

South East Permit Scheme for Road Works and Street Works

Standard Conditions

Introduction

Section 4 of The South East Permit Scheme (SEPS) relates to the Issue of a Permit and inclusion of Conditions and makes provision for the attachment of Conditions to Permits.

Published in January 2013; *“ADDITIONAL ADVICE NOTE – for developing and operating future permit Schemes (Traffic Management Act 2004, Part 3 – permit schemes)”* ; Paragraph 28 states: *“...Use of standardised permit conditions will assist both authorities and utilities in stream-lining the process of applying for permits through promoting a consistent approach, as well as being designed to assist those actually digging the hole in the ground.”*

Standard Conditions (SC) in The South East Permit Scheme are set out with the specific objectives of reducing congestion and disruption, recognising the needs of other users of the highway and the integrity of the highway itself.

Standard Conditions will be available on each respective authority’s web site. These will be applicable to all Permit Authorities within SEPS. Standard Conditions must be referred to by quoting the relevant SEPS designation i.e. *“SEPS SC1.0”* in the permit condition text field.

This document will be an evolving document and Standard Conditions – following stakeholder consultation - may be added, deleted or modified from time to time. Communication for this will be via the authorities’ HAUC meetings.

Version	Description	Date
1.0	Initial Release	19 September 2013
1.1	Minor amendments post consultation	30 September 2013
1.2	Minor amendments post further consultation	11 October 2013
1.3	Removal of several standard conditions (to model conditions)	31 October 2013
1.4	Reformat of SC Numbering and page 1 text edited for clarification following SEJUG meeting.	7 November 2013

South East Permit Scheme

Conditions to be applied in SEPS

No.	Circumstances when applied	Condition	EToN Condition Type
SEPS SC1.0	<p>Immediate activity on a street designated in the ASD as particularly susceptible to disruption*</p> <p>*List also to be circulated and updated via local HAUC</p>	An activity promoter who has commenced an Immediate activity must telephone the Permit Authority to inform them within 2 hours of the start of the work.	11- Consultation and Publicity
SEPS SC2.0	All Activities	<p>Activities hereby permitted shall not be carried out until a site information board has been erected on the site in a prominent place so that it may be read easily by the public, clearly displaying who is undertaking the works and including the Permit reference number. This must be maintained on site throughout the activity.</p> <p>For Immediate Activities the display of the above information board is required within 4 hours of the granting of a Permit or by 10.00 on the next working day (whichever is the sooner) after the works have started on site.</p>	11-Consulation and Publicity
SEPS SC3.0	Activities on 0, 1 and 2 roads and traffic sensitive 3 and 4 roads	Where no works activity takes place for 24 hrs on a day when works are permitted the promoter must contact the Permit Authority via EToN within 2 hours of the start of the next working day to explain the reason.	10-Work Methodology

No.	Circumstances when applied	Condition	EToN Condition Type
SEPS SC4.0	All activities - except Immediate works	The start and finish time for any activity to be undertaken outside of 8:00am to 6:00pm or if the activity requires weekend, Public Holiday or night working, must be stated on the Permit having first, in a demonstrable manner, consulted local Environmental Health, except where it is clearly evident that such consultation is not required, or where works are restricted to low noise activities.	12 - Environmental
SEPS SC5.0	Activities where a Temporary Traffic Regulation Order is required	<p>The activities hereby permitted shall not commence until any necessary Temporary Traffic Regulation Order (under the Road Traffic Regulation Act 1984) is in force covering the duration of the works.</p> <p>For Immediate Activities an emergency TTRO must be applied for within 4 hours of the granting of a Permit or by 10.00 on the next working day (whichever is the sooner) after the works have started on site.</p>	1-Date Constraint
SEPS SC6.0	Activities requiring the use of temporary portable traffic signals.	<p>Activity Promoters must not start their activity, or the relevant part of the activity, until permission (having been applied for using the authorities' current application process) has been given for the use of temporary traffic signals.</p> <p>For Immediate Activities an application must be submitted within 4 hours of the granting of a Permit or by 10.00 on the next working day (whichever is the sooner) after the works have started on site.</p>	9-Traffic Management Changes
SEPS SC7.0	Activities requiring the use of temporary / portable traffic signals	For activities hereby permitted using Temporary / portable traffic signals, the supplier / hirer must provide and display on the equipment on the site, the call-out number for the maintenance of the lights.	9-Traffic Management Changes

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