

**Appendix 5**

## **South East Permit Scheme for Road Works and Street Works**

### **Model Conditions Document**

#### **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. **This document should be used in conjunction with the SEPS Standard Conditions document.**

Model Conditions (MC) 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. Several SEPS Model Conditions deliberately replicate Model Conditions promoted by HAUC (UK) in the document *Permit Advice Note 2013/01, Guidance Note for the use of National Model Condition Text in Permits Schemes*, where the National Condition is considered appropriate for SEPS usage.

Model Conditions will be available on each respective authority’s web site. These will be applicable to all Permit Authorities within SEPS. Model Conditions must be referred to by quoting the relevant SEPS designation i.e. “*SEPS MC10*” with appropriate ‘short text’ added for clarity.

Model Conditions listed minimise the need for un-necessary, lengthy EToN exchanges. Works promoters may wish to add reference to the Model Conditions which they feel apply to each works at Permit Application submission, to reduce the likelihood of application rejection. Where an Authority requires further conditions to be specified before granting a permit, they will reject the application and specify which conditions apply.(Which would normally be model condition/s, but may in some circumstances be a condition bespoke to that specific activity)

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

<b>Version</b>	<b>Description</b>	<b>Date</b>
1.0	First (non DRAFT) Version	31 <sup>st</sup> October 2013
1.1	Amendments to page 1 text, for clarification on use.	8 <sup>th</sup> November 2013

## South East Permit Scheme

### Conditions to be applied in SEPS

No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
SEPS MC10  (Ref NMC4)	<i>The activities hereby permitted shall only take place between [start time] and [end time] on weekdays and [start time] and [end time] on Saturdays and [start time] and [end time] on Sundays or Bank Holidays.</i>	This condition should only be attached to permits where it is necessary to limit the times of day that works are undertaken because the highway needs to be clear outside of these times. For instance the permit may be valid for 3 days but the site can only be occupied between the hours specified on the days specified. Environmental concerns must be taken in consideration when using this condition It should be noted that it may be possible to have more than 1 start and stop time i.e. if you are only permitted to work outside T/S times, in which case the text can be suitably amended	MC10 activities to take place 08.00-17.00 weekdays, 09.00-12.00 Sat	Time Constraints
SEPS MC20	<i>Activities hereby permitted shall take place on consecutive days</i>	In locations where it is considered advantageous to expedite Activities	MC20 Consecutive Days	Time Constraints
SEPS MC30	<i>Activities hereby permitted shall start after 09:30 on the first day of works</i>	Activities using Portable Traffic Signals on Traffic Sensitive Streets where it is considered advantageous to avoid morning rush hour on the first day of works	MC30 09:30 day one start	Time Constraints

No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
<b>SEPS MC40</b>  (Ref NMC5)	<i>It is a condition of this Permit that surplus material excavated as a consequence of the activities must be removed from the public highway within [x hours] (e.g. 24) of being excavated.</i>	This condition should be attached to permits where it is necessary to limit the area taken up by unused plant/materials. The condition should only be used where the storage of the materials and/or plant may cause problems on site such as congestion. Authorities must ensure that timeframes are reasonable to ensure that this condition can be met - where x = 1 this may be deemed as unreasonable and impractical	MC40 surplus material to be removed by 18.00 each day	Material Plant and Storage
<b>SEPS MC50</b>  (Ref MNC6)	<i>For the activities hereby permitted all material and plant not required for [insert period] shall not be stored on site from (insert date) and until (insert date)</i>	This condition should be attached to permits where it is necessary to limit the length of time materials or plant can be stored on site before they are actually required. The condition should only be used where the storage of plant and/or materials may cause problems such as congestion	MC50 Material will only be stored on site X hrs prior to use	Material Plant and Storage
<b>SEPS MC60</b>  (Ref NMC7)	<i>It is a condition of this permit that advance agreement is given by the Permit Authority for the Works Promoter to place or store materials, plant and/or equipment outside of the defined working space.</i>	This condition should be attached to permits where it is necessary to limit the defined area that materials or plant can be stored on site before they are actually required. The condition should only be used where the storage of plant and/or materials may cause problems such as congestion	MC60 Material will only be stored on site within [defined working space]	Material Plant and Storage
<b>SEPS MC70</b>  (Ref MNC8)	<i>The activities hereby permitted shall occur only within the area [insert description of area or provide traffic management plan reference] including the relevant and required signing, lighting and guarding".</i>	This condition should be attached to permits where works are restricted to an agreed area as described in the brackets or specified in the Traffic Management Plan, this may also be used where the work and traffic management is restricted to the footway only. The Traffic Management Plan reference should be included for clarity	NMC8 Works restricted to area agreed in TM plan 12345	Road Occupation Dimensions

No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
<b>SEPS MC80</b>  (Ref NMC9)	<i>For the activities hereby permitted [X]m must be maintained for pedestrians and/or [Y]m must be maintained for vehicles.</i>	This condition should be attached to permits where the works area decreases the road space normally available to pedestrian and/or vehicular traffic during specified times	MC80 - 1.2m maintained for peds & 3.5m maintained for vehicles 09:30-15:00, other times site must be clear'	Traffic Space Dimensions
<b>SEPS MC90</b>  (Ref NMC10)	<i>It is a condition of this permit that the activities hereby permitted may only occur when a minimum road space of x metres is available to all pedestrian traffic at all times.</i>	This condition should be attached to permits where works areas leave less than xm footway for pedestrians. The minimum xm safe road space can be obtained by placing a safe temporary walkway in the carriageway	MC90 – x.x m available for peds at all times	Traffic Space Dimensions
<b>SEPS MC100</b>  (Ref NMC11)	<i>The activities hereby permitted shall only take place when [insert road name] or [insert description of the relevant section of the road] is closed to traffic</i>	If a road is closed in its entirety the text could read 'full closure'. If the road is only part closed the text could read 'closure from (point a) to (point b)'. If residential or commercial access is being maintained the text should read 'access maintained'	MC100 – road closed from jct High Road to o/s 291, access maintained'	Road Closure
<b>SEPS MC110</b>  (Ref NMC14)	<i>The works comprised in [specified part B] of the activities hereby permitted shall not be commenced before the works comprised in [specified part A] are completed.</i>	N/A	MC110 part 2 of these works cannot start until part 1 is completed	Traffic management Changes
<b>SEPS MC120</b>  (Ref NMC15)	<i>The works comprised in [specified part A/B] of the activities hereby permitted shall be subject to and shall occur only when the following traffic management measures are in place [or as attached in schedule..]</i>	N/A	MC120 part 2 of works cannot start until the Eastbound Lane is open to traffic, as agreed in TM plan 12345.	Traffic management Changes

No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
SEPS MC130	<i>For an activity hereby permitted the works promoter will be responsible for maintaining diversion route signage, visible at all time to traffic being directed during periods in which the diversion is active. During non operational periods of the diversion, signs should be covered, laid flat, removed as appropriate.</i>	When a road closure with diversion route is in operation and it is considered advantageous for signage to be removed from use when not required.	MC130 Divert Signs	Traffic Management Changes
SEPS MC140	<i>For activities hereby permitted, suitably competent operatives (as necessary) must be in attendance to override signals / provide a manual alternative during the periods identified via the NSG as being traffic sensitive, to maximise the expeditious movement of traffic in all directions.</i>	Activities requiring the use of temporary / portable traffic signals on or near to 0, 1 and 2 roads and traffic sensitive 3 and 4 roads where failure of the temporary portable signals to successfully control traffic flows would have a significant impact on the wider road network.	MC140 PTS manual operation	Traffic Management Changes
SEPS MC150	<i>Activities hereby permitted using Temporary / portable traffic signals must have the signals removed from use within two hours of completion of works irrespective of day of completion.</i>	Activities requiring the use of temporary / portable traffic signals on or near 0, 1 and 2 roads and traffic sensitive 3 and 4 roads where traffic flows would be unnecessarily impacted.	MC150 PTS removal from use	Traffic Management Changes

No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
<b>SEPS MC160</b>  (Ref NMC16)	<i>For the activities hereby permitted on this site, as agreed, the works methodology employed will be [Hand Dig/Directional Drilling/Moling/Other Delete as Appropriate]] throughout the duration of the works activity.</i>	The methodology to be used should be agreed in advance with the works promoter as this may not be suitable for the works that need to be undertaken. It should be noted that the works methodology list given above is not a definitive list and where other methodology is agreed this can be provided within the condition. It should also be noted that more than one methodology may be listed	MC160 works methodology will be hand dig	Work Methodology
<b>SEPS MC170</b>	<i>For the activities hereby permitted, the works promoter must complete a permanent reinstatement within the permit prescribed duration</i>	When it is required for works to have a first time permanent reinstatement.	MC170 Perm Reinstatement	Work Methodology
<b>SEPS MC180</b>	<i>Activities hereby permitted shall not commence until specialist materials and suitably qualified operative (as agreed by the authority) are available for a permanent reinstatement.</i>	Areas of high amenity and specialist paving or surfacing materials	MC180 Special Material	Work Methodology
<b>SEPS MC190</b>	<i>For activities hereby permitted an operative on site must be able to demonstrate sufficient knowledge of pertinent content (format irrelevant) of the Permit, including the Conditions, when requested by Permit Authority Representatives.</i>	Where deemed appropriate, or when specific works promoter's performance in adhering to permit content/conditions is unsatisfactory.	MC190 Permit knowledge	Work Methodology

No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
<b>SEPS MC200</b>  (Ref NMC18)	<i>For the activities hereby permitted, the following working methodology [insert methodology] shall only take place between [start time] and [end time] on weekdays and/or [start time] and [end time] on Saturdays and/or [start time] and [end time] on Sundays or Bank Holidays and must not continue beyond these times.</i>	This condition should only be attached to permits where it is necessary to limit the time of day during which certain activities can take place. As an example, the works may be permitted to take place until 10pm however the element that involves slot cutting can only take place before 6pm	MC200 [breaking out] 19.00-23.00 weekdays, 09.00-12.00 Sat	Environmental
<b>SEPS MC210</b>	<i>Activities shall not commence until "Business Open as Usual" signs are positioned at locations agreed with the Authority and remain in situ for the duration of the works.</i>	Activities where it is considered likely that local business may be adversely affected by works.	MC210 business open sign	Consultation and Publicity
<b>SEPS MC220</b>	<i>For activities hereby permitted, when it is reasonably known that a permit is no longer required the works promoter must inform the Permit Authority, via EToN comment, at the latest on the day before the Permit start date, or, in the case of Permits on minor roads, no later than the day before the end of the starting window.</i>	Activities where the Works Promoter and / or the Authority has utilised live public information delivery such as VMS, social media etc. Or has undertaken a significant communication exercise for the activities.	MC220 permit no longer required	Consultation and Publicity
<b>SEPS MC230</b>	<i>For activities hereby permitted, when it is reasonably known the activity cannot begin on the Permit start date, however works will still be undertaken, the promoter must inform the Permit Authority, via EToN comment, at the latest on the day before the Permit start date.</i>	Activities where the Works Promoter and / or the Authority has utilised live public information delivery such as VMS, social media etc. Or has undertaken a significant communication exercise for the activities.	MC230 start delay	Consultation and Publicity

No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
SEPS MC240	<p><i>For activities hereby permitted, information signage conforming to schedule 12 Part 1 of the TSRGD 2002**, including works promoter and contact number, reason for works and estimated completion date, must be positioned adjacent to temporary traffic signals visible to traffic or at either end of the highway affected by a TTRN by xx:xx (time) on xx/xx (date)</i></p> <p><i>Signs must be maintained and remain in place visible to traffic approaching each traffic signal head or at either end of the highway affected by a TTRO for the duration of the works.</i></p>	<p><b>Immediate Activity</b> greater than one working day duration with temporary / portable traffic signals and / or TTRN 0, 1 and 2 roads and traffic sensitive 3 and 4 roads where it is considered advantageous to give public information on activity reason and duration.</p>	<p>MC240 Enhanced information Signage placed 10:00 on 11/11</p>	<p>Consultation and Publicity</p>
SEPS MC250	<p><i>For activities hereby permitted, should a site be unoccupied for a period in excess of 4 hours during working times, signage must be provided on site for public information purposes explaining the reason for non occupation.</i></p> <p><i>Signs must be visible to traffic approaching each traffic signal head or at either end of the highway affected by a TTRO for the duration of the non occupancy.</i></p>	<p>Activities where a Temporary Traffic Regulation Order is required or requiring the use of temporary / portable traffic signals on 0, 1 and 2 roads and traffic sensitive 3 and 4 roads where it is considered advantageous to give public information on the reason for non occupation of the site.</p>	<p>MC250 unoccupied site signage</p>	<p>Consultation and Publicity</p>



No.	Model Condition Text	Guidance for use of model condition text	Suggested short text	EToN Condition Type
SEPS MC260	<p><i>For activities hereby permitted, advanced information signage conforming to schedule 12 Part 1 of the TSRGD 2002**, including works promoter and contact number, reason for works and completion date must be positioned on site, on approaches to where signal heads will be located visible to traffic, or at either end of the highway affected by a TTRO at least xx working days prior to the start date of works.</i></p> <p><i>Signs must be maintained and remain in place visible to traffic approaching each traffic signal head for the duration of the works.</i></p>	<p>Activities (excluding immediate activities) with temporary / portable traffic signals or requiring a TTRO on 0, 1 and 2 roads and traffic sensitive 3 and 4 roads where it is considered advantageous to give advanced/continuing public information on works.</p>	<p>MC260 Advance Information Signage placed dd/mm</p>	<p>Consultation and Publicity</p>
SEPS MC270	<p><i>The activities hereby permitted shall not commence unless the Works Promoter has provided written notice to all individual properties and businesses (on xx Roads) setting out where , the works will take place; the nature of the works; the intended start date and duration of the works and contact details of a representative of the works promoter.</i></p>	<p>Major Works with temporary / portable traffic signals and / or Temporary Traffic Regulation Order where it is considered advantageous to give advanced warning of works.</p>	<p>MC270 Written notice has been provided to 1-79 High Street.</p>	<p>Consultation and Publicity</p>

\*\*TSRGD - Traffic Signs Regulations and General Directions 2002

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