

JAG (UK) Permit Scheme Implementation



→ Our Service

The Joint Authorities Group (JAG(UK)) works on behalf of local authorities to promote excellence in road network and traffic management right across the UK.

With the support of GeoPlace, the NSG, and other partners, JAG(UK) has put together a comprehensive package to help you prepare, consult on and implement a permit scheme for your authority.

Our service will enable and support your forward strategic planning, leading to smarter network management.

Implementing a new permit scheme can be a daunting task, but with experience, both good and bad, from authorities that have already implemented schemes, it is possible to get it right first time.

One of the most important aspects of a successful implementation is preparation. Ensuring your data is complete and current, and understanding how your authority works currently under noticing makes implementation of any scheme a much easier and straight forward task.

→ Why Us?

JAG(UK) understands the complexities of implementing and running a good permit scheme. Having worked with numerous schemes since they were first introduced in 2010 we have seen how a permit scheme can be an effective process in managing the highway network, leading to a reduction in congestion, efficiency in street works management and reduced air pollution.

JAG(UK) is aware of the numerous issues surrounding the consideration of and implementation of a scheme and have advised on the application of various types of schemes. Working closely with central government, HAUK(UK) and

Streetworks UK, we know what stakeholders need and the best way to implement a scheme with minimal adverse impact.

We understand the numerous tasks and community consultation that is required to develop a scheme and we will help your authority to navigate this process to implement the scheme right up to go-live.

The end-to-end process of implementing a scheme typically takes 8-10 months, and we will ensure that you are ready at each stage and to go live on day 1.

→ Who will work with you?



David Capon

David Capon is the JAG(UK) Manager and has worked extensively with the JAG(UK) community in delivering improved communications, management of the network and local knowledge and expertise. Most notably, Dave has played a central role in the delivering of the permit legislation, guidance and operational advice. He has made a significant contribution to the finalisation of government sponsored Codes of Practice, regulations and impact assessments.

Dave regularly engages with the DfT, devolved Governments, Network Rail, Highways England, statutory undertakers and local authorities to deliver continuous improvement to the community. He works hard to support members authorities by: attending regular national, regional and local meetings, providing an on-line library of existing legislation, regulations, procedures and guidance for authorities and their officers, acting as an online advisory service and providing prompt guidance on emerging issues and delivering a focused approach as part of the GeoPlace/Local Government Association family.



Richard Groombridge

Richard is a chartered geographer and is currently the National Street Data Manager for GeoPlace. He is an ambassador for the NSG to local government and provides strategic advice on the future development of the NSG. In addition he provides technical advice to a wider user base on the content and use of the NSG. Richard has had previous experience of working in local government from his time as a Street Custodian at Kent County Council and as Address custodian at Medway Council. Whilst at Kent Richard played an integral part of the implementation of the Kent Permit Scheme and has since advised and helped authorities prepare their street data for permit schemes in his current role.



Gary Kyle

Gary is an independent transport consultant specialising in transport modelling and economic assessment of transport schemes. With 30 years' experience in private sector consultancy, Gary has successfully delivered his transport planning expertise on many local authority projects across the UK.

Since assisting St Helens Council to deliver their permit scheme in 2010-11, Gary has assisted 12 other local authorities to develop a business case in support of their plans to introduce a permit scheme. He continues to provide support to all, assisting with annual performance and regular permit fee reviews.

There are several stages in implementing a permit scheme:

1

Preparation 6 to 8 weeks

- a** Data review - We will help you understand the quality of the NSG data alongside other useful data needed to construct a comprehensive scheme. NSG data underpins all permit schemes and has a direct impact on the efficiencies of that scheme. It is essential before any scheme is planned, to get your Traffic Sensitivity, Protected Streets, Classifications, and Reinstatement Categories up to date, and ensure Traffic Count data is current. Any scheme must be developed based on the most up-to-date data.
- b** Review of your noticing process - We will review your current processes to ensure that your noticing is effective and that both Street Works and Road Works management are working efficiently alongside other network management responsibilities.
- c** Cost benefit analysis - Once the data is prepared, we will prepare a detailed cost benefit analysis and construct a Permit Fee Matrix. Permit schemes must remain cost neutral, so that the scheme must cover its running costs only.

2

Create a draft proposal to share with stakeholders 4 to 8 weeks

- a** A draft proposal will be created to share with all relevant stakeholders, including utility sector, the Department for Transport and neighbouring authorities. This will then informally be consulted on to receive comments, objections and suggestions. It is also an opportunity to informally discuss changes to the NSG.
- b** We will help carry out the consultation and deal with any comments and advise on whether it is appropriate to have a second round of informal consultation.

3

Formal consultation 1 week + 4 weeks consultation period

- a** All feedback to date will be taken into consideration and a formal proposal will be created. The scheme document and all supporting information will be presented for review and will be formally consulted on for a period of 4 weeks. We will help to carry out this consultation.
- b** Note. Although schemes do not need official signoff from the Secretary of State, one of the key consultees is the DfT.

4

Create the Formal Order

1 to 2 weeks

- a We will help you review every point raised in the formal consultation, respond to consultees and make final amendments to the Order.
- b Once the formal consultation is complete and issues dealt with, we will agree with you a commencement date, and will help develop the Permit Scheme Order to be published by the local highway authority. Authorities often have different internal process, but we will assist you to get the proposal agreed by the relevant people in your authority and support the publication of your Order.

5

Implementation

8 weeks

The implementation stage is the stage between the Formal Order and 4 weeks after the commencement date. This stage is an important process to raise and deal with any teething problems. We will help you manage this process, with support directly from JAG(UK), GeoPlace and the NSG team.

6

Training

2 days

We will provide 2 days of onsite permit scheme staff training (Max 8 people per day)



Costs & Reviews

Costs depend on the quality of your data and review of your current processes.

Please contact info@jaguk.org to discuss your needs. Discounts will be available to JAG(UK) members and may be available for neighbouring authorities looking to implement schemes at the same time where there are common elements.

We can help you in years 1, 2 and 3 to carry out the formal annual review and create the annual report.

Subsequently the scheme must be reviewed every 3 years.

→ About JAG(UK)

JAG(UK) — Giving local authorities a louder voice in presenting logical joined-up solutions to central and devolved governments and other parties.

The Joint Authorities Group (UK) [JAG(UK)] represents all 209 Street and Road Authorities in Street and Road Works matters relating to the New Roads and Street Works Act: 1991 and the relevant parts of the Traffic Management Act 2004. JAG(UK) is the mechanism through which Street and Road Authorities are represented on the Highway Authorities and Utilities Committee(UK) [HAUC(UK)] which in turn advises the Department for Transport and national Governments in Street and Road Works matters.

Our member organisations are primarily local authorities and similar bodies whose principal activities are governed by highways, street, road and traffic management legislation.

We work on behalf of our members to promote excellence in road network and traffic management right across the UK.

GeoPlace plays a central role in coordinating street related issues through its management of the National Street Gazetteer (NSG).

All 174 local highway authorities across England and Wales upload their Local Street Gazetteers together with Additional Street Data (ASD) to the NSG hub. This enables third party organisations such as utilities to meet their statutory highway requirements to provide the appropriate street works notifications.

The NSG, containing definitive information for streets in England and Wales, carries the data that a utility needs to uniquely identify the streets earmarked for works, providing a unique reference number and ASD - additional information about a street, designed to aid the street works process.

Gary Kyle is an independent transport consultant offering advice and service to public sector. He has more than 20 years' experience in modelling and implementing transport planning solutions across the UK and Ireland.

Further information

For more information, please visit:
www.jaguk.org and www.geoplace.co.uk

