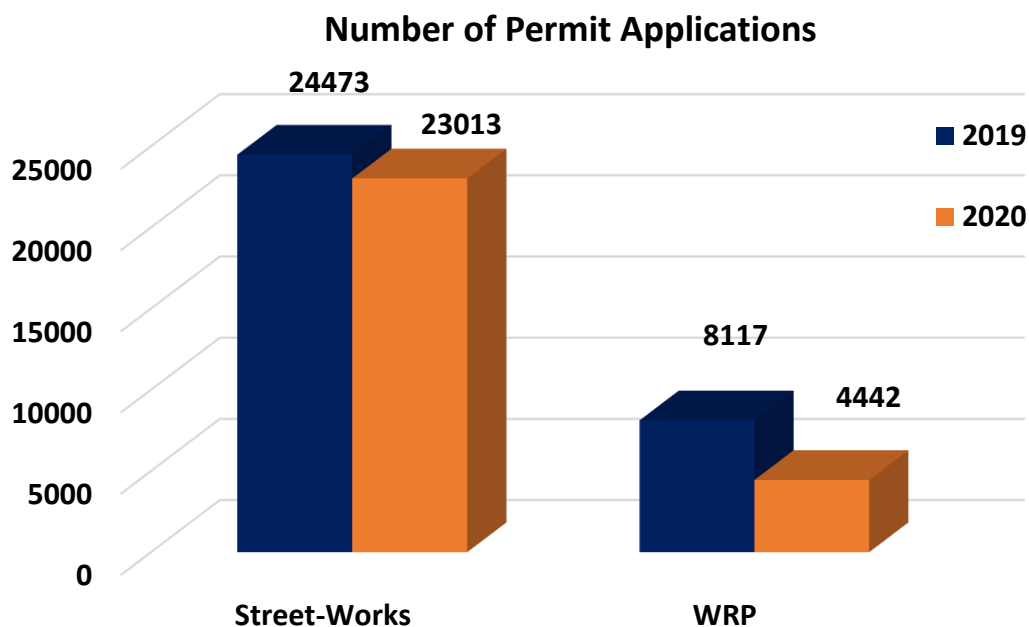


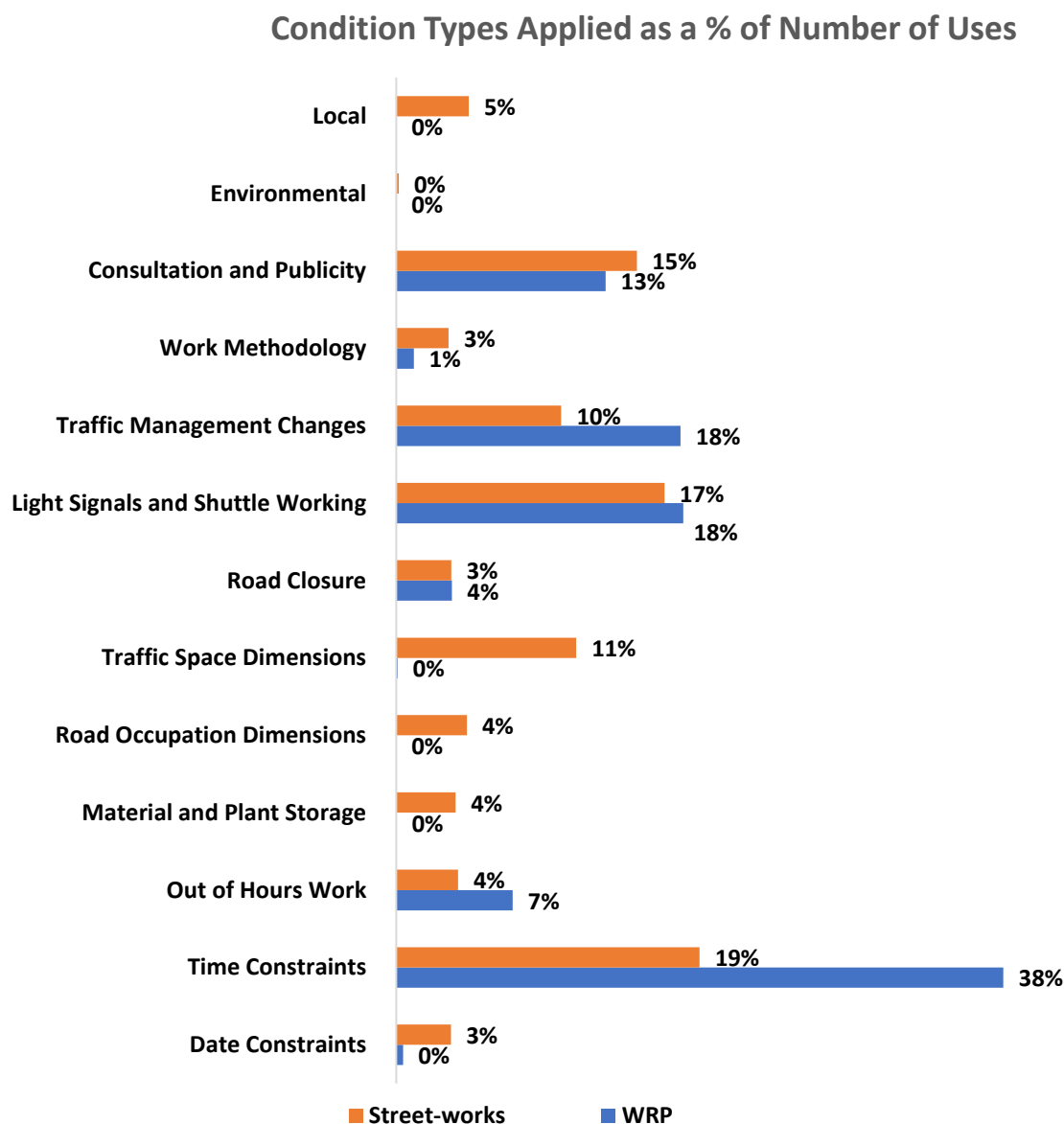
Chart 3 Number of Permit Applications received from Street-works promoters and WRP

### Number of Permit Applications

The total number of permit applications received in this year of operation from Street-works promoters has decreased slightly from 2019 levels. WRP applications have reduced by a more significant level from 2019.

6.2 **PI2 the number of conditions applied by condition type.**

The charts below show the percentage of permit conditions applied against permits in relation to WRP and streets works undertaken based on the 13 standard permit conditions. The data is shown in Appendix 3.

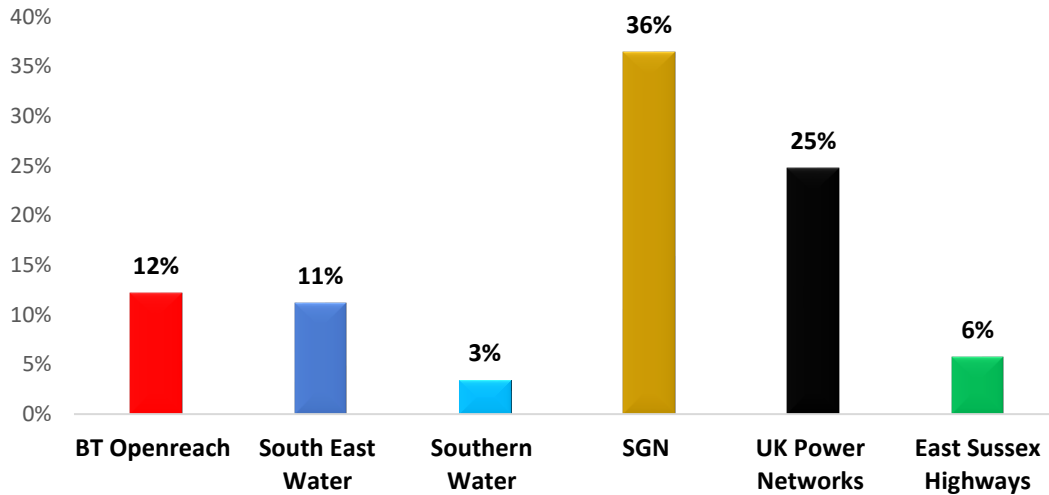


**Chart 4 Percentage of Conditions applied by Type for Street-works Permits and WRP Permits**

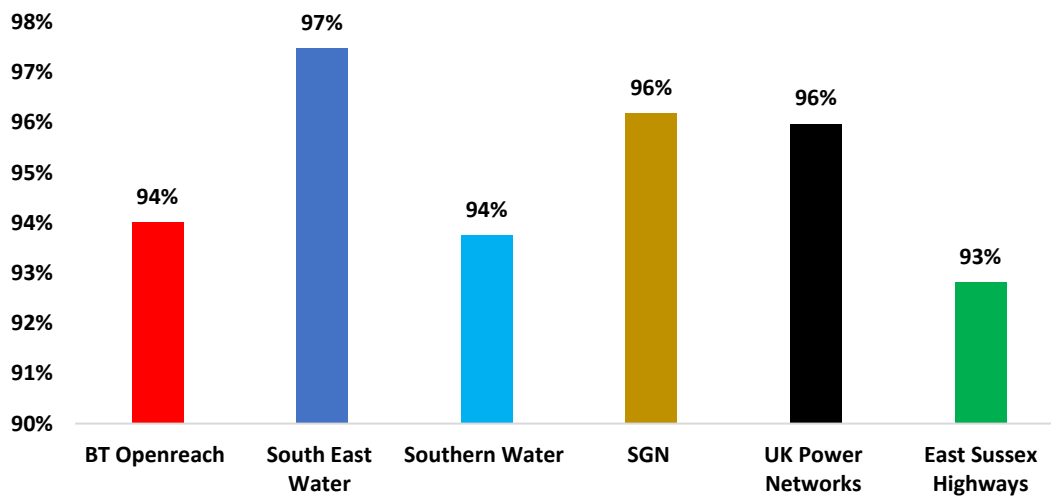
The most significant differences can be seen in Traffic management changes and Time constraints. Whilst it could be presumed the reason for this would be re-surfacing works having to be undertaken between 20.00 and 06.00, a full review and analysis would have to be undertaken to establish the precise reasons for these differences.

### 6.3 The Number of Approved Revised Durations.

Chart 5 shows the number of Duration Variation applications received as a percentage of Works phases started, split by the main statutory undertakers operating in East Sussex and WRP applications. *The data is shown in Appendix 4*



**Chart 5 Duration Variation Applications as % of Works phases Started**



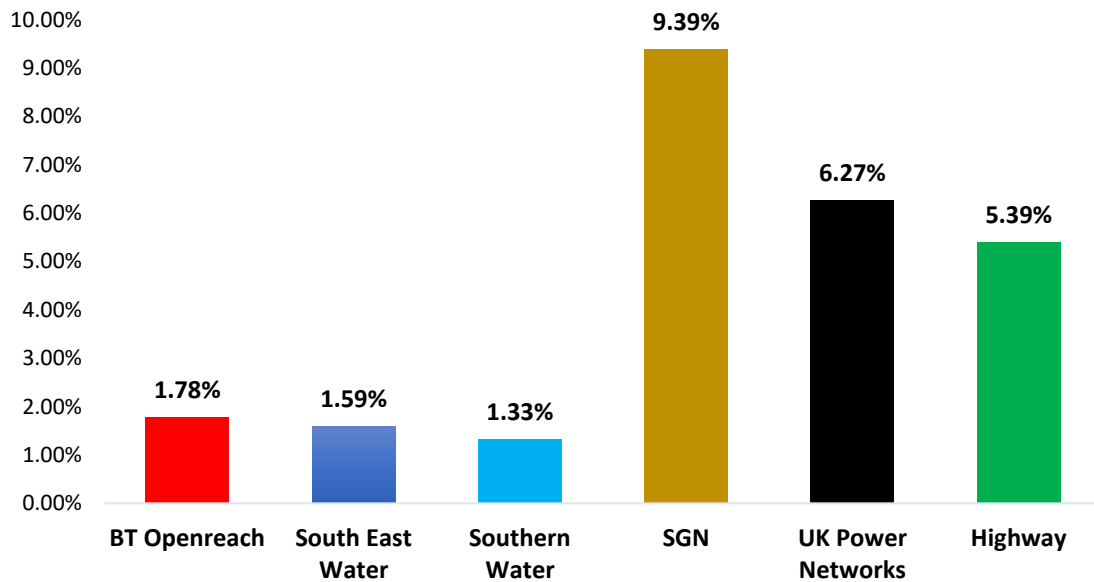
**Chart 6 Percentage of Duration Variation Applications Agreed from Total Applied for**

The East Sussex Permit Scheme provides a framework to enable all activities and activity promoters covered by the scheme, to be treated with parity. The above data shows this to be the case. The permit scheme is not there to prevent necessary activity, so a variation is likely to be granted, unless it is found that the reasons given are inappropriate and do not comply with legislative requirements. East Sussex can vary any conditions attached to the original permit or add new ones.

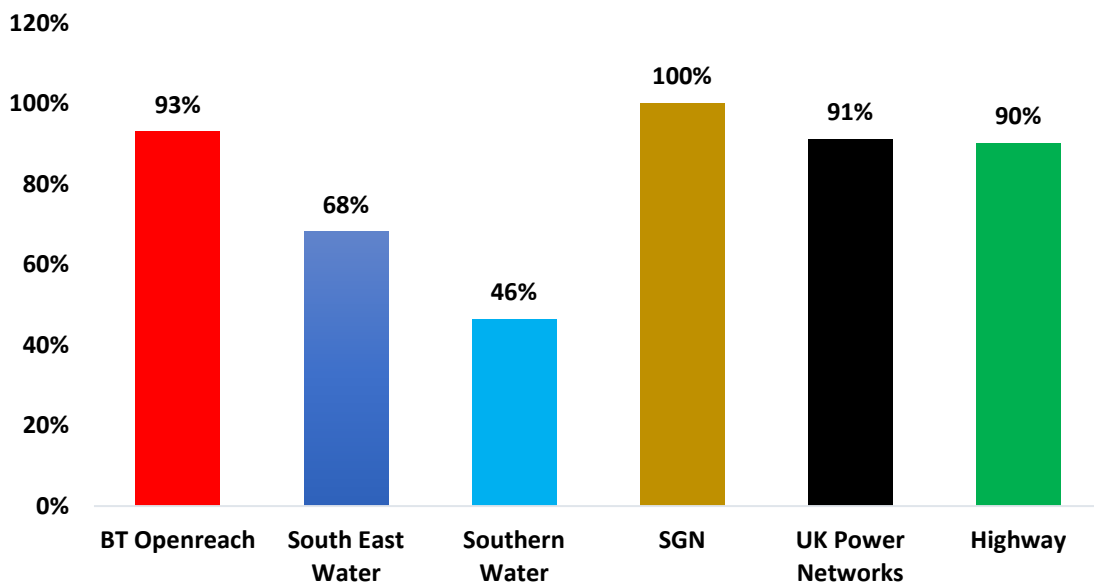
It should be noted that not all agreements for revised duration of the permit will allow for an increase in the reasonable period allowed for the works to take place. This will be considered for each application and the promoter informed if this should be the case.

## 6.4 The Number of occurrences of reducing the application period

This KPI was considered to be in relation to the number of times promoters were allowed by East Sussex to start their works without having to comply with the minimum permit application lead-in period; this is commonly known as an **Early Start**. *Data can be found in Appendix 5.*



**Chart 7 Number of applications to reduce the notification period (Early Starts) as a percentage of total applications made**



**Chart 8 Number of Agreements to reduce notification period as a percentage of all Early Starts**

Chart 7 shows that SGN submit the most applications to reduce the notification period of any promoter but they consistently get agreement from East Sussex.

Early start requests are considered individually on their own merits by East Sussex and are never refused without a valid reason.

## **7 HAUC TPI MEASURES**

This section outlines the Permit Indicators (TPI) set out in the Statutory Guidance for Highway Authority Permit Schemes October 2015, Annex A. It must be noted that these measures, except for deemed permits are all currently available in existing noticing/permit systems, meaning notice and permit authorities can be directly compared.

These indicators for permit schemes are additional to the general TMA Performance Indicators (TPIs), which are already being produced.

The TPIs focus on occupancy, co-ordination, and inspections, and therefore relate mainly to the stages of the works from works start to conclusion. These additional permit indicators focus more on the process of permit applications and responses, prior to the works being carried out.

### **7.1 TPI1 Works Phases Started (Base Data)**

16,193

### **7.2 TPI2 Works Phases Completed (Base Data)**

16,144

### **7.3 TPI3 Days of Occupancy Phases Completed**

104,512

### **7.4 TPI4 Average Duration of Works**

7.95

### **7.5 TPI5 Works Phases Completed after the Reasonable Period**

57

### **7.6 TPI 6 Number of deemed permit applications**

0

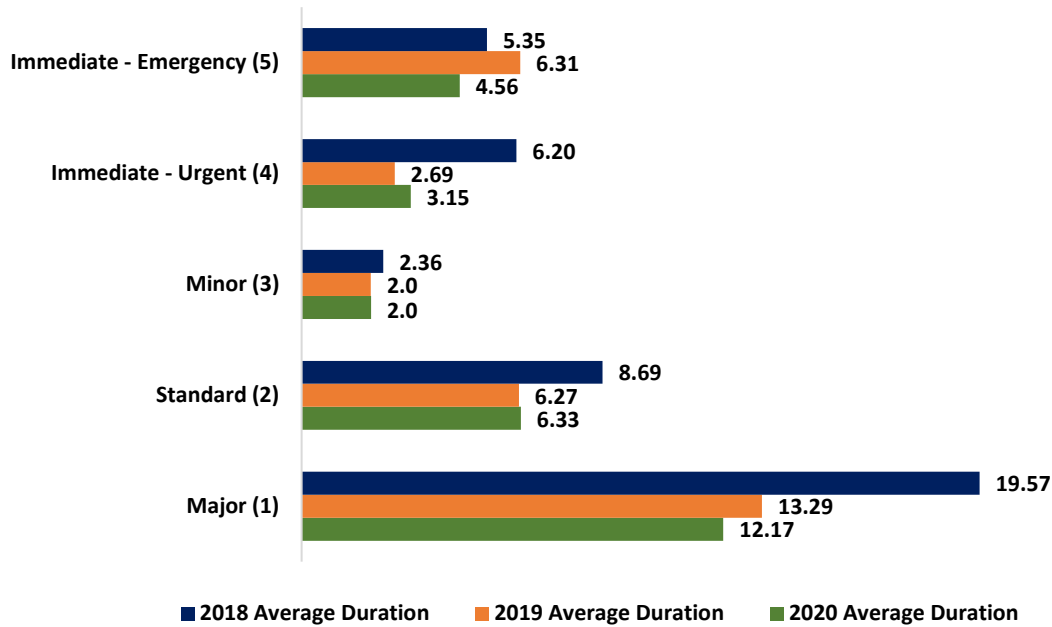
### **7.7 TPI7 Number of First Time Permanent Registrations**

6,924

## 8 AUTHORITY MEASURES

In addition to DfT KPIs and HAUC TPIs, East Sussex have collated their own data.

### 8.1 AM 1 – Average duration of works by permit type

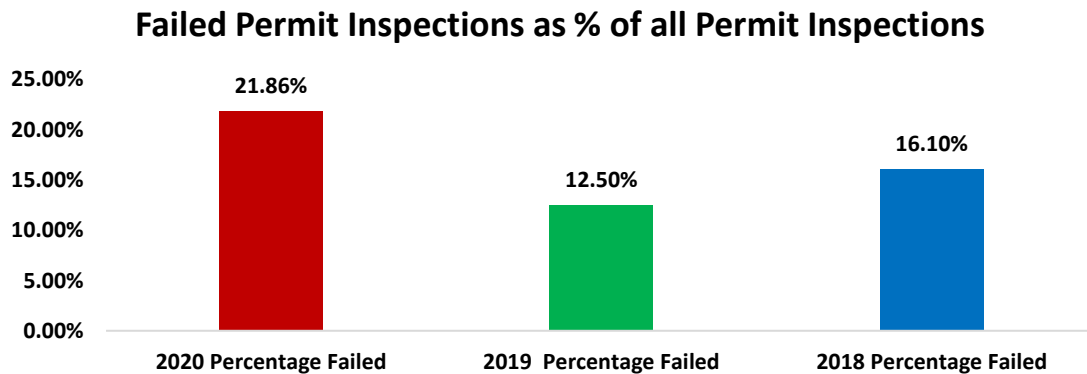


**Chart 9 Average duration of works by Permit Type over the last three years of the permit scheme**

Chart 9 shows that the average durations for major works have reduced year on year, standard works decreased from 2018 to 2019 and have marginally increased in 2020. Minor works also decreased from 2018 to 2019 and have since remained constant. Immediate works have fluctuated over the period with emergency works decreasing from 2019 to 2020. Overall, this demonstrates permits are receiving scrutiny from the Network team especially planned major works and where appropriate durations challenged. *Data shown in Appendix 6*

### 8.2 AM 2 – Inspections

These figures relate to permit compliance inspections carried out, excluding inspections with results recorded as Abortive. *Data shown in Appendix 7*



**Chart 10 Failed Permit Conditions Checks as % of all undertaken**



There has been a significant increase in the % of non-compliant (failed) site inspections for permit conditions from 2019 to 2020. This is very disappointing and will be analysed further to establish the works promoters responsible and the reasons for this increase especially considering overall permit volumes have reduced.

### 8.3 AM 3 – Days of Disruption Saved/ Number of Collaborative works

The reports for these calculations have been produced and show figures for the last four years of operation are shown below.

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Works Phases Days of disruption</b>	<b>82</b>	<b>145</b>	<b>214</b>	<b>213</b>
<b>Days saved</b>	<b>1007</b>	<b>372</b>	<b>757</b>	<b>536</b>
<b>Works Phases Collaborative Working</b>	<b>37</b>	<b>70</b>	<b>114</b>	<b>169</b>
<b>Days Saved Collaborative works</b>	<b>160</b>	<b>404</b>	<b>485</b>	<b>751</b>
<b>Total Working Days Saved</b>	<b>1167</b>	<b>776</b>	<b>1242</b>	<b>1287</b>

**Table 2 Number of Days of disruption saved through Refusals/ Challenges and Collaborative Working**

The days of disruption saved report counts works phases that have permits that were refused and then a variation was submitted with a reduced duration which was granted and gives a total for the number of days of the reductions.

Days saved by Collaborative working has continued to increase significantly which indicates, following a thorough review of all permits by East Sussex, opportunities to work collaboratively have been identified, facilitated, and undertaken.

Overall, there has been an increase over the last three years of total working days saved and is a result of carefully reviewing every permit application to identify opportunities to work collaboratively. This ensures any congestion is minimised especially during Monday to Friday peak flows, which is a key objective of the permit scheme and demonstrates a success with this aspect of the scheme. East Sussex will continue to thoroughly review permit applications to identify and facilitate opportunities for collaborative working to further improve days saved on the Network.

**Examples: -**

### **Days saved due to Refusals/ Challenges**

**A22-Uckfield Bypass- Uckfield-** Original permit application was for temporary traffic signals to be utilised on the A22 for approximately 8 months, 24 hours a day to undertake and complete the section 278 works for a new development.

Following repeated challenges and subsequent discussions with the works promoter by East Sussex Network team and East Sussex Transport Development Control officers , temporary traffic signals will only be utilised for 2-3 weeks during off peak periods and the remainder of the works will be undertaken with either 2-way traffic (normal) flow with speed restrictions or overnight closures.

This has resulted in approximately 29 weeks of temporary traffic signals on the A22 being avoided and has significantly minimised the level of congestion whilst these works are being undertaken

### **Days Saved due to Collaborative Working**

**Horebeech Lane, Horam** – South East Water (x 1 job) & BT Openreach (x 2 jobs) collaborating with site developer undertaking WRP (section 278) works under a road closure. By four separate works/activities being undertaken under one road closure, it saved 11 working days and the requirement for any further traffic management on the Network

**Rattle Road, Stone Cross**-Southern Water Major works with temp traffic signals. During this scheme, collaborations were undertaken by Southern Water and other works promoters.

- 1) WRP-J Devine Civil Engineering – Section 278 development works- 25 working days
- 2) WRP-Shawton Limited – Drainage scheme- 39 working days
- 3) South East Water – Replacement works – 3 working days

By collaboratively working, a total of 67 working days of congestion, utilising temp traffic signals on a traffic sensitive road were saved.

#### 8.4 AM 4 - FPNs (Permit breaches)

Permit Conditions are agreed by works promoters and facilitate East Sussex achieving our permit Scheme objectives. Breaches of Permit Conditions generating FPNs appear high and are disappointing because ultimately failing to comply with permit conditions could be detrimental to achieving the objectives of the permit scheme and could cause unnecessary congestion on the Network. *Data shown in Appendix 8*

#### FPN's Issued by Type and Promoter

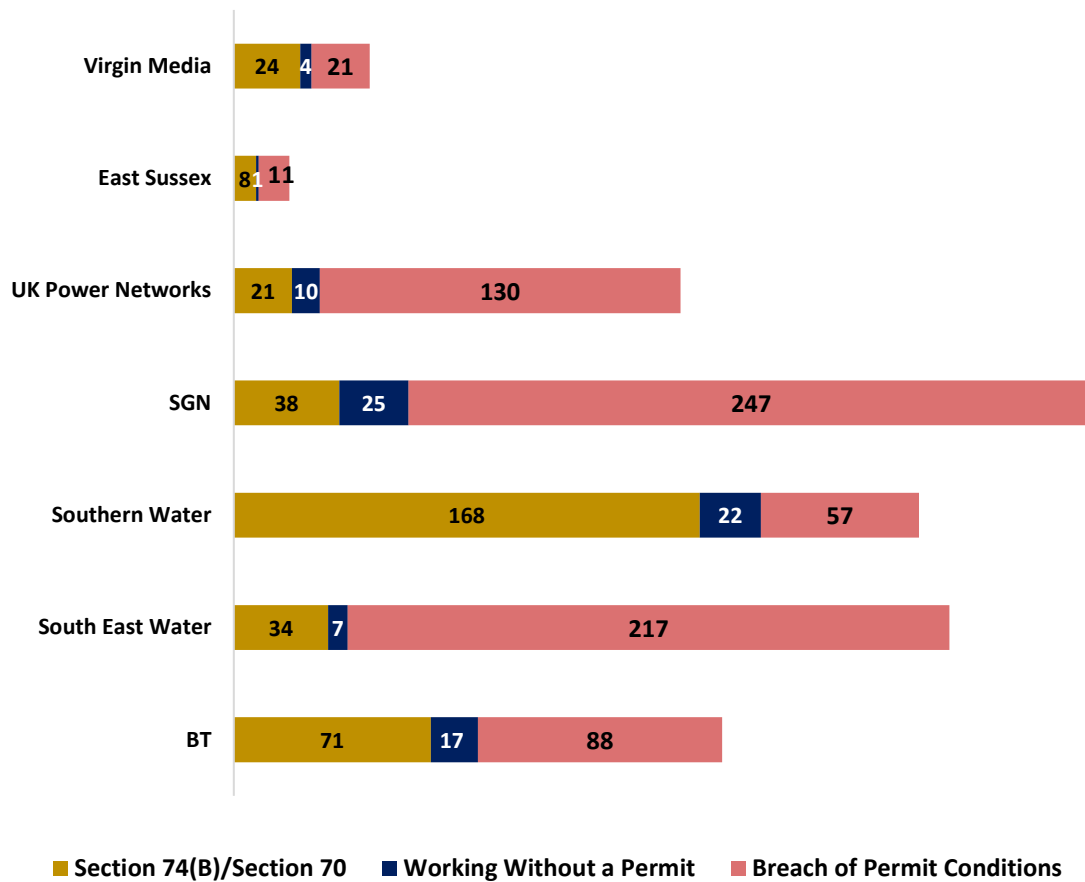


Chart 11 FPNs issued by Type and promoter

## 9 Conclusion

The primary objectives of the East Sussex Permit Scheme are to effectively deliver our Network management duties and seek continual improvements to the planning, scheduling, and management of all Street-works and roadworks activities in East Sussex. This also benefits and facilitates the East Sussex County Council Plan that recognises maintaining and improving roads and coordinating street-works and roadworks is necessary and paramount to drive economic growth. Our Local Transport Plan (LTP3 2011-2026) states:

- we shall manage the road network to improve the movement of Traffic including the coordination of roadworks.
- improve the quality and notification of road works to minimise disruption to the travelling public as part of our Network Management duty,
- work with other partners to co-ordinate road works and minimise the impact on the travelling public.

Progress to our objective to manage the local highway network to maximise the efficient use of road space and provide reliable journey times, can be seen in the total number of working days of disruption than have been saved this year. Works promoters have been engaged with and taken a proactive attitude to working collaboratively with other works promoters when possible. It has been further improved with additional permit fees received over the year enabling the East Sussex Network team to be increased, which has facilitated all permits being thoroughly reviewed.

There have been further reductions to the average duration of planned major works driven by improved planning by works promoters and a more active challenging of durations by our co-ordinators. This helps to minimise the impact on the travelling public and is further enhanced by the take up of discounts available to utilities for working wholly outside of traffic sensitive times on traffic sensitive roads.

The East Sussex Network team will continue to work with all works promoters to identify, facilitate and promote opportunities for collaborative working to save days of congestion on the Network. East Sussex will also continue to engage and discuss with all works promoters, their works durations and where possible through improved processes and methodology endeavour to further reduce average durations for works. We believe further Improvements can be made where there are separate tasks given to skilled teams, for example, an excavation team, a repair team and a reinstatement team, requiring three visits to site, sometimes resulting in work sites being left unoccupied whilst traffic management is left on the Highway causing disruption.

East Sussex will continue to encourage works promoters to review and plan the timing of their activities to take advantage of the discounted Permit fees for working in collaboration with works promoters and or for working “off peak hours” this is outside of traffic sensitive times. There is still potential to improve performance of the permit scheme response times currently achieved. Additionally, both the structure of the Network Management team and application of the permit scheme, will be continually reviewed to ensure improvements or efficiencies can be identified and implemented.

**END**

## 10 Glossary

---

**AM** – Authority Measure

**DfT**-Department for Transport

**Deemed** - An application is deemed if a Permit response has not been issued within the required timeframe.

**EToN system** – The Electronic Transfer of Notices, the nationally agreed format for the transmission of notice information.

**EDG**-EToN developers' group

**ESG**-EToN Strategy Group – responsible for the development of the EToN system

**FPN**- Fixed Penalty Notice

**Granted** – A Permit application is granted by issuing the appropriate grant notification within the required timeframe.

**HAUC** – Highway Authorities and Utilities Committee

**KPI** – Key Performance Indicator as developed by the DfT and set out in the Permit Code of Practice

**NCT** – National Condition Text. National Permit Conditions issued by the DfT England used from 01/07/2015 and mandatory from October 2015

**NMD** – Network Management Duty, a legal obligation created by the TMA 2004

**NRSWA**-New Roads and Street-works Act 1991

**PAN** – Permit Advice Note

**Sample A, B, C** – An inspection undertaken as defined in Section 2.3.1 of The Code of Practice for Inspections 2002

**SEPS** – South East Permit Scheme

**Street-manager**-the DfT's digital service for planning and managing roadworks

**Street-works**-works undertaken by Statutory undertakers/utilities/under license

**TMA** – Traffic Management Act 2004

**TPI** – The TMA Performance Indicators (TPI's) are a collection of measures for Works Promoters in the Streetworks Industry designed by HAUC UK and EDG members

**T/S** - any Street which is categorized as Traffic Sensitive under criteria included in the NRSWA

**WRP** – Works for Road Purposes are Highway Authority works as defined in section 86 of NRSWA

## Appendix 1 Data for number of Permit Applications & Variations

Table 1 data for last four years of Permit scheme operation with additional information used for Chart 1 and Chart 3

	2017	2018	2019	2020
<b>Total permit Applications/ Variations received by ESCC</b>	33770	41402	32590	<b>27455</b>
Street-works Permits	21856	23867	24473	<b>23013</b>
WRP Permits	11914	17535	8117	<b>4442</b>
Total permits granted or refused	31272	38970	32549	<b>26860</b>
Total granted	28656	35033	26235	<b>23197</b>
Total refused	2894	3595	6314	<b>3663</b>
Permits granted Utility	83.40%	79.50%	77.50%	<b>84.37%</b>
Permits granted Highways	73.50%	85.80%	89.70%	<b>85.14%</b>
Permits refused Utility	7.80%	11.20%	22.40%	<b>13.31%</b>
Permits refused Highways	15.30%	5.32%	10.30%	<b>13.48%</b>

## Appendix 2 Data for Permits Granted/ Refused by Works type.

Source data for Charts 2 a, b and c.

ALL PERMITS					
Works type	App Received	Granted	Refused	Granted %	Refused %
Immediate URGENT	7186	6826	267	94.99%	3.72%
Standard	4360	3132	1054	71.83%	24.17%
Minor	11484	9206	2022	80.16%	17.61%
Major	2675	2357	270	88.11%	10.09%
Immediate EMERGENCY	1750	1676	50	95.77%	2.86%
Highway Authority					
Works type	App Received	Granted	Refused	Granted	Refused
Immediate URGENT	11	10	0	90.91%	0.00%
Standard	1062	850	193	80.04%	18.17%
Minor	1838	1446	360	78.67%	19.59%
Major	1129	1075	45	95.22%	3.99%
Immediate EMERGENCY	402	401	1	99.75%	0.25%
Utility					
Works type	App Received	Granted	Refused	Granted	Refused
Immediate URGENT	7175	6816	267	95.00%	3.72%
Standard	3298	2282	861	69.19%	26.11%
Minor	9646	7760	1662	80.45%	17.23%
Major	1546	1282	225	82.92%	14.55%
Immediate EMERGENCY	1348	1275	49	94.58%	3.64%

## Appendix 3 Condition Types Analysis Permit Scheme

Source data for Chart 4

Condition Description	Highway		Utility		Total	
Date Constraints	20	0.43%	384	3.45%	404	2.55%
Time Constraints	1,789	38.28%	2,131	19.13%	3,920	24.79%
Out of Hours Work	343	7.34%	435	3.90%	778	4.92%
Material and Plant Storage	1	0.02%	417	3.74%	418	2.64%
Road Occupation Dimensions	0	0.00%	496	4.45%	496	3.14%
Traffic Space Dimensions	4	0.09%	1,265	11.35%	1,269	8.02%
Road Closure	164	3.51%	386	3.46%	550	3.48%
Light Signals and Shuttle Working	846	18.10%	1,884	16.91%	2,730	17.26%
Traffic Management Changes	838	17.93%	1,159	10.40%	1,997	12.63%
Work Methodology	52	1.11%	368	3.30%	420	2.66%
Consultation and Publicity	617	13.20%	1,690	15.17%	2,307	14.59%
Environmental	0	0.00%	18	0.16%	18	0.11%
Local	0	0.00%	509	4.57%	509	3.22%

## Appendix 4

### Duration variation Data by promoter

Source data for Charts 5 and 6

	Permits Issued	Duration Variations	Agreed Duration Variations	Duration Variations as % of permits Issued	Agreed Duration Variations as % of these applied for
BT Openreach	2748	334	314	12%	94%
South East Water	3925	437	426	11%	97%
Southern Water	3261	112	105	3%	94%
SGN	1366	497	478	36%	96%
UK Power Networks	1104	273	262	25%	96%
East Sussex	2669	153	142	6%	93%

## Appendix 5

### Early Start Data by promoter

Source data for charts 7 and 8

Early Starts (Reduced Application Periods)	Total	Agreed	Applications made	Early Starts % of Permit Applications	Agreed % of early starts
<b>Bt Openreach</b>	57	53	3207	1.78%	93%
<b>South East Water</b>	69	47	4342	1.59%	68%
<b>Southern Water</b>	56	26	4203	1.33%	46%
<b>SGN</b>	151	151	1608	9.39%	100%
<b>UK Power Networks</b>	79	72	1260	6.27%	91%
<b>East Sussex</b>	153	138	2837	5.39%	90%



## Appendix 6

### Average Duration of works by permit type

Source data for Chart 9

Permit type	Total Occupancy	Total Quantity of Permits	2020 Average Duration	2019 Average Duration	2018 Average Duration
Major (1)	11516	946	12.17	<b>13.29</b>	19.57
Standard (2)	7788	1231	6.33	<b>6.27</b>	8.689
Minor (3)	8178	4084	2.00	<b>2</b>	2.357
Immediate - Urgent (4)	11628	3691	3.15	<b>2.69</b>	6.203
Immediate - Emergency (5)	3480	763	4.56	<b>6.31</b>	5.35

## Appendix 7

### Inspections – Failed Permit Checks

Source data for Chart 10

Passed – 2020	Non-Compliant – 2020	Total Permit Checks – 2020	2020 Percentage Failed	2019 Percentage Failed	2018 Percentage Failed
<b>2852</b>	<b>798</b>	<b>3650</b>	<b>21.86%</b>	<b>12.50%</b>	<b>16.10%</b>

## Appendix 8 FPNs issued by promoter and type

Source data for Charts 11

FPNs	Section 74(B) / Section 70	Working Without a Permit	Breach of Conditions
<b>BT</b>	71	17	88
<b>South East Water</b>	34	7	217
<b>Southern Water</b>	168	22	57
<b>SGN</b>	38	25	247
<b>UK Power Networks</b>	21	10	130
<b>East Sussex</b>	8	1	11
<b>Virgin Media</b>	24	4	21