



# **Permit Scheme**

## **For Road Works and Street Works**

### **Evaluation Report Year 1**

## Table of Contents

Executive Summary.....	3
Performance Monitoring.....	4
TPI Measures.....	4
Performance Indicators.....	7
KPI 1 - The number of applications for Permits and variations received, the number granted and the number refused.....	7
KPI 2 - The number of conditions applied by condition type.....	8
KPI 3 - The number of approved variations (extensions).....	9
KPI 4 – The number of deemed permits.....	10
KPI 5 - The number of early entries applied for.....	11
Financial Information.....	12
Recommendations.....	13

## Executive Summary

In July 2018 the Secretary of State for Transport wrote to all councils that had not yet done so asking them to consider adopting a system of permits for utility street works & highway authority road works. The main reason behind the request is that it will give the Council, as Highway Authority, greater control over works on our highway network.

At the time of receiving this letter only North Tyneside and North Yorkshire had introduced a Permit scheme in the North East. The remaining ten North East Highway Authorities worked collaboratively to develop and implement Permit Schemes. The Darlington Permit Scheme went live on 2<sup>nd</sup> March 2020.

The scheme will be evaluated after each of the first 3 years and then 3-yearly after that. These evaluation reports will include measurement of success against the key objectives of the Permit Scheme using performance monitoring as detailed below and also to demonstrate parity of treatment between Highway Authority and Utility works.

The first year of the Permit Scheme had the added difficulty of managing the impacts of the Covid-19 pandemic. The difficulties encountered applied to both Utilities and the Highway Authority so it was more important than ever to work together, building on existing good working relationships, in order to resolve any issues so we were able to manage and maintain the local highway network whilst allowing promoters access to maintain their services and assets.

The key headlines from this review are :

- A total of 4,579 permit applications were received with only 76 (2%) being refused
- 4579 permit applications and variations were received with 99.4% being assessed within the permitted timescales.
- The permit scheme has a deficit of only £149.92 in its first financial year, although the anticipated income generated from fees was below expected levels so were our set up costs in the 1<sup>st</sup> year to largely offset this. Even with the impact the Covid-19 pandemic has had in the first year this is a very positive start to the permit scheme.

## Performance Monitoring

### TPI Measures

A set of Key Performance Indicators has been developed by the HAUC (England) Permit Forum to demonstrate the effectiveness of the scheme in meeting the stated objectives. Such TPI's may be redeveloped by the DfT and/or HAUC (England) and may be subject to change from time to time. Darlington Borough Council will always follow the latest TPI requirements.

As we introduced our Permit Scheme in March 2020, the data for TPI's and KPI's is over the first 13 month period from 2nd March 2020 to end of March 2021.

The figures included in the performance monitoring will act as a benchmark for future reports to measure the impact and performance of the Permit Scheme against its set objectives. It must be noted, however, that these figures would have been affected by the Covid-19 pandemic restrictions so meaningful comparisons year on year may not be achieved immediately. However, despite these restrictions we can still obtain useful information to drive improvements where required.

- TPI 1 – Work Phases Started (Base Data)
- TPI 2 – Works Phases Completed (Base Data)
- TPI 3 – Days of Occupancy Phases Completed
- TPI 4 – Average Duration of Works
- TPI 5 – Phases Completed Involving Overrun
- TPI 6 - Number of Overrun Days
- TPI 7 – Number of Phase One Registrations
- TPI 8 – Number of Phase One Permanent Registrations

- TPI 9 - Incorrectly Timed Notices
- TPI 13 - Early Start Agreements



	TPI 1 – Work Phases Started	TPI 2 – Works Phases Completed	TPI 3 – Days of Occupancy Phases Completed	TPI 4 – Average Duration of Works	TPI 5 – Phases Completed Involving Overrun	TPI 6 - Number of Overrun Days	TPI 7 – Number of Phase One Registrations	TPI 8 – Number of Phase One Permanent Registrations	TPI 9 - Incorrectly Timed Notices	TPI 13 - Early Start Agreements
Highways England	18	18	39	2.17	0	0	0	0	18	3
BT	407	402	1483	3.11	1	1	329	322	90	55
Northern Powergrid (Northeast) Limited	422	414	3689	7.88	5	19	362	353	107	23
Vodafone	1	1	2	2	0	0	0	0	0	0
NETWORK RAIL	28	25	883	3.16	0	0	3	0	2	7
VIRGIN MEDIA	162	164	3325	2.76	2	2	136	126	15	18
Telefonica (O2 (UK) Limited)	1	1	3	3	0	0	0	0	0	1
Romec	1	1	1	1	0	0	1	1	0	0
Clear Channel	2	2	2	1	0	0	2	2	3	0
GTC	9	9	75	9.38	0	0	8	7	3	3
T-Mobile (UK) Limited	5	5	6	1.2	0	0	5	5	1	0
ES Pipelines Ltd	4	4	18	4.5	0	0	3	2	3	3
Last Mile Electricity Limited	1	1	3	3	0	0	1	1	0	0
Northern Gas Networks	233	238	2497	11.94	1	3	207	170	28	71
NORTHUMBRIAN WATER	616	618	4397	5.31	27	66	430	417	154	53
Total Utilities	1910	1903	16423	4.094	36	91	1487	1406	424	237
Darlington	962	974	8006	11.37	20	381	565	10	446	812

## Performance Indicators

Darlington Borough Council as Permit Authority will demonstrate parity of treatment for all activity promoters, particularly between undertakers and its own activities as highway authority. To demonstrate this a series of performance indicators will be used to capture this information for analysis.

We encourage discussions of works/variations/early start details with our street works section to improve co-ordination and planning. We appreciate this is easier for our internal works sections than it may be for public utilities but we will try and work with every works promotor to facilitate their request whenever possible, this is reflected in the low level of permit refusals and high percentage of early entry agreements.

**KPI 1 - The number of applications for Permits and variations received, the number granted and the number refused.**

	Permit Applications/Variations	Permit Applications Granted		Permit Applications Refused	
Utilities	3085	2320	75%	73	2%
Darlington	1494	1342	90%	3	0%
Total	4579	3662	80%	76	2%

## KPI 2 - The number of conditions applied by condition type

		Utilities	Darlington	Total
NCT02a	Limit the days and times of day	1106	49	1155
NCT02b	Working hours	321	2	323
NCT04a	Removal of surplus material/plant	60	0	60
NCT04b	Storage of surplus materials/plant	406	0	406
NCT05a	Width and/or length of road space that can be occupied	161	9	170
NCT06a	Road space to be available to traffic/pedestrians at certain times of day	489	43	532
NCT07a	Road closed to traffic	162	324	486
NCT08a	Traffic management request	566	580	1146
NCT08b	Manual control of traffic management	148	5	153
NCT09a	Changes to traffic management arrangements	33	5	38
NCT09b	Traffic management arrangements to be in place	101	0	101
NCT09c	Signal removal from operation when no longer required	52	6	58
NCT10a	Employment of appropriate methodology	280	14	294
NCT11b	Publicity for proposed works	351	74	425
NCT12a	Limit timing of certain events	0	0	0
NCT13	Exceptional circumstance	3	0	3



KPI 3 - The number of approved variations (extensions)

	Duration Variation Applications	Duration Variation Applications Approved		Duration Variation Applications Refused	
Utilities	189	184	97%	5	3%
Darlington	196	196	100%	0	0%
Total	385	380	99%	5	1%

KPI 4 – The number of deemed permits

	Permit Applications/Variations	Permit Applications Deemed	
Utilities	3085	16	1%
Darlington	1494	12	1%
Total	4579	28	1%

KPI 5 - The number of early entries applied for

	Early Entries Applied for	Early Entries Agreed	
Utilities	269	237	88%
Darlington	824	812	99%
Total	1093	1049	96%

## Financial Information

It is generally accepted that permit schemes can take up to three years to become financially stable, set up costs are not expected to be recovered until after 3 years of operation.

Data from our previous noticing system was used to calculate the anticipated income levels for the Permit Scheme, the income was lower than anticipated due to the impact of the Covid-19 pandemic and the reduction in amount of works carried out, however, this was largely offset by lower than anticipated set up costs mainly due to internal training as opposed to an external provider.

The overall deficit for allowable costs is £149.92, this is very encouraging given the difficult first year. We anticipate the number of permits received will increase to the levels predicted and therefore no changes are proposed to the current fee levels at this stage.

The following financial information covers the financial year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.

Operational Costs	Permit Income	Total Deficit
£162,773.72	£162,623.80	£149.92

## Recommendations

Despite the additional challenges of the Covid-19 pandemic, the permit scheme has been successful in its 1<sup>st</sup> year. The data collected will act as a benchmark for future reviews to provide more detail on the permit scheme performance.

The recommendation for the year ahead are -

Maintain current fee levels for the next year.

Continue to work closely with works promoters both internal and public utilities to maintain low levels of permit refusals.

Maintain good levels of collaboration and information sharing with the other North East Highway Authorities.