

TRIAL OF FLEXI-PERMITS IN ENGLAND

[Trial Information Pack](#)

October 2024

1. BACKGROUND TO THE TRIAL

1.1 Background to the Proposed Flexi-Permit Trial

Flexi-permits have been proposed as a possible development of the current permit system. This approach would involve providing one permit to cover a number of minor and standard works in a specified area containing multiple streets (where a street is delineated by a Unique Street Reference Numbers, USRNs) for a limited period of time.

To support the rationale for a trial of flexi-permits, previous evidence has been reviewed, including industry reports, descriptive reports of previous independent trials, and findings from a Government impact assessment and consultation¹. The reports explore the potential for reductions in administrative costs, improvements in speed and efficiency of delivery through 'dynamic collaborative working', and improvements for Promoters in coordination of programmes of work. 80% of the highway authorities responding to the original consultation opposed the creation of the version of a flexi-permit it presented. The concerns raised included loss of control, difficulty in coordinating works across multiple streets, and over-booking of road space. However, in line with the conclusions from the review of previous evidence, the majority of respondents supported trials to gain more information on the design and effectiveness of the flexi-permits.

1.2 Purpose of the Trial

The proposition for the flexi-permit trial is that the level of administration required to carry out a series of similar works in an area to deploy infrastructure is relatively high. The need to submit multiple individual permits under the current legislative framework limits the efficient and effective delivery of work and, therefore, improvements might be gained by using flexi-permits.

The counter to this proposition is that changing the current legislative framework to reduce the level of administration of some aspects (but increased in other areas), could reduce Local Highway Authority (LHA) capacity for effective coordination under the network management duty, which therefore could lead to negative impacts on road users, local residents and wider society. These could take the form of increased journey times, temporary route restrictions and temporary loss of footways, cycle paths and carriageways.

The proposed flexi-permit trial will test this proposition. This trial and evaluation will explore the following issues:

- strengths and weaknesses (i.e. issues) with the current permit system;
- whether flexi-permits could be effective in solving the issues identified;
- the impacts of flexi-permits (both intended and unintended); and

¹ DfT – Street Manager and permit scheme changes, May 2021, [Street manager and permit scheme changes - GOV.UK](https://www.gov.uk/government/consultations/street-manager-and-permit-scheme-changes) (www.gov.uk)

- whether any improvements could be made to the design and operation of the flexi-permit implemented in the trial.

The evidence gathered through this trial will be used to inform future policy making in relation to flexi-permits.

1.3 Evaluation Team / Key Contacts

In October 2023, RSM UK Consulting LLP (RSM) and its partners from Open Road Associates (ORA) and Professor John Parkin were appointed by the Department for Science, Innovation & Technology (DSIT) to manage and evaluate the running of a trial of flexi-permits in England.

- **RSM** specialise in the scoping, design, and delivery of complex evaluations across a wide range of policy domains and have wide-ranging experience running and evaluating trial programmes to inform policy development.
- **ORA** has detailed working knowledge of the sector, the regulatory framework and operating environment associated with work permit provision and extensive experience of supporting the analysis and review of highways policy.
- **Professor John Parkin** (CEng, FICE, PhD, MSc, BSc, PGCE) (Emeritus Professor) specialises in street design, with emphasis on active modes, and growing considerations for autonomous vehicles. John has extensive experience of undertaking quantitative and qualitative empirical research and evaluations of transport schemes and trials

Key contacts from the evaluation team and the Departments are outlined below:

- RSM Project Director – Synasia Kalsey (synasia.kalsey@rsmuk.com)
- RSM Project Manager – Glenn Donnelly (glenn.donnelly@rsmuk.com)
- DSIT lead contact - Jesam Eyong, Head of Public Sector Engagement (jesam.eyong@dsit.gov.uk)
- DfT lead contact – Sally Kendall, Head of Streetworks Policy and Regulation (sally.kendall@df.gov.uk)

During the trial, the project delivery team (i.e. RSM supported by DSIT/DfT) will be available to answer any questions related to the process. A shared inbox will be utilised during the trial as a central contact point for sharing data or submitting queries / issues: FlexiPermitTrial.ECD@rsmuk.com.

1.4 Project Overview

The trial is a two-phase process, consisting of a scoping phase (Phase 1) and the trial and evaluation (Phase 2). The activities conducted in Phase 1 included desk review and primary research, including 16 interviews with Promoters, LHAs and sectoral stakeholders, and the subsequent design of the trial and evaluation approach. This design forms the basis of the trial to be undertaken. Phase 2 of the project includes the implementation of the trial and a process and impact evaluation.

Key milestones for the trial and evaluation are outlined below:

- **Information webinar** – **Monday 4th November** (invite to be issued separately);
- **One-to-one calls** – calls will be available to LHAs and Promoters that are interested in participating in the trial from **w/c 11th November**. These calls will provide the opportunity for further clarification and discussion of the trial design and responsibilities of participants, to listen to concerns / ideas for improvements to trial design, agree data collection arrangements (roles and responsibilities), and agree the flexible elements of the trial design for the LHAs. Note: these calls will be reserved for those with a firm interest, and we would request that interested parties reach out to confirm interest. RSM will then liaise with them to confirm availability;
- **Queries / questions** – questions raised through the webinar, one-to-call calls or via email alongside responses will be documented and shared with participants;
- **Trial preparation** – LHAs and Promoters can begin discussing programmes of work, etc. immediately following the webinar 4th November;
- **Trial commencement** – the trial will officially commence on **Monday 17th February 2025**, to allow a sufficient lead-in time for participants;
- **Trial closure** – the trial will close on **Friday 18th July 2025** (22 weeks); and
- **Evaluation activities** – data collection will be undertaken throughout the trial period; however, the evaluation will commence in earnest in **June 2025**, including data analysis, stakeholder interviews and focus groups. It is estimated that the final report will be completed in **October 2025**.

2. TRIAL DESIGN

2.1 Design Challenges

The core challenge for this trial is to create an environment to test the concept of a flexi-permit on real works carried out in the real world, whilst maintaining compliance with the current legislative framework. There are several practical and legislative challenges that have a direct influence on the design and approach, namely:

- the requirement to comply with the current legislative framework results in the need for trial participants to “run a parallel system” in which both a flexi-permit approach is adopted, and the **current individual permits continue to be submitted**. For the duration of the trial, this will result in an increased administrative burden for participating Promoters and LHAs. However, it is noted that **this would not be the approach adopted for a future flexi-permit scheme**, if it were to be implemented (i.e., in a future flexi-permit scheme, new legislation would complement and / or replace the existing guidance in relation to individual permits, removing the need to run a “parallel system”); and
- the functionality to create a flexi-permit does not currently exist within Street Manager. LHAs / Promoters in previous trials have used alternative approaches to record a flexi-permit, however, this does not provide an opportunity to test Street Manager’s ability to accept and process a flexi-permit. As such, **this technical element will remain untested**.

2.2 Concept and Principles

A “programme of work” may involve a period of perhaps a month, require considerable works planning on the part of the Promoter, co-ordination and planning from the LHA, and, within the current permit system, it would require several permits to be submitted to Street Manager. The types of work that require a permit and involve delivery across multiple phases could include, but are not limited to, cyclical routine highway maintenance work, or the installation of new utility assets such as telecoms connections to multiple properties across an area or for an infrastructure upgrade.

It is suggested that a programme of work of this nature may be suitable for submission as a flexi-permit.

Key principles, which have been agreed with DSIT and DfT, that directly influence the design of the trial are outlined below:

- the trial will involve real works on real streets;
- the trial will run **from 17th February 2025 to 18th July 2025 (22 weeks)**. A programme of work must be started and completed within the trial period for it to be included;
- to be eligible for inclusion in this trial, other ongoing trials will need to align with this trial design. Evidence gathered from other trials will be noted within the evaluation;
- an explicit flexi-permit has not been added to Street Manager, but trialists are free to use other ways of logging bulk information on multiple permits that best work for them;

- legislation will remain unchanged during the trial; however, works can start as and when, either through an early start, such as a phone call on the day, or with a retrospective permit application (treated as an Immediate);
- participation in the trial is voluntary and any LHA or Promoter can withdraw from the trial at any stage without negative consequence;
- fees for individual permits will remain during the trial period (i.e. works carried out through a flexi-permit in this trial will be subject to the individual fees related to their individual permits);
- a flexi-permit can include a mixture of both specified works that require a permit² and works that do not require a permit³, for example optional permits, if they form part of the wider programme of works; and,
- an Authority can choose how many individual trial programmes they have within their area and how many are active across their network at a given time.

Considering the principles above, a single flexi-permit covering a programme of work and individual permits for each individual work will need to be created, that is, **individual permits for each work are still required to ensure compliance with the existing legislative framework.**

This is important in order to monitor compliance, inform local road users and residents about when works are taking place, feed into the performance-based inspections regime, etc.

It is recognised that this approach will involve increased resource and administration for those taking part in the trial, however, consideration should be given to leniency within the existing framework, especially for offences and related fixed penalties, for example, for late submission of works start and stop notices, to reduce the burden of taking part in the trial.

The proposed design of the flexi-permit (and the minimum requirements for the individual permits) can be found in **Appendix 1**.

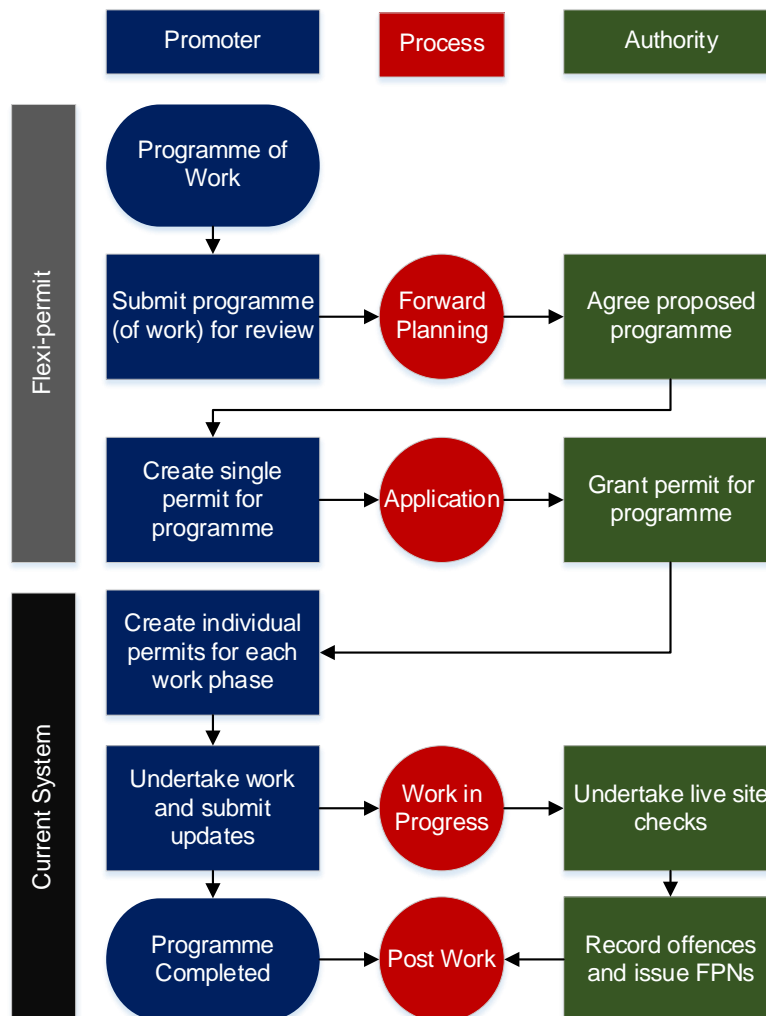
2.3 Approach

Figure 1 provides a summary of the proposed approach. A detailed overview of the processes that underpin this approach can be found in **Appendix 2**.

² Refer to section 7.3 of the code of practice for the co-ordination of street and road works

³ Refer to sections 7.3.3 and 7.3.4 of the code of practice for the co-ordination of street and road works

Figure 1: Proposed Trial Approach



Ideally, the single **flexi-permit** should be used as the primary permit for the planning, coordination and delivery of work. The **individual permits** for each work only need to contain the following core information to provide a sufficient record for the register and for effective publicity of planned and active work:

- location of work;
- proposed start and end dates;
- actual start and end dates;
- record of inspections;
- record of offences including section 74 overrun charges; and
- registration of reinstatement (as required).

2.4 Trial Parameters

Table 1 identifies the core parameters to be considered for the trial. Each parameter has an application which includes:

- **Mandatory:** this must apply with the defined parameters;
- **Flexible:** this must apply but the parameter may be adjusted; and
- **Optional:** this may apply if chosen.

Table 1: Parameters for Trial Works

Area	Application	Parameter
Activity Type	Flexible	Consider works that are remedial works or temporary to permanent reinstatements as part of the programme.
Boundary	Mandatory	The total extent of the work would be limited to the boundary of the participating LHA.
	Flexible	Limit the total extent of the work to a 2km boundary from the initial work phase (circumference). Consideration to be given to the geography of the area, e.g. rural or urban, and construct, i.e. not all areas fit into a neat polygon.
Collaboration	Optional	Consider opportunities for collaboration with other Promoters or organisation workstreams.
Duration	Flexible	Total duration of the programme is up to 30 working days. Duration of an individual phase of work is up to 10 working days.
Promoters	Mandatory	Includes “undertaker” and “highway authority”. Excludes organisations who are undertaking works by virtue of a licence under NRSWA Section 50 or the Highways Act Section 278, and other authorities.
Restrictions	Mandatory	Exclude streets where a restriction under NRSWA Section 58 and 58A is in force or will come into force during the trial.
Street Designation	Mandatory	Exclude streets with the following designations: protected and lane rental. Exclude streets with a reinstatement category of 0, 1 or 2.
Street Designation	Optional	Streets with the following designation: Special-engineering difficulties.
Street Designation	Optional	Streets with the following designation: Traffic-sensitive with consideration given to works being undertaken wholly outside of traffic sensitive timings.

Area	Application	Parameter
Traffic Management	Optional	Exclude work requiring any form of positive traffic control or TTROs, except stop/go boards. Note that inclusion of some types of positive traffic control would require specific and timely permits to be submitted.
Work Category	Mandatory	Exclude Major and Immediate (Urgent and Emergency work).

2.5 Evaluation Requirements

2.5.1 Engagement with Evaluators

Initial Engagement

The online information session (Monday 4th November) will provide:

- a brief overview of flexi-permits and the trial design (as outlined above);
- an opportunity for questions and clarifications;
- outlining of the data requirements from LHAs and Promoters; and
- roles and responsibilities during the trial.

The session will be recorded and circulated to participating LHAs and Promoters for reference.

In the weeks following the online information session, the evaluators will engage directly with each participant via MS Teams. This will allow for a tailored discussion of how the trial will work in practice for each LHA, the data collection requirements and for capture of baseline data in relation to attitudes towards flexi-permits. For example, agreement of the flexible and optional parameters as identified above in Table 1. We will also use this as an opportunity to explore the likely characteristics of the trial for each LHA (e.g. discussing likely Promoters and programmes of works that may come up during the trial period).

Ongoing Engagement

During the trial period, LHAs and Promoters will be required to provide:

- sharing of copies of approved flexi-permits as they are approved by the LHA – format of this to be agreed;
- monthly data extracts from Street Manager; and
- opportunities for discussing and resolving specific issues and challenges in delivery of the trial (flexible, ad hoc meetings upon request by participants).

Post-Trial Engagement

Following completion of the trial, LHAs and Promoters will be required to participate in primary research for the [evaluation](#) in relation to their experience. This may include, but not be limited to, an interview to highlight key learnings from the trial and to provide feedback on what works well /

successes (up to one hour maximum), focus groups (up to one hour maximum), survey completion (up to 30 minutes maximum) and provision of secondary data where available e.g. administrative costs to administer and manage the permits, resource (people), time for LHAs, customer enquiries.

This will be further discussed and agreed with LHAs in advance of the trials commencing.

2.5.2 Engagement between LHA and Promoter

It is expected that, for each proposed programme of work to be considered through a flexi-permit, LHAs and Promoters will, at a minimum, engage up to 10 working days in advance of submitting the flexi-permit for an initial discussion to review the proposed programme of work and agree any specific ways of working.

2.6 Summary of Roles and Responsibilities

Table 2 outlines the role and responsibilities of stakeholders.

Table 2: Roles and Responsibilities

Party	Role & Responsibility
Authority	The LHA is responsible for coordinating the programme of work within the trial, assigning conditions to works included in the flexi-permit as appropriate, providing monthly data extracts from Street Manager, collection of additional data as required (section 2.5) and participating in primary data collection as required (i.e., survey and interviews as described in section 2.5). The LHA remains responsible for their existing responsibilities in relation to the current permit system (i.e. in relation to the individual permits that will continue to be submitted, inspections, etc.).
Promoter	The Promoter is responsible for identifying and delivering a programme of work within the trial, updating the flexi-permit as appropriate, providing monthly data extracts from Street Manager, collection of additional data as required (refer to section 2.5) and participating in primary data collection activities as required (i.e. survey and interviews as described in section 2.5). The Promoter remains responsible for their existing responsibilities in relation to the current permit system (i.e. in relation to the individual permits that will continue to be submitted, compliance with SROH and safety code, etc.).
DfT & DSIT	The role of the Departments is to oversee the trial to ensure the trial is delivered successfully. They are responsible for initial engagement with the LHAs and Promoters to secure participation and for providing advice and guidance in relation to trial implementation (i.e. in response to clarification requests and issues). They will ultimately be responsible for progressing any recommendations (changes) emanating from the evaluation.
Evaluation team	The evaluation team is responsible for designing the trial parameters, initial and ongoing engagement with participants (refer to section 2.5), primary data collection (as described in section 2.5), monitoring data collection, addressing clarification requests and issues (in collaboration with DSIT and DfT) and undertaking wider data analysis during the trial.

3. DATA SECURITY / MANAGEMENT

Data collected through this trial and evaluation (including through interviews, surveys and desk-based sources) will be strictly confidential. The output of interviews and surveys will not be attributable to individual respondents without explicit consent. The evaluation reports will draw on findings aggregated across respondents / organisations. Where a stakeholder is quoted directly, responses will be reported anonymously.

Participants in the evaluation have the right to withdraw participation at any time.

All data collected as part of the evaluation will be stored safely and securely within RSM's secure network, in accordance with GDPR. Data will be destroyed following the requisite time after completion of the evaluation (i.e. a maximum of seven years).

APPENDIX 1: FLEXI-PERMIT DESIGN

Flexi-Permit Content

The flexi-permit needs to contain the overarching information for the programme of work, together with specific information about each individual phase of work. Table A1.1 sets out the information required within the flexi-permit.

Table A1.1: Flexi-permit content

Area	Field	Data
Reference ID	Work reference number	System generated which can be overwritten by the user
	Permit reference number	System generated
Dates	Proposed start date	Based on the proposed start of the first work phase within the programme.
	Proposed end date	Based on the proposed end date of the final work phase within the programme.
	Early Start pre-approval	This can be entered as “No”
Location	USRN and coordinates	The USRN of the first phase of work and a polygon covering the entire programme of work.
	Location (footway, verge, carriageway).	All locations to be impacted can be selected.
	Location details (free text)	No input required.
Activity	Activity type	A relevant activity type for the programme can be chosen, such as “utility asset works” or “highway repair and maintenance works”.
	Attachment	The Programme of Work Table should be attached to the permit.
	Excavation required	If any excavation is required within the programme this should be selected as “Yes”, otherwise “No”.
	Collaborative working	If any collaboration is planned within the programme this should be selected as Yes, otherwise “No”.
	Is lane rental applicable	This should always be selected as “No” as lane rental designated streets are excluded from the trial.
Traffic Management	Traffic management type	The highest impact form of traffic management should be chosen for this field.
	Footway closure	If a footway closure is required for any work within the programme the appropriate option should be selected, otherwise “No”.

Area	Field	Data
	Footpath closure	If a footpath closure is required for any work within the programme the appropriate option should be selected, otherwise “No”.
	Is TTRO required	This should always be selected as “No” as work with TTRO are excluded from the trial.
Designations Impacted	Not applicable	These fields can be left blank as work on streets with a specific designation are excluded from the trial.
Applicable Conditions	Not applicable	No conditions are required on the permit, these will be detailed within the Programme of Work Table.
Additional Information	Not applicable	Any specific information related to the programme of work can be added in this section.

Programme of Work

There is no functionality to delineate each individual phase within one permit, so this information must be recorded and updated via an attachment on the single flexi-permit. This attachment will contain a table (MS Excel worksheet) containing the following set out in Table A1.2.

Table A1.2: Individual Work Phase Information

Field	Content	Individual Permit
Phase Number	Each phase will be contained within a table row.	No
Work Status	Selected from a status of Planned, Completed and Cancelled	Yes (system generated)
Permit reference number	A unique reference for the individual work.	Yes
Location	Text description for the location of the work.	Partial
Traffic Management	The traffic management for the work.	Partial
Permit conditions	Applied conditions and the parameters	No
Proposed Start Date	The proposed start date of work.	Yes
Proposed End Date	The proposed end date of work.	Yes
Actual Start Date	The actual start date and time of work.	Yes
Actual End Date	The actual end date and time of work.	Yes

Individual Permit(s)

Each individual permit within the programme of work will need to contain **minimum** data as per the Street Manager business rules. Table A1.3 sets out the fields required and the content of this data.

Table A1.3: Individual Permit Data Requirements

Area	Field	Data
Reference ID	Work reference number	System generated which can be overwritten by the user
	Permit reference number	System generated
Dates	Proposed start date	Based on the proposed start of the work.
	Proposed end date	Based on the proposed end date of the work.
	Early Start pre-approval	This can be entered as “No”
Location	USRN and coordinates	The USRN of work and a point, line or polygon for coordinates.
	Location (footway, verge, carriageway).	All locations to be impacted can be selected.
	Location details (free text)	No input required.
Activity	Activity type	A relevant activity type for the programme can be chosen, such as “utility asset works” or “highway repair and maintenance works”.
	Attachment	None required
	Excavation required	If any excavation is required within the programme this should be selected as “Yes”, otherwise “No”.
	Collaborative working	If any collaboration is planned within the programme this should be selected as Yes, otherwise “No”.
	Is lane rental applicable	This should always be selected as “No” as lane rental designated streets are excluded from the trial.
Traffic Management	Traffic management type	The relevant form of traffic management for the work.
	Footway closure	If a footway closure is required for any work within the programme the appropriate option should be selected, otherwise “No”.
	Footpath closure	If a footpath closure is required for any work within the programme the appropriate option should be selected, otherwise “No”.
	Is TTRO required	This should always be selected as “No” as work with TTRO are excluded from the trial.

Area	Field	Data
Designations Impacted	Not applicable	These fields can be left blank as work on streets with a specific designation are excluded from the trial.
Applicable Conditions	Not applicable	Conditions are required on the individual permit; these will also be detailed within the Programme of Work Table.
Additional Information	Not applicable	Any specific information related to the programme of work can be added in this section.



APPENDIX 2: TRIAL PROCESS – DETAILED OVERVIEW

Table A2.1 sets out the core process for a flexi-permit trial, with comparison to the current system and a flexi-permit system. As outlined, the majority of the processes identified are common between both the current permit system and proposed flexi-permit trial system, which reflects the need to comply with existing legislation in relation to submitting individual permits. The key differences largely relate to Stage 1 (forward planning) in which processes that are **optional** in the current system would become **mandatory** in the flexi-permit system, with additional / new processes / outputs for the submission, review, approval and update of the flexi-permits.

Table A2.1: Process Overview

Stage	Step	Who	Process	Current System	Flexi-permit	Additional flexi-permit output
Stage 1 Forward Planning (non-statutory)	1.1	Promoter	Identifies a programme of work they want to include within the trial and has an initial discussion with the Authority.	Optional	Mandatory	Initial discussion on the programme of work, agreeing any specific ways of working.
	1.2	Authority	Provides input into the development of the programme delivery	Optional	Mandatory	
	1.3	Promoter	Submits the information required, as set out in the Programme of Work Table, to the Authority either via Street Manager as a forward planning notice, through a third-party system or other method of communication, such as email. (refer to section 4.7 for details)	Optional	Mandatory	The programme of work is recorded within a system as forward planning information.
	1.4	Authority	Accepts the proposed programme or requests further changes (move back to step 1.3)	Optional	Mandatory	
	1.5	Authority	Provides an agreement in principle to the proposed programme.	Optional	Mandatory	The programme is effectively given “advanced authorisation”.
Stage 2 Application	2.1	Promoter	The Promoter submits a permit covering the programme of work.	N/A	Mandatory	A single flexi-permit for the programme is recorded in Street Manager
	2.2	Promoter	Submits individual permits for each work within the programme. Each work can start as and when, either through an early start (e.g. phone call on the day), or with a retrospective permit application (treated as an Immediate).	Mandatory	Mandatory	

Stage	Step	Who	Process	Current System	Flexi-permit	Additional flexi-permit output
	2.3	Authority	Grants the application(s) received or requests further changes (move back to step 2.1 and 2.2 if applicable).	Mandatory	Mandatory	Granted single flexi-permit covering the programme.
Stage 3 Work Delivery	3.1	Promoter	Submits a work start notice for the flexi-permit when the initial work phase commences.	N/A	Mandatory	
	3.2	Promoter	Submits an actual start notice for individual phases when work starts.	Mandatory	Mandatory	
	3.3	Authority	Undertakes a live site inspection if necessary and records a result on the individual permit for that work phase.	Mandatory (if appears in sample inspections list)	Mandatory	
	3.4	Authority	Records any offences committed by the Promoter on the individual permit for that work phase.	Mandatory	Mandatory	
	3.5	Promoter	Submits a works closed notice for the individual permits upon completion of each work phase.	Mandatory	Mandatory	
	3.6	Promoter	Submits works closed notice for the flexi-permit upon completion of the work.	N/A	Mandatory	

Stage	Step	Who	Process	Current System	Flexi-permit	Additional flexi-permit output
Stage 4 Additional Work (during flexi-permit)	4.1	Promoter	Contacts the Authority to discuss additional work.	Optional	Mandatory	
	4.2	Promoter	Submits a permit application for the additional work	Mandatory	Mandatory	
	4.3	Authority	Grants the application(s) received or requests further changes (move back to step 4.1 and 4.2 if applicable).	Mandatory	Mandatory	
	4.4	Promoter	Updates flexi-permit with details of additional work	N/A	Mandatory	Flexi-permit updated.
Stage 5 Post-Work Delivery	5.1	Promoter	Submits a registration of reinstatement (as required) upon completion of each work.	Mandatory	Mandatory	
	5.2	Authority	Issues offences (as required).	Mandatory	Mandatory	



APPENDIX 3: LEGISLATIVE CONSTRAINTS

Table A3.1 outlines the legislative constraints related to a flexi-permit that should be considered and agreed between an LHA and Promoter as part of the initial forward planning decision process. Any offences related to non-compliance to a specific part of the legislation should only be applied if they are not as a result of the working environment established to support the trial.

Table A3.1: Legislative Constraints

Policy Reference (Primary)	Process	Consideration
Section 53 NRSWA and associated regulations	The Authority must maintain a register of each street covered by their scheme containing information with respect to all specified works on those streets via Street Manager.	Information related to all works must be recorded within Street Manager via the individual permits.
The Traffic Management Permit Scheme (England) Regulations 2007 as amended (see above)	9 (4) A permit scheme shall require each application for a permit to be limited to one street.	This regulation will be met by individual permits.
	9 (8) A permit scheme may provide that where it is proposed that the relevant specified works are to be carried out in more than one phase, a separate permit shall be obtained in respect of each phase.	This regulation will be met by individual permits.
	10 (1) A permit scheme shall include provision for the Permit Authority to attach conditions to permits and shall specify the types of condition which the Permit Authority may attach.	Permit conditions will be specified for individual works within the work programme where necessary.
	15 (1) A permit scheme shall include provision for the Permit Authority to have power to vary and revoke permits and permit conditions.	This regulation will be limited to defined variations (changes) to individual permits and the flexi-permit.
	19 (1) It is an offence for a statutory undertaker, or a person contracted to act on its behalf, to undertake specified works in a specified street in the absence of a permit, except to the extent that a permit scheme provides that this requirement does not apply.	This regulation will be met by individual permits in addition to the flexi-permit for the trial.
The Traffic Management Permit Scheme (England) Regulations 2007 as amended (see above)	20 (1) It is an offence for a statutory undertaker, or a person contracted to act on its behalf, to breach a permit condition.	See above - the permit conditions will be applied to the individual permits. Any breach should be recorded on the individual permit. Offences are optional and need to be agreed with the participating Promoter.
	30 (1) Subject to regulations 31 and 32, a Permit Authority may charge a fee in respect of each of the following (a) the issue of a permit; (b) an application for a permit, where the permit scheme requires a provisional advance authorisation to be obtained as part of that application; and (c) each occasion on which there is a variation of a permit or the conditions attached to a permit.	A permit fee will be applied to the individual permit. No fee's will be applied to the single flexi-permit.

Policy Reference (Primary)	Process	Consideration
NRSWA Section 74	Charge for occupation of the highway where works unreasonably prolonged (overrun charges).	The calculation of the charge will need to take into account the actual start and work closed (i.e. actual stop) dates taken from the individual permits.
The Street Works (Charges for Unreasonably Prolonged Occupation of the Highway) (England) Regulations 2009	A Promoter must submit an "actual start of works notice" and a "works closed notice" in accordance to defined timescales.	This regulation will be met by individual permits.
	Where the works are notified as complete, but the Authority finds not more than five items of signing, lighting or guarding remaining on the highway a mitigated charge can be applied instead of overrun charges.	This regulation will be met by individual permits.
NRSWA Section 95A and schedules 4A and 4B	The Authority can issue fixed penalty notices (FPNs) for legislative offences under NRSWA.	This regulation will be met by individual permits.

