



**Leicestershire
County Council**



Leicestershire County Council

Road & Street Works Management- Framework Guide

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1 Introduction

1.1 Overview

This 'Framework guide' document has been prepared by Leicestershire County Council to provide guidance and set out a series of operational practices to better manage planned activities on the highway and improve the County Council's ability to minimise congestion and disruption from street and road works.

The document is intended as a working document, subject to periodic reviews and updates, and should be used as a *guide*, rather than as a definitive process by all Works Promoters and officers involved in planning, co-coordinating and controlling street and road works.

The document sets out broadly what the County Council will expect from Works Promoters and acts as a supporting document for the application of conditions associated with County Council's Highway Permit Scheme (<https://www.leicestershire.gov.uk/business-and-consumers/business-licenses-and-registration/highways-permits-and-licences>) to ensure that road and street works promoters fully consider and understand the breadth/ impact of their works on business, the local community and the travelling public.

It is important to note that the document should be read in conjunction with the County Council's Permit Scheme and Permit Scheme Supporting documents and that the practices and guidance do not supersede the requirements set out in the following:

- **Code of Practice for Co-ordination Street Works and Works** for Road Purposes and related Matters' 2012.
- **Statutory Guidance for Permit Conditions** refers to the Statutory Guidance for Highway Authority Permit Schemes – Permit Scheme Conditions (March 2015).
- **Permit Scheme Regulations** refers to The Traffic Management Permit Scheme (England) Regulations 2007, as amended in 2015.

The implementation of the 'Framework Guide' will support the day to day management of the highway identified in County Council's current Network Management Plan (2014-2026) and help fulfil the authority's wider network management duty set out in Traffic Management Act (TMA) 2004.

1.2 Terminology

- **Street works** refers to works defined in Section 48 (3) of NRSWA, "*street works means works ... (other than works for road purposes) executed in a street in pursuance of a statutory right or a street works licence*". These works are typically carried out by the Statutory Undertaker.
- **Road works** refers to works for road purposes as defined in Section 86 (2) of NRSWA, "*works for road purposes means works ... executed in relation to a highway*". These works are typically carried out by, or on behalf of, a local highway authority.
- **Works Promoter** is used to collectively describe the organisations which undertake street works and those which undertake road works, unless a specific distinction needs to be drawn. The majority of these works are undertaken by utility companies (street works) and the highway authority or developers (road works).

2 Background and Context

2.1 Network Management Duty

Making the best use of our current road network is important for Leicestershire's economic vitality and for society in general. Roads facilitate the transport of people and goods, provide access to homes, businesses and other destinations, and provide public space where people shop, socialise or relax. Under the surface lies the infrastructure for the communications and services that underpin a modern society.

The provision of additional road space, especially in towns and cities, is often impractical and undesirable. In most cases the local road network will be a finite resource with legitimate competing pressures from those that use it. This needs to be managed effectively.

The County Council, as a *local highway authority*, has a range of powers and duties under which it manages its use and the activities taking place on it. These include:

- the Highways Act 1980 ("the 1980 Act") principally covering the structure of the network;
- the New Roads and Street Works Act 1991 ("the 1991 Act") covering utility street works; and
- the Road Traffic Regulation Act 1984 regulating the activities of road users.

In 2004 the Traffic Management Act came into effect. This Act (the TMA) gave councils a defined Network Management Duty together with a responsibility to appoint a Traffic Manager. This duty can be defined as:

"It is the duty of a local traffic authority to manage their road network with a view to achieving, so far as may be reasonably practicable having regard to their other obligations, policies and objectives, the following objectives:

- (a) Securing the expeditious movement of traffic on the authority's road network; and,*
- (b) Facilitating the expeditious movement of traffic on road networks for which another authority is the traffic authority."*

It is worth noting that the TMA specifically states that the term "traffic" includes pedestrians. So the duty requires the County Council to consider the movement of all road users: pedestrians and cyclists, as well as motorised vehicles – whether engaged in the transport of people or goods.

The overall aim of the "expeditious movement of traffic" implies a network that is working efficiently without unnecessary delay to those travelling on it. However, the duty is also qualified in terms of practicability and other responsibilities of the County Council.

This means that the duty is placed alongside all the other things that the County Council must consider, and it does not take precedence. For example, securing the expeditious movement of vehicular traffic should not be at the expense of road safety conditions or objectives.

The Act defines the action that an authority may take in performing the duty as including anything that would contribute to the more efficient use of the network, or that would avoid, eliminate or reduce congestion or disruption. The action may involve exercising any power to control or coordinate the uses made of any road (or part of a road), which include street works and works carried out for road purposes.

The appointment of a Traffic Manager is a statutory role to establish processes to identify and, *where reasonably practicable*, deal with things that could cause congestion and disruption. This also includes determining specific policies and objectives for the different roads in their network, and monitoring the effectiveness of their arrangements and actions in meeting the duty.

The TMA allows the County Council to take any action which will contribute to more efficient use of the network or reduction of road congestion and other disruption to the movement of traffic. Disruption and congestion can lead to journey time unreliability and impact on the local economy, imposing costs to businesses and the travelling public.

2.2 Network Management Plan

The County Council recognise the vital role that the highway network plays in keeping people and places connected, especially in a rural county such as Leicestershire. Providing a high performing highway network that meets the needs of people and businesses is something the County Council is committed to.

The County Council's Network Management Plan- 2014-2026 (NMP) explores the challenges that the authority faces, and explains how the authority will manage and maintain the highway network so that it delivers an effective transport system for the people and businesses of Leicestershire.

It describes how the County Council take a holistic' approach to managing the operation, performance and development of the network (to disruption, delay, growth, road closures, events, parking etc.), based on a balanced risk-based approach. This takes into account the safety of stakeholders, customer expectations, network hierarchy, levels of use, travel demand, environmental impact, network condition and maintenance and available resources.

The day-to-day management of road and street works is a key element of the County Council's NMP, helping the authority fulfil its statutory network management duty under the Traffic Management Act (TMA) 2004.

This day-to-day management includes:

- planned events (for instance race events, markets and planned road works)
- unplanned events (for instance road accidents, severe weather events and emergency repairs)
- the management of our own works
- co-ordinating and facilitating the work and activities of utility companies, developers and others
- dealing with illegal activities (for instance obstructions or unpermitted /unlicensed works).

This Framework Guide will be delivered in accordance Network Management Plan and form part of a suite of documents providing consistent and coordinated guidance for staff and stakeholders regarding the day to day operational delivery of network management.

3 Purpose & Principles

3.1 Purpose

The purpose of the Framework Guide is as follows:

- a) To set out a series of operational practices to better plan, schedule and manage planned activities on the highway network and improve the County Council's ability to minimise disruption for business, the local community and the travelling public.
- b) To set out broadly what the County Council will expect from Works Promoters and act as a supporting document for the application of conditions associated with County Council's Highway Permit Scheme.
- c) Provide a guide, for all Works Promoters and officers involved in planning, co-ordinating and controlling street and road works.

3.2 General Principles

When applying this Framework Guide to road and street works management (e.g. through the Highway Permit Scheme) the County Council will:

- apply the same standards and approaches to our own activities as we do to others, demonstrating parity between standards for others and ourselves (for instance our own contractors will be subject to the same restrictions and directions as utility companies).
- ensure Works Promoters have the necessary time and space to support the safe and efficient implementation of maintenance and improvement work to the network and the services running underneath it. This Framework Guide does not supersede any statutory requirement, or any other requirements set out within primary or secondary legislation, *such as the Highway Permit Scheme*. Where possible, this Framework Guide should be applied to complement these requirements.
- work with Works Promoters through the Highway Permit Scheme to ensure that the impacts of their works on businesses, the local community and the travelling public are fully considered and understood, and any avoidable impacts are adequately mitigated before works are implemented.
- continue to manage the appropriate balance between the potentially conflicting interests of business, road users and Works Promoters and their customers.
- apply conditions that set out actions or parameters the Works Promoter must follow during and sometimes before the works taking place.
- maintain close co-operation and collaborative good practice working arrangements with all stakeholders, including businesses, highways users and Works Promoters.
- use its statutory powers where appropriate and take enforcement action in relation to unnecessary and illegal occupation of the highway network.
- monitor, evaluate and report the performance of the Highway Permit Scheme.

In return the County Council will expect that when planning activities on the highway network all Works Promoters will:

- provide evidence that they have considered and understood the breadth/ impact of their proposals on business, the local community and all road users, including public transport and adequately mitigated any adverse avoidable impacts before they are implemented.
- engage early with and provide timely, clear, accurate and appropriate information to stakeholders such as Parish and District Councils, businesses, local residents and public transport operators.
- undertake works by applying the appropriate safety measures, using signing, lighting and guarding as defined within the Safety at Street Works and Road Works – A Code of Practice. This Framework Guide does not supersede this requirement.

4 Leicestershire Network

4.1 The Highway Network

Leicestershire is a diverse county in the centre of England, and comprises the following characteristics:

- surrounds, and has borders with, Leicester City;
- has borders with 8 neighbouring counties (refer to section below);
- has a population of just over 600,000;
- covers an area of around 2,000 square kilometres;
- contains seven districts; and
- has 2,575 miles (4,145 km) of roads in the County which the authority manages and maintains.

In Leicestershire, the responsibility for managing the transport system is divided between the County Council and Highways England.

The County Council is responsible for the majority of publicly maintained roads in Leicestershire. The County Council manages and maintains over 4,100km (2,500 miles) of roads and 3,000 (1,875 miles) of Rights of Way.

Highways England is responsible for motorways and those A roads that have national or regional significance, *such as the A42 and A46*.

Freight and distribution are important to the economy of Leicestershire. There are several major industrial and warehouse distribution complexes in the County that lie within, or close to, the 'golden triangle' (formed by the M1, M6 and M69).

4.2 Bordering Authorities

Leicestershire shares a border with 8 other LHA's and surrounds Leicester City LHA. 4 of these LHA's operate permit schemes, whilst Leicester City and 3 other bordering LHA's operate a notice regime – refer to **Table 1** below. Leicester City and Rutland will be switching to a permit scheme in 2018.

Highway Authority	Border	Type
Leicester City	Central	Notice
Nottinghamshire	North	Notice
Lincolnshire	N East	Permit
Rutland	East	Notice
Northamptonshire	S East	Permit
Warwickshire	S West	Permit
Staffordshire	West	Notice
Derbyshire	N West	Permit




Table 1: Permit and Notice Highway authorities that border with Leicestershire

4.3 Key parts of the Network

4.3.1 Routes

Planning, co-coordinating and controlling street and road works will be carried out on a site by site basis however specific attention will be given to key parts of the network, where works are likely to be particularly disruptive to road users, these are.

- All classified 'A' roads
- Major Strategic Road and Strategic Urban and Rural Routes, as defined by the County Council's Local Road Hierarchy
- Priority winter maintenance / gritting routes
- Routes which are traffic sensitive, as defined in the County Council's Traffic Sensitive Street network
- Bus routes, subsidised and commercial.
- Routes which would maintain economic activity and access to key services in the event of severe weather, as defined in the County Council's Resilient Network.
- Strategic/ Emergency diversion routes, determined by Highways England, the County Council's Traffic Manager and Police

4.3.2 Specific sites

Consideration will also be given to more specific sites on the network within Leicestershire i.e. areas that require specific attention when planning works.

Examples of these more specific sites would include East Midlands Airport, schools, universities, hospitals, shopping centres, bus depots, major distribution complexes such as Magna Park and East Midlands Strategic Rail Freight Interchange and attractions such as Twycross Zoo and the National Space Centre.

5 Determining the Impact of Works

The introduction of the Highway Permit Scheme in February 2018 will provide LCC with a greater capability to review works being undertaken by the Works Promoters and to make changes to these works to reduce their potential and actual impact.

The following chart outlines the key considerations required when determining the potential impact of works and therefore how and when to apply any actions because of this (which is considered further within this Framework Guide).

Timing and Duration	How will the proposed timing and duration affect the use of the network?	Can changes to the timing and duration be made to limit the impact or avoid peak times?
Traffic Management	Is the traffic management appropriate for the works?	What changes to the traffic management can be applied to lessen the impact of the works?
Location	What other network activities are taking place on the network?	How will local residents, business and road users be impacted by the works?
Work Methodology	Is the work methodology suitable for the proposed works?	Can changes be made to the work methodology to reduce impact?
Environment	What considerations need to be made to noise, plant and work methodology for the works?	Does the work area require any special measures to protect the environment?
Street Designation	Are there any special street designations or protections that need to be considered for the works?	How will the street category or other designation, such as traffic-sensitive or bus route, require mitigation?
Consultation	Who will be affected by the works and do they need to be consulted with?	Who will need to take action to mitigate for the impact of the works?
Information to the Public	Can the road user be adequately informed of the planned disruption?	What is the best way to mitigate the impact of the works through information to the road user?
Collaboration	What other works are planned to take place in the area where collaboration can take place?	Can works promoters be encouraged to work at the same time or close to planned works?

6 Road & Street Works – In Practice

6.1 Overview

Chapter 6 of the Framework Guide provides more detail on how the day- to day management of road and street works will take place. The chapter is divided into sections that relate to the considerations outlined in Chapter 5. Each section sets out what the County Council will expect from Works Promoters and the main operational practices and guidance which will be applied through the implementation of the County Council's Highway Permit Scheme and the associated permit conditions.

In practice many of the guidelines will interact and complement each other, for example works taking place near a school may require both timing and consultation and publicity considerations

6.2 Use of Conditions

The capability to apply conditions, *a constraint*, to the way in which works are undertaken by a Works Promoter is one of the key powers within the County Council's Highway Permit Scheme. The County Council can request conditions before granting a permit, that set out actions or parameters the Works Promoter must follow during and sometimes before the works taking place.

The Permit Scheme Regulations were amended in 2015 and introduced Statutory Guidance for Permit Conditions. This statutory guidance sets out the conditions that can be applied by the County Council. An overview of these can be found within Appendix A. Appendix B provides a further indication of when these conditions may be applied.

It is worth noting that conditions are applied to permit by the Works Promoter, as part of their initial application or permit variation application. If the County Council wishes to amend or add to the permit conditions this will be requested by the County Council and the Works Promoter would action the addition or amendment accordingly.

6.3 Controlling Times and Days of Works and Works Durations

6.3.1 Permit Start and End Dates (Starting Window)

A permit will specify the start and end dates in calendar days. On streets with a reinstatement category 0, 1, 2 or with a traffic-sensitive designation, the Works Promoter must start within the valid starting window period and end on the dates specified. This is enforced by condition NCT01a which is implicit in all permits for these street categories.

On streets with a reinstatement category 3 or 4, and are designated as non-traffic-sensitive, the permit will allow for flexibility in the start of the activity within the validity period of the permit. The Works Promoter may start after the date specified on the permit, *limited by the specific works category*, thereby starting after the agreed date and sliding the end date in accordance to the agreed duration.

To limit these times to the dates specified on the permit the condition NCT01b applies to all permits in these street designations to enforce this use of the '*sliding working window*'. Where works are to start on the specified dates, thereby removing the option to move the working window, condition NCT02a must be applied.

For example, works may be limited to a specific set of dates to avoid a market day or other works that have already been granted a permit in the area that may be affected by a sliding working window.

6.3.2 Specifying Days and Working Hours

The condition NCT02a is used to limit the days and times of day works can be undertaken because the highway needs to be returned to normal use outside these times.

NCT02b can be used to clarify the hours that personnel will be on site, for example when extended hours are required to complete the job.

6.3.3 Early Start Agreements

Works Promoter must submit their applications for works within minimum lead times, before the proposed start date, based on the category of the works. An application to start work inside the minimum lead time is known as an early start.

In all instances, the Works Promoter should include a valid reason for the early start within their application or subsequent applications. Permission should not be refused unreasonably as there may be circumstances where the street authority and others concerned have no objection (or indeed, find it advantageous) to an undertaker proceeding before the end of the full prescribed notice period.

The provision for immediate works (urgent or emergency) to commence prior to applying for a permit does not warrant this as the nature of these works negates the reason for needing an early start.

6.3.4 Extension to Works in Progress

The Works Promoter must provide valid reasons for when they need to extend the agreed duration of their works, especially where the continuation of the works will result in continued high impact.

Extensions should only be granted due to unforeseen circumstances which may include:

- Weather has prevented the start or completion of works;
- Plant availability or failure has delayed the start or completion of works;

Unforeseen circumstances would not normally include:

- Works have completed, but traffic management remains on site and needs to be collected;
- Additional time, not planned for, is required to allow for reinstatement of the highway, such as concrete curing.

6.4 Use of Traffic Management

6.4.1 Passive Traffic Control

Works involving passive traffic control such as Give and Take or Priority Working are examples of passive traffic control and would not require additional conditions if not located on a traffic sensitive street at traffic sensitive times. These works must maintain at least 1.2m width of the footway and involve no pedestrian crossing restrictions.

6.4.2 Positive Traffic Control

Works involving Stop and Go boards, temporary traffic lights, lane closures, speed reductions, convoy working, temporary one-way, or a road closure are all examples of positive traffic control. For works involving multi-way signals, the network management team should be alerted at least two weeks in advance with a detailed scale plan showing location of the signal heads submitted for approval. These works are likely to have a greater impact on the road network and so the longer advanced notice allows for greater control for coordination purposes, thus improving the likelihood that a permit is approved.

6.4.3 Road Closures

Where planned works require a road closure – typically major works category – network management must be in receipt of the application for the road closure before provisional advanced authorisation (PAA) is granted. If there is a likelihood that the Order will not be given for a road closure then the PAA should not be granted for these reasons.

During the period October to April (inclusive) the County Council's Winter Service Manager must be kept informed of all road closures. If works are to take place of a *gritting route* (see www.leicestershire.gov.uk/roads-and-travel/road-maintenance/road-gritting-routes) then the Winter Service Manager must be consulted by on the proposed works, or informed immediately where an emergency road closure is applied for urgent or emergency works.

6.5 Works on other LHA Boundaries

In instances where works may impact on the road network of another highway authority, for example a road closure involving a diversion route outside the county or works that may affect traffic flow on a main route into Leicester, then the Works Promoter will need to provide evidence that engagement has taken place with the relevant highways authority and that plans are agreed before works can proceed.

6.6 Environmental Considerations and Works Methodology

Works Promoters are strongly advised to liaise with the authority's arboriculture consultants and other environmental officials when drawing up proposals. This should ensure that wherever possible, and at reasonable cost, their requirements can be met.

Restrictions may also be placed on a permit to limit specific works to specified hours due to noise pollution associated with a specific works methodology. Where it has directed works to be carried out at night, it is the street authority's responsibility to reach agreement with Environmental Health Officers on any resultant noise issues.

6.7 Street Designation

The reinstatement category of the street and special designations, such as traffic sensitivity outlined in Chapter 4, will influence the conditions that are applied to the permit.

Information on street designations is available from www.roadworks.org using the “NSG (special designation)” map layer listed under “Operation info”.

6.7.1 Traffic-sensitive Streets

Section 64 of NRSWA allows a street authority to designate streets as traffic sensitive. Designations may only apply to certain times of day, days of the week, or days of the year. Streets may be traffic sensitive at peak times only (7am to 9am & 3pm to 6.30pm) or throughout the working day (7am to 6.30pm) and these times may change depending on the day of the week.

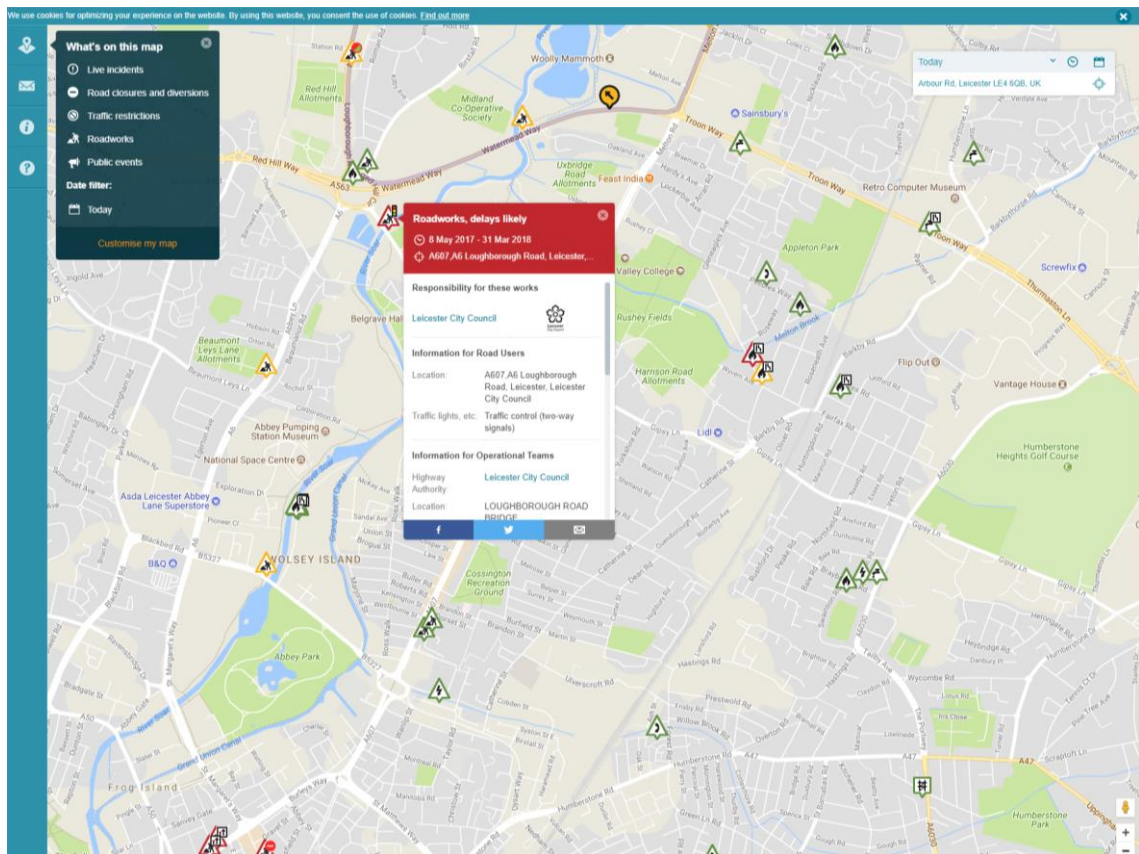
Traffic sensitive designations highlight that works in these situations are likely to be particularly disruptive to other road users, but it does not necessarily prevent occupation during traffic-sensitive times. Limiting the time and days of working on streets with a traffic-sensitive designation must be considered in all instances.

Traffic sensitive designations for specific streets can be found on www.roadworks.org (select the NSG (special designation) layer under Operational Info). Maps with all the traffic sensitive streets are also available for download on the LCC website (www.leicestershire.gov.uk/have-your-say/previous-consultations/traffic-sensitive-streets)

6.8 Communications & Stakeholder Engagement

6.8.1 Information on Planned Works

The County Council will actively promote a proactive use of www.roadworks.org (refer to screen shot below) as a single point of information in relation to the works taking place on the network. However the Works Promoter remains responsible for ensuring that stakeholders such as Parish and District Councils, businesses, local residents and public transport operators are provided with timely, clear, accurate and appropriate information.



Section 4.5 of the County Council's Highway Permit Scheme Document

<https://www.leicestershire.gov.uk/sites/default/files/field/pdf/2018/2/2/LCC-Permit-Scheme.pdf>

sets out in more detail the content required on a permit application from the Works Promoter – some of which will be passed directly onto the road user via www.roadworks.org

6.8.2 Advanced Warning of Planned Works

6.8.3 There is a set minimum lead time for each works category – see **Table 2** below. In some cases, for Major works a programme of works may be reviewed as a non-statutory forward planning notice.

6.8.4 It is likely that all Major planned works will require some form of publicity and consultation to discuss and agree any provisions to reduce the impact of these works. The timescales involved in Major works should allow much of this to take place during the PAA stage, with a provisional condition attached via a comment to the PAA. The Works Promoter should provide evidence that this publicity and consultation has taken, or is taking, place upon submission of the Major works permit application. This will be reflected in a Permit Condition for consultation and publicity attached to that Permit.

Works Category	Works Definition	Minimum Lead Time
Major	Works with a duration of over 10 days, or those that required a road closure.	3 months for provisional advanced authorisation (PAA) then 10 working days for permit application.
Standard	Works with a duration of between 4-10 days.	10 working days prior to works start.
Minor	Works with a duration of 1-3 days.	3 working days prior to works start.
Immediate	Works of an urgent or emergency nature than need to be undertaken immediately.	Retrospective application after start, within 2 hours on a working day or by 10:00 the next working day.

Table 2: Works category types and minimum lead times

Advance warning notification signs must also be put out and local residents and businesses informed via a letter drop for all works involving a road closure at least 10 days in advance.

The letter should include information on: Location; Dates and duration; Description of works (including permit no.); type of traffic management required; information on maintaining local access; Contact details.

Advance warning signs for works involving temporary traffic signals may be requested by the County Council on a case by case basis e.g. when temporary lights may have a significant impact in areas identified in section 4.

Any provisions for the advanced warning of works must be applied using condition NCT11b.

6.8.5 Works on Specific Sections of the Network

Where non-major activities have the potential to be especially disruptive to local residents, businesses or road users, particularly on those parts of the network identified in Chapter 4, the County Council may expect the Works Promoter to provide advanced notice to nearby households or businesses or to provide advance signs for traffic. A Permit Condition for a consultation and publicity constraint will be used to reference these agreements and requirements.

Please refer to Section 5.5 of the County Council's Highway Permit Scheme Document <https://www.leicestershire.gov.uk/sites/default/files/field/pdf/2018/2/2/LCC-Permit-Scheme.pdf> for further information.

In the event that agreement between the parties is not reached the County Council will consider the requirements of both parties on a balanced risk-based approach. It will take into account the safety of stakeholders, customer expectations, network hierarchy, levels of use, travel demand, environmental impact, network condition and maintenance and available resources in line with its wider approach to network management.

When setting the traffic management to be employed as part of the works, the Works Promoter should also consider specific sections of network identified in Chapter 4

6.8.6 Bus routes

The County Council understands that works on the highway network can cause service disruption and delays to passenger transport services. The majority of these works are undertaken by utility companies, the County Council or developers.

Through the introduction of a new Highway Permit Scheme the County Council will seek to improve the co-ordination, control and communication of road works on the highway. Experience has shown that a permit scheme can reduce disruption for passenger transport operators caused by works and minimise the impact these works have on service reliability and punctuality. As part of the new Highway Permit Scheme, Works Promoters in Leicestershire will be advised if their proposed works are on a passenger transport route.

Where planned works may affect passenger transport services, we will expect that Works Promoters.

- Engage early with and provide timely, clear, accurate and appropriate information to stakeholders, including public transport operators; and
- Provide evidence that they have considered and understood the breadth/ impact of their proposals on all road users, including passenger transport users, and have adequately mitigated any adverse avoidable impacts before they are implemented.

Typically, where Works Promoters have engaged early with stakeholders and provided evidence that they have considered the impact of their works on public transport we would expect operators to modify their service routing temporarily (including suspension of stops) to accommodate the works, and publicise the temporary changes accordingly. On some occasions passenger transport services may need to be curtailed temporarily.

In all cases of passenger transport service disruption, the Works Promoter will be expected to consider the needs of users of those services and if necessary put forward a proposed alternative solution (in cooperation with service operators and the County Council) for meeting those needs. This will need to take account of:

- The nature and extent of the works
- Their duration
- The availability of alternatives

The County Council will seek to obtain any relevant costs associated with such solutions from the Works Promoter.

Where the duration of disruption is one weekday (excluding public holidays) or less or the extent of disruption is minor, there may be no need for alternative service provision, provided the service disruption is appropriately publicised.

Passenger service operators will also be encouraged to access the following website (www.roadworks.org) regularly to obtain up to date information regarding all known roadworks in the county, to enable collaborative and effective service planning.

6.8.7 Publicity of Works in Progress

All works, *even those undertaken for emergency or urgent purposes*, must have an onsite site information board with a permit number displayed whilst the works are undertaken. Note – immediate activities require the permit number to be displayed by 10:00 on the next working day as these works can start prior to a permit application.

This is enforced by condition NCT11a which is implicit in all permits.

6.8.8 Area Traffic Control

Where permanent traffic signals need to be switched off or are likely to be affected by any temporary traffic management, the works promotor will need to understand that impact and provide evidence to LCC of the mitigating factors they consider appropriate to reduce disruption to the highway network at that location. Where permanent signals require switching off the works promotor must contact Area Traffic Control to arrange this and provide evidence to LCC that this has taken place.

6.8.9 Information to the Works Promoter

The County Council will seek to ensure that any information provided to the Works Promoter, especially where an action is required on their part to progress with proposed works or change works in progress, must be clear and unambiguous. A record of any agreement between the County Council and the Works Promoter will be recorded on the Highway Works Permit so that a full audit trail is available.

6.9 Collaborative Working by Multiple Works Promoters

LCC has a responsibility under the traffic management act to minimise traffic disruption. A works permit may be granted on condition that works promoters collaborate. Examples of collaborative working include trench sharing, working under the same TM or coordinating timings so that planned works can proceed continuously.

7 Document control & ownership

7.1 Overview

This Framework Guide is a dynamic document, and therefore requires periodic reviews and development to ensure it is up-to-date and fit-for-purpose in relation to the County Council's policies, working practices and demands on the network.

This Framework Guide will therefore be reviewed on an annual basis, *or more frequently as required*, by the Framework Guides Owners and updated and redistributed as required.

7.2 Version Control

The current version of this Framework Guide and the version history are shown within the tables below. This table contains the updated versions of release and not the draft versions in-between releases that are for internal development and review.

VERSION	DATE OF RELEASE	VERSION NOTES	APPROVED BY
C7	28/03/2018		

8 Appendices

8.1 Appendix A: Standard Conditions

Condition Reference	Condition Type	Condition
NCT01a	Date Constraint	Specifies the working dates and times of the works, in accordance to the permit. This condition applies to all permits where the validity window does not apply.
NCT01b		Specifies the working dates and times of the works, in accordance to the permit where the works promoter is allowed a 'sliding window' in which to start works. This condition applies to all permits where the validity window applies.
NCT02a	Time Constraint	Limits the days and times of day the works can be undertaken.
NCT02b		Specifies the working hours for the works.
NCT04a	Material and Plant Storage	Specifies the removal of surplus materials/plant during works.
NCT04b		Specifies the storage of surplus materials/plant during works.
NCT05a	Road Occupation Dimensions	Specifies the width and/or length of road space that can be occupied.
NCT06a	TrFaffic Space Dimensions	Specifies the road space to be available to traffic/pedestrians at certain times of [the] day.
NCT07a	Road Closure	Specifies the road [to be] closed to traffic when works take place.

Condition Reference	Condition Type	Condition
NCT08a	Light Signals and Shuttle Working	Specifies works, or part of, that can take place when the use of temporary traffic control is in use.
NCT08b		Specifies the manual control (instead of automated) of temporary traffic control at certain times.
NCT09a	Traffic Management Changes	Specifies that the LHA must be contacted if changes to traffic management arrangements are made during the works.
NCT09b		Specifies the traffic management arrangements to be in place at certain times of the works.
NCT09c		Specifies the removal of portable traffic signals within a set time upon completion of the works.
NCT10a	Works Methodology	Specifies the employment of appropriate methodology for the works.
NCT11a	Consultation and Publicity	Specifies the display of a permit number, on a site information board, during the life of the works. This condition applies to all permits.
NCT11b		Specifies the publicity, or advertisement, of works prior to the works taking place.
NCT12a	Environmental	Limiting the timing of certain activities (works) to prevent impact to the environment (noise).

8.2 Appendix B: Conditions Framework

CONDITION TYPE	CODE	CONDITION	PARAMETER	PERMIT DETAIL																
				Strategically Significant Streets							Non-Strategically Significant Streets									
				No Carriage-way Incursion	Some Carriage-way Incursion	Traffic Control (Give and Take)	Traffic Control (Priority Working)	Traffic Control (Stop/Go Boards)	Traffic Control (Signals)	Lane Closure	Road Closure	No Carriage-way Incursion	Some Carriage-way Incursion	Traffic Control (Give and Take)	Traffic Control (Priority Working)	Traffic Control (Stop/Go Boards)	Traffic Control (Signals)	Lane Closure	Road Closure	
Time Constraints	NCT2a	Limit the days and times of Day	Traffic Sensitive Designation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
			No Traffic Sensitive Designation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
	Location Specific	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			
	Other Network Demands	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			
NCT2b	Working Hours	Traffic Sensitive Designation	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●			
		Location Specific	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Material and Plant Storage	NCT4a	Removal of Surplus Materials/Plant	Location Specific	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
			Pre-agreed for Major Project	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
	NCT4b	Storage of Surplus Materials/Plant	Location Specific	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Road Occupation Dimensions	NCT5a	Width/Length of Road Space that can be Occupied	Compound or S171 Licence	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
			None	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Traffic Space Dimensions	NCT6a	Road Space Available to Traffic/ Pedestrians at Certain Times	Carriageway Works Only	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
			Footway Works Only	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
			High Volume Traffic	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Road Closure	NCT7a	Road Closed to Traffic	None	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Light Signals and Shuttle Working	NCT8a	Traffic Management Request	None	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
	NCT8b	Manual Control of Traffic Management	Signals Active at Peak Times	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
			Immediate Activity	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Traffic Management Changes	NCT9a	Changes to Traffic Management Arrangements	Planned Changes to TM	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
			No Planned Changes to TM	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
	NCT9b	Traffic Management Arrangements to be in Place	Phased Works	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
			Single Phase Work	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
NCT9c	Signal Removal from Operation when no Longer Required	Immediate Works	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
		Location Specific	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
Work Methodology	NCT10a	Employment of Appropriate Methodology	Full Width Reinstatement	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
			Special Engineering Difficulty	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
			Section 59/58A Restriction	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Consultation and Publicity	NCT11b	Publicity for Proposed Works	Roadworks Protocol	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Environmental	NCT12a	Limit Timing of Certain Activities	Weekend Working & Location	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
			Night Working & Location	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

- Essential
- Consider
- Unlikely
- Not Relevant

