

National Street Gazetteer

Permit scheme preparation



Introduction



Permit schemes provide highway authorities with the means to better manage activities on their road network, to minimise inconvenience and prevent disruption to road users.

Permit schemes require that anyone carrying out works in the highway will legally need to apply for permission, in advance of the works. A permit scheme has the potential to improve management of all works on local highway networks and significantly reduce unnecessary disruption to road and highway users.

Where schemes are implemented, the authority grants permits to undertake works on the highway which enables improved co-ordination of works and reduced disruption on the network. This provides greater control over works in their area, for example, working outside peak hours where appropriate, and encourages better working practices,



The NSG is an essential tool within permit schemes. The NSG carries all the information that a utility needs to know about in respect to the roads which are earmarked for works. Before implementing a permit scheme, each permit authority needs to ensure the quality and accuracy of their ASD. This is crucial as not only does it provide more control to the local highway authority to coordinate but also gives an early indication of any working practices that need to be followed.

Given the potential of such schemes, GeoPlace and JAG (UK) have produced this guidance document to help highway authorities to understand the requirements in preparing their authority's Local Street Gazetteer for implementation of a permit scheme.

The NSG and permit schemes

When a local highway authority is preparing to become a permit authority there are a number of steps that must be undertaken.

A key function each permit authority must undertake is the update of their Local Street Gazetteer (LSG) records and submit validated files to the National Street Gazetteer (NSG) hub to allow Statutory Undertakers (and others) adequate time to download data before the "Go live" date.



Understanding your permit scheme

There are a number of different types of permit schemes:

- **single authority schemes**
 - cover some, or all, of the highway network managed by an individual local highway authority
- **common schemes**
 - a group of local highway authorities, covering a particular area or sub-region, agree to implement functionally identical permit schemes, which are then managed separately by the individual local highway authorities
- **joint schemes**
 - a group of local highway authorities agree to implement a single scheme, managed and run centrally on behalf of them all.

There are then 2 recognised approaches to implementing one of the permit scheme models identified:

- Permits required for all roads, including minor roads, each application scrutinised individually with fee discounts/waivers applied clearly set out in the scheme; or
- Permits required only for strategically significant streets (usually Reinstatement Categories 0, 1, 2, and traffic sensitive streets) using the NRSWA noticing regime on all other roads.

There are currently three identified permit scheme models. It is important to understand which model your authority will be using as it may affect data requirements.

The requirements of your data – legislation & guidance

Before submitting and implementing a permit scheme you need to ensure the quality and accuracy of your Additional Street Data (ASD) information. This is crucial as it drives the management of the highway network and provides more control to the local highway authority for coordination of when and where streetworks can occur and if there are any working practices that need to be followed.

There is legislation and guidance in place for the implementation of permit schemes and the implied quality of LSG required. Specific excerpts have been lifted from the documents and a reference on how it links to the NSG in some cases but you can access the full documents via links provided on the final page.



Traffic Management Act 2004, Permit Schemes, Decision-making and development (2nd Edition) -2010

LSG Requirements

"The scheme uses a nationally consistent street gazetteer system for identifying streets that is used under NRSWA (27 Sg18)

The scheme provides that a "street" refers to that length of road associated with a single USRN, i.e. to part of a whole street where a street is subdivided (28 Sg60)

The permit authority is committed to creating and maintaining a register containing the names of each street included in the scheme and specifying whether such streets have been designated as protected, of special engineering difficulties, or traffic-sensitive (30 r33(2))"

Traffic Management Act 2004 Code of Practice for Permits 2008 (Section 4 & 5)

ASD Requirements

"Local highway authorities should provide the following contemplated only when essential. information for the ASD:

- | | |
|---|--|
| <p>a. The street authority responsible for maintaining the street;
Provided by the SWA_ORG_REF and District_Ref Fields in the ASD Type 61 Interest record</p> | <p>g. Designations of streets with special engineering difficulty;
Use of the STREET_SPECIAL_DESIG_CODE 3 in the Type 63 record</p> |
| <p>b. Whether the street is publicly maintainable, prospectively publicly maintainable, or private;
Provided by the Road_Adoption_Status code in the ASD Type 61 Interest Record</p> | <p>h. Designations of traffic-sensitive streets;
Use of the STREET_SPECIAL_DESIG_CODE 2 in the Type 63 record</p> |
| <p>c. Whether the street, or part of the street, is covered by a permit scheme or the NRSWA notification regime, who the permit authority is or street authority is, details of shared streets if this applies, and whether it is an individual, common or joint scheme
Use of the whole/part road in the Type 61 record</p> | <p>i. Whether the street is subject to early notification of immediate activities;
Use of the STREET_SPECIAL_DESIG_CODE 17 in the Type 63 record</p> |
| <p>d. Any other authorities and activity promoters with an interest in the street;</p> | <p>j. Where possible, streets on which it might be expected that conditions relating to the non-use of that street for new apparatus, but not the maintenance of existing apparatus, may be used;
Entered as Protected Street or informed at permit application process</p> |
| <p>e. The street reinstatement category;
Provided by the STREET_REINSTATEMENT_TYPE_CODE in the ASD Type 62 Reinstatement Record</p> | <p>k. Other features of the street, such as structures, environmental areas, parking restrictions, priority lanes, special surfaces, standard surface and special construction needs etc."
Use of the STREET_SPECIAL_DESIG_CODE 10, 9,19,13,11 and 14 in the Type 63 record</p> |
| <p>f. Designations of protected streets;
Use of the STREET_SPECIAL_DESIG_CODE 1 in the Type 63 record</p> | |

Existing streets

Given the possible financial implications for activity promoters, designation should be contemplated only when essential.

The decision should be taken only after consultation and after other means of reducing delay and inconvenience have been explored."

New streets

Where a planned new street is being considered for designation, the authority shall consult all potential activity promoters and others, such as transport, bridge and sewer authorities as well as adjacent landowners and frontagers, who might have an interest."

"Designations may cover only part of a street or may vary along a street. The relevant detail should be recorded in the ASD."

Use of the whole/part road in the Type 63 record

"Items (a) to (h) are mandatory and (i), (j) and (k) are optional although street authorities are urged to make full use of these facilities."

Permits and the LSG Submission Files

There are four specific aspects required to improve your data to be ready for a permit scheme, set out in legislation.

ASD Type 61 – Interest

When reviewing ASD highway status (Road_Adoption_Status) information it is vital to ensure that if you intend for all your publicly maintainable streets to be subject to permits that your LSG correctly reflects all that is publicly maintainable within your local authority area. This is to ensure your LSG complies with the following statement set out in the Traffic Management Act 2004 Code of Practice for Permits 2008 (Section 7):

"Permit schemes cannot apply to roads that are not maintained at the public expense or private streets. The existing notification arrangements under NRSWA, as amended by the TMA, will continue to apply where a permit scheme is not in operation. To assist works promoters, authorities are required to indicate in the ASD which streets are subject to a permit scheme and which are subject to the NRSWA notification scheme."

"An authority can only operate a permit scheme over roads for which it is the highway authority, unless any and

all other roads over which an authority operates a permit scheme are roads which are a) also subject of a permit scheme and b) the authority who is responsible for those roads has, by council order, given effect to a scheme. Such a concept would apply to joint permit schemes."

ASD Type 62 – Reinstatement

A review of the reinstatement data is vital in ensuring that your Category type 0, 1 and 2 streets are correctly identified. They are also the driver for asset management and regulatory management of surrounding works.

ASD Type 63 – Special Designations

Reviewing and updating your local highway authority's special designations provides tighter control over your highways. Protected Streets, Traffic Sensitivity and Special Engineering Difficulty allow varied charge rates and you can better dictate when works should be undertaken to minimise disruption to the highway network.

Street Synchronicity

Synchronicity with the Local Land & Property Gazetteer(s) (LLPG) is crucial, you should ensure that there are no remaining street data mismatches. Changing USRNs that are subject to permitting could have implications relating streetwork and permit histories.

Data Content for permitting

The ASD data submitted must contain all the streets that a permit will need to be served upon and all the streets on which permits do not apply – private streets for example.

ASD file

In the ASD Additional Street (Type 61) Record, the SWA_ORG_REF_AUTHORITY and DISTRICT_REF_AUTHORITY fields where the INTEREST_TYPE field is 1 (ownership) will refer back to the districts in the OD data. This is the mechanism that informs works promoters whether street 'x' is a permit street or not.

If this work has not been completed then this may cause problems with your authority permit scheme implementation.

OD file

For implementing a permit scheme, there should be at least two local highway authority districts with different functions. A third district can be created depending on the scheme. These will operate alongside any other OD districts created for internal use in your organisation.

- At least one District for permits
- At least one District for private streets (Using nationally agreed convention District Id 998)
- If required, District(s) for Noticing (if permit scheme does not apply to all local highway authority maintained streets)

Data Submissions (Noticing) more than two months before 'Go Live'

It is strongly advised that you continuously review and update ASD in preparation for the permit scheme far in advance of the 'Go Live' date. This is to ensure full visibility of restrictions and controls to the highway network for both the local highway authority and statutory undertakers

Files required

ASD Type 61,62 & 63 data updated as per reviews undertaken

Data Submissions (Noticing) two months before 'Go Live' publication

This is the time when you create a 'preparation' file. I.e. you are preparing the layout of the file for permitting without changing the actual 'function'. The ASD data must be correctly organised within local systems at your authority and submitted to the NSG hub.

Files required

- ASD Type 61 data referring to two/three district codes.
 1. Streets that indicate a permit is required
 2. Streets that indicate a Notice is required (NRSWA)
 3. Private streets
- ASD Type 62 & 63 data updated as per reviews undertaken
- OD file with three districts corresponding to above.
 1. Permit Districts; **District Function = 1**
 2. Noticing Districts; **District Function = 1**
 3. Private streets; **District Function = 4**

For each local highway authority to retain the Gold Authority Street Updates Improvement Schedule rating (if it is held currently) the data must be with the NSG and successfully validated within the first 10 working days. This will also allow GeoPlace to query the data further and ensure that it is fit for purpose. Any queries will be returned to Authority Street Custodian for resolution.

The data that you submit two months before 'Go Live' will be published in the following month and this will allow Statutory Undertakers to load the NSG data into their systems a month before the go-live to test and have sight of the most up to date NSG data.

The OD file contained in the submission will be a complete 'Noticing' file.

OD data file for permits (Submitted to Helpdesk Only)

In order for the permit scheme data to be made available for testing, the OD file that contains the Permit District(s) which will be used to send permit applications needs to be received by the NSG Helpdesk (support@geoplace.co.uk) in the submission two months before. This is so that the validity of the file can be tested and to also ensure that any issues are resolved in good time.

Remember the following:

- the district(s) that permits will be sent to must have a '9' in the District Function field and **not** a '1'
- the permit scheme ID contained within the Permit District is your 4 digit local highway authority code, if a Common or single authority permit scheme model is used. For Joint permit schemes the code should be that of the local highway authority or body responsible for the management of the scheme. This is an additional process to the submission.
- do **not** include this permit OD file in your LSG submission. Two months before - it should be emailed directly to the NSG Helpdesk (support@geoplace.co.uk).
- the permit OD files will be available on request from the NSG Helpdesk to enable utility testing from a month before the 'Go Live' date.

If there are any changes to the permit OD file supplied, please inform the NSG Helpdesk and provide a revised file. This file will need to be revalidated and redistributed.

Data submissions (permit) one month before 'Go Live' publication

This is the time when you are changing the actual 'function' to a permit scheme. The submission the month before the 'Go Live Date' must contain the permit OD file and all the ASD data required to support your scheme.

Files required

- ASD file containing with Type 61 data referring to three district codes.
 1. Streets that indicate permit is required
 2. Streets that indicate a Notice is required (NRSWA)
 3. Private streets
- OD file with three districts corresponding to above.
 1. Permit Districts; District Function = **9**
 2. Noticing Districts; District Function = **1**
 3. Private streets; District Function = **4**

Go Live month

Data publication

The NSG data that sets up the local highway authority for the permit 'Go Live Date' will be published the month following the month the LSG is validated.

(The OD file should be the same as the file made available for testing)

Utilities and local highway authority streetworks functions will need to take this data from the NSG hub and load it into the authority streetwork systems. This will switch certain streets from 'Notice' to 'Permit'.

As best practice, it is advised that the Authority Street Custodian download the local highway authorities data from the NSG hub and the street mapping available on the GeoPlace ftp site to ensure what has been published is as expected.

NSG data is always published on the 2nd working day of the month. It is advised that a 'Go Live Date' should coincide with the NSG hub publication to minimise disruption to all NSG data users.

Where a Go Live date does not coincide with the publication date, GeoPlace will provide the Permit OD file via the NSG website on a date agreed with the authority to enable utilities to load the files. The authority should also send out the 'Permit OD file' directly by EToN Web Services ready for the day of scheme introduction.

Data Publication via GeoPlace

Month before 'Go Live Date'

- ASD File
- OD file (Noticing)
- OD file (permit) - Via Helpdesk

Month of 'Go Live Data'

- ASD File
- OD file (permit)

Go Live communication

Communications will be sent out in both months to inform all relevant NSG hub downloaders that the permit scheme goes live and a news article will appear on the NSG website.

If there are additional communications to be circulated detailing the permit scheme, then please send it through to GeoPlace (support@geoplace.co.uk) for inclusion.



A final note

All local highway authorities will have different processes for managing LSG data so if there are any queries then please contact GeoPlace at your earliest convenience. You may also be able to get valuable information from the community who have already implemented permit schemes using the LGA Khub.

<https://knowledgehub.local.gov.uk/group/geoplaceauthoritycontactscop>

It is essential that the Local Street Custodian and/or the person responsible for creating, maintaining and submitting your authority street gazetteer data is kept closely informed as they are key to this process.

GeoPlace are keen to ensure that this works correctly for you all on the 'Go Live Day' to ensure a smooth transition. Getting all the data correct is of paramount importance to the successful implementation of a permit scheme.

Links

Traffic Management Act 2004 Code of Practice for Permits

<http://assets.dft.gov.uk/publications/street-works/pdfpermitscop.pdf>

Traffic Management Act 2004, Permit Schemes, Decision-making and development (2nd Edition) -2010

<http://assets.dft.gov.uk/publications/street-works-permits/permitscheme.pdf>



GeoPlace

GeoPlace is responsible for the running the national hub for the National Street Gazetteer (NSG). The NSG enables highways authorities and statutory undertakers to coordinate street works in order to ease traffic congestion and disruption to road users.

The detailed street information held within the NSG helps utilities to accurately pinpoint the location of their proposed works and the Additional Street Data (ASD) contained within the NSG gives utilities advance notice of any restrictions that may be in force on that street at any particular time.

At present, over 660 organisations are able to use the NSG to manage street related activities on over 1,178,000 streets in England and Wales.

JAG (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 the Government on street and road works matters.

Coming together

In March 2013, GeoPlace and JAG (UK) entered a Memorandum of Understanding for GeoPlace to provide services to JAG (UK) members to help local authorities identify common goals and deliver robust and efficient solutions. The aim is to give local authorities a louder voice in presenting logical joined-up solutions to central government and other parties.

This will drive forward better street services to the consumer by streamlining processes in the managing of street works as well as building upon the data that is held within the NSG.

Through this relationship, GeoPlace and JAG (UK) are working on a number of initiatives including providing expert guidance around data issues to highway authorities considering becoming a permit authority.

GeoPlace Streets Team

157–197 Buckingham Palace Road
London, SW1W 9SP

NSG Helpdesk:

t: 020 7630 4600

f: 020 7630 4601

e: support@geoplace.co.uk



Published September 2013

GeoPlace is a public sector limited liability partnership between the Local Government Association and Ordnance Survey