

# Cadent Gas

## North London Street Works Reference Manual Repair Activity



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# Introduction

The need to comply with NRSWA/ TMA legislation and Permit Schemes has been an area of increased focus for Cadent Gas.

Knowledge and understanding of the Street Works environment in which you operate, whether it is under Noticing or a Permit Scheme is critical in driving increased levels of compliance.

Cadent's Street Works performance is critical for avoidance of Section 74 and FPN charges. Our focus on increasing our Noticing and SLG compliance will also enhance our reputation with the Highway Authorities.

This document is designed to provide operational guidance to assist with achieving cost effective, accurate and timely compliance with current NRSWA / TMA legislation and relevant Permit Scheme.

It also offers guidance on current best practice with regards to excavation size, cost, measurement of reinstatement and use of keyhole technology.


## Health Warning:

**This document is not designed to replace any existing or future engineering, emergency, operational or SHE procedures.**

**The appropriate management and operational/emergency procedures shall be referred to and followed at all times.**

**If any additional clarification or guidance is required please speak to your line manager in the first instance.**

### Safety At Streetworks



Code of Practice

### THINK!

- 'Is your signing, lighting and guarding compliant as per the current Red Book?
- Are you displaying a valid permit board?
- Are your co-ordinates and location pinpointed to the excavation?
- Have you maintained 1.2m footway width?
- Are your footway boards and ramps secure?

If you cannot answer 'yes' to all of the above please contact your supervisor

# Permit Scheme Overview

A Permit Scheme, is designed to control the carrying out of relevant activities on the public highway. The key objectives of the Permit Scheme include:

- a) To ensure effective co-ordination
- b) To ensure adherence to health and safety and CDM
- c) To protect apparatus, assets and structures
- d) To minimize disruption and inconvenience
- e) To tackle congestion
- f) To encourage good practice
- g) To encourage collaboration
- h) To provide better communication to all road users
- i) To demonstrate parity for all street works Promoters

## **What is a Permit Scheme?**

A way for a Highway Authority to manage Street Works.

Every application is chargeable.

National Conditions apply to all permit schemes.

## **Which permit do I need?**

### **Immediate Permit**

An immediate permit is for Emergency and Urgent works only

Within 2 hours commencement of a registerable activity—for Emergency (duration to be determined by site specific information).

2 hours before commencement of a registerable activity for Urgent works (duration to be determined by site specific information).

### **Minor Works Permit**

3 days advance notice for Minor Works — (up to maximum 3 days duration )

### **Standard Works permit**

10 days advance notice for Standard Works — ( 4-10 days duration )

### **Major Works Permit**

Mains Replacement activities exceeding a duration of 10 days, contact supervisor for further detail and guidance.

# Permit Scheme Overview

Working without a valid Permit is **ILLEGAL**



**Sanction will be a Fixed Penalty Notice-FPN of £300- £500, or prosecution for each single offence**

Specific conditions applicable to the granted permit must be adhered to. Changes must be notified through a Permit Variation.

**Breaching a condition of a Permit has a sanction FPN = £80-£120**

## **Permit Variations**

A change in site circumstances may require the Highway Authority or Cadent to vary the permit or vary the permit conditions.

Any deviation from the approved permit conditions must be communicated back to Highway Authority as soon as it has been identified.

**Contact SWAT to process these requests.**

**SWAT phone:** 01455 892184

**SWAT e-mail:** [.box.SWAT.NLCompliance@cadentgas.com](mailto:.box.SWAT.NLCompliance@cadentgas.com)

If any part of the works on site do not reflect the approved permit conditions the **Highway Authority can impose a FPN of £80-£120**

Guidance is given in “Permit Condition & Variation” section of this handbook<sup>5</sup>



# Permit Scheme Overview

## Operative & Pedestrian Safety

The Highways Authorities place a great emphasis on pedestrian provision during our works. The use of pedestrian walkways, ramps and footway closures enables us to comply with permit conditions and keep members of public safe during our works.

It is your responsibility to make sure that pedestrians are safe during our works. This means protecting them from both the works and passing traffic.

You must take into account the needs of children, elderly people and people with disabilities, having particular regard for visually impaired people.

In order to do this you must provide a suitable barrier system which safely separates pedestrians from hazards and provides sufficient access for people using wheelchairs and those with prams and pushchairs.

## Footway and Footpath... What's the difference?

### REMEMBER:

A **Footway** is part of the public highway for pedestrian use with provision for crossover to access private property where applicable.

**A Footway has an adjacent carriageway.**

A **Footpath** is part of the public highway for pedestrian use only with no adjacent carriageway .



# Permit Scheme Overview

## Safe routes for pedestrians

If your work is going to obstruct a footway or part of a footway, you must provide a safe route for pedestrians that should include access to adjacent buildings, properties and public areas where necessary. This route must consider the needs of those with small children, pushchairs and those with reduced mobility, including visually impaired people and people using wheelchairs or mobility scooters. You should always try to enable pedestrians to remain safely on the footway if at all possible. Ideally, **the footway should be a minimum of 1.5 metres wide for temporary situations but if this cannot be achieved, the existing footway can be reduced to an absolute minimum as per Safety At Street works + Road Works Code Of Practice (Red Book)**



# Permit Scheme Overview

If it is not possible to maintain safe pedestrian access on the footway, consider whether there are other safe alternatives. This could mean, for example, closing the footway and placing a 'Footway closed' sign at the works and an advance 'Footway closed ahead' sign at a location where it is safe for people to cross the road (possibly with the use of portable pedestrian crossing facilities, and in agreement with the highway authority). It may be necessary to provide footway ramps on either side of the road at this location.



If it is not possible to maintain safe pedestrian access on the footway and a safe off-carriageway alternative cannot be found, you should provide a walkway in the carriageway. It is recommended that a wider walkway be provided if it can be done without resulting in a road closure or a reduction to shuttle working.

## **Footway & Driveway Boards**

Footway boards may be used on footways, but not driveways, to maintain a route for pedestrians.

Driveway boards may be used outside of domestic properties, for light vehicle traffic. If you close a footway contact SWAT.

## **These boards shall NOT be used in the carriageway under any circumstances**

**All footway & driveway boards must be subject to risk assessment to determine whether they need to be fixed/secured to the highway/private driveway surface.**

### **Your risk assessment should include:**

- Change of surface level
- Condition of the footway/driveway surface
- Weather conditions
- Location – Pedestrianised areas or heavy pedestrian traffic
- Vehicle type and weight
- Surface material
- Ability to fix the board to the footway/driveway surface
- Level of vehicular and pedestrian traffic



# Customer

All teams should engage and communicate with our customers at the start, during and end of their visit where possible (i.e. where the customer is available).

A proactive approach may provide opportunity to increase customer perception. Once the Repair team have assessed the job requirements they should advise the customer of the likely impact and or disruption.

If there is any pre-existing damage to property please make a note, discuss existing damage with your customer, take photographs prior to works starting and inform your Supervisor.

The team must discuss with the customer any existing surface or building defects.



Keep customers updated during works, especially if job requirements change, i.e. if you need to excavate elsewhere.

Risk assess where placing spoil, taking care to avoid damage and staining to a customer's property. Such as walls and or fences.

When leaving site at anytime, explain to the customer the status of the job and what further works are required and estimated timescales.

**Use the 7 steps below, and answer YES to delight our/your customers.**

*Have you parked with due consideration to your customer's needs?*

*Have you introduced yourself, shown your ID and explained the purpose of your visit?*

*Have you protected your customer's property, to avoid any damage?*

*If you notice any pre-existing damage, have you asked permission to take photos?*

*Have you kept your customer informed throughout the job?*

*With the information you have given does your customer understand the next steps?*

*Before you leave, have you asked your customer, if they have any questions?*

## Network Specific — North London

### Immediate Works Notification

On all Immediate Works permit requests on Traffic Sensitive roads you must notify the highway authority via a phone call as soon as excavation commences.

This applies to the following highway authorities

### Buckinghamshire — 01296 383848

Ensure that when you call, you communicate accurate information:

Street Name

Property Number

Location of excavation:

Footway/Footpath/Carriageway/Verge/Driveway.

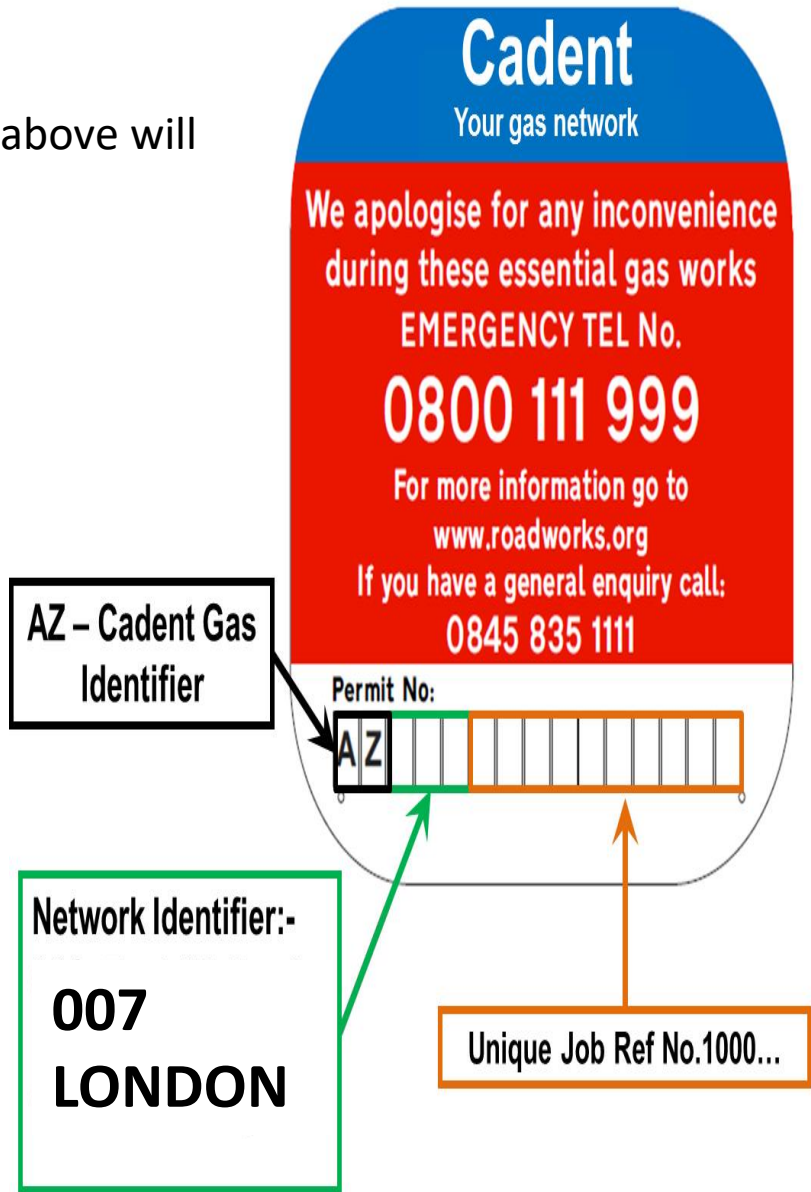
Are there any Temporary Traffic Lights in use?.....e.g. 2 way traffic lights

# Compliance & Avoidance of FPNs

## Permit Board Compliance

You must ensure that you have a permit board displayed on site, in a prominent place and securely fixed to barriers.

Failure to adhere to the above will result in a FPN.



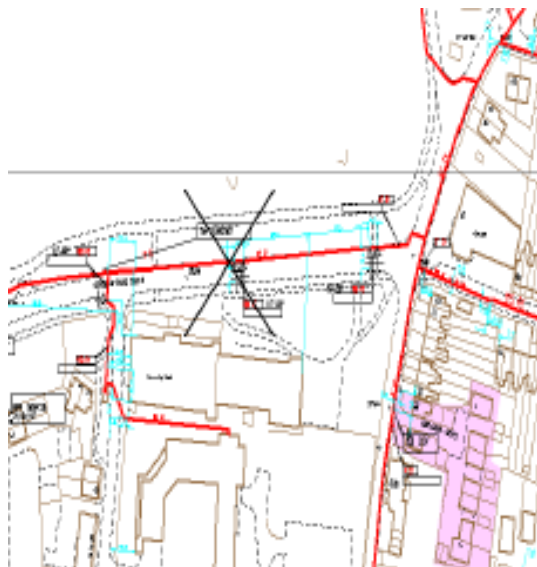
The permit board MUST be clearly and prominently displayed to face pedestrians as well as being placed on a public highway - NOT IN PRIVATE PROPERTY

# Compliance & Avoidance of FPNs

## Correct Grid Co-ordinates

We must provide timely, clear, accurate and complete information to the Highway Authority regarding the location of our works.

The grid co-ordinates are pre-set in the center of property outside of which the PRE was reported.



What do you need to do.

You must amend these co-ordinates to accurately reflect the location of the first excavation.

What will happen if you do not amend the co-ordinates?

**Failure to do this will result in a FPN**



## **Accurate Location Descriptions**

We must provide timely, clear, accurate and complete information to the Highway Authority regarding the location description of the location of our works.

What you need to do.

Provide an accurate location description in the "Location Description" property number/name in box of the Notice Form.

What will happen if no accurate description is provided?

**Failure to do this will result in an FPN**

**Useful tips.**

*Use house numbers, road junctions, distance from junctions.*

*Whether the excavation is in the footpath, footway, carriageway or verge*

*Shop names not to be used as these may change if properties / businesses are sold.*

*Property number MUST be used.*



# Compliance & Avoidance of FPNs

## Traffic Management

For the avoidance of FPNs please ensure that you provide the following information on submission of your permit.

***The traffic management type in use at the time of submitting your permit.***

If the traffic management changes to a type that is an increase to what is currently on site, e.g. from some carriageway incursion to give & take. The highway authority must be informed at the time of change.

Please call your SWAT contact to advise of the traffic management change.

SWAT will update the permit.

***Failure to send this information timely & accurately will result in a FPN.***

## Traffic Management Types & Guidance

### **1– No carriageway incursion**

Works are solely in the footway. This means that there is nothing on the carriageway including signs, even a single foot from an advance sign or road cone.

### **2– Some carriageway incursion**

This means works are impeding in some way on the carriageway. There may be signs placed in the carriageway to keep the footway clear – it means the carriageway width is being maintained in order to allow 2 way traffic to flow.

On a normal road this means leaving 6.75 metres width minimum.

On a road restricted to cars and light vehicles its 5.5 metres minimum.<sup>13</sup>

# Compliance & Avoidance of FPNs

## Traffic Management Types

### 3– Give & Take

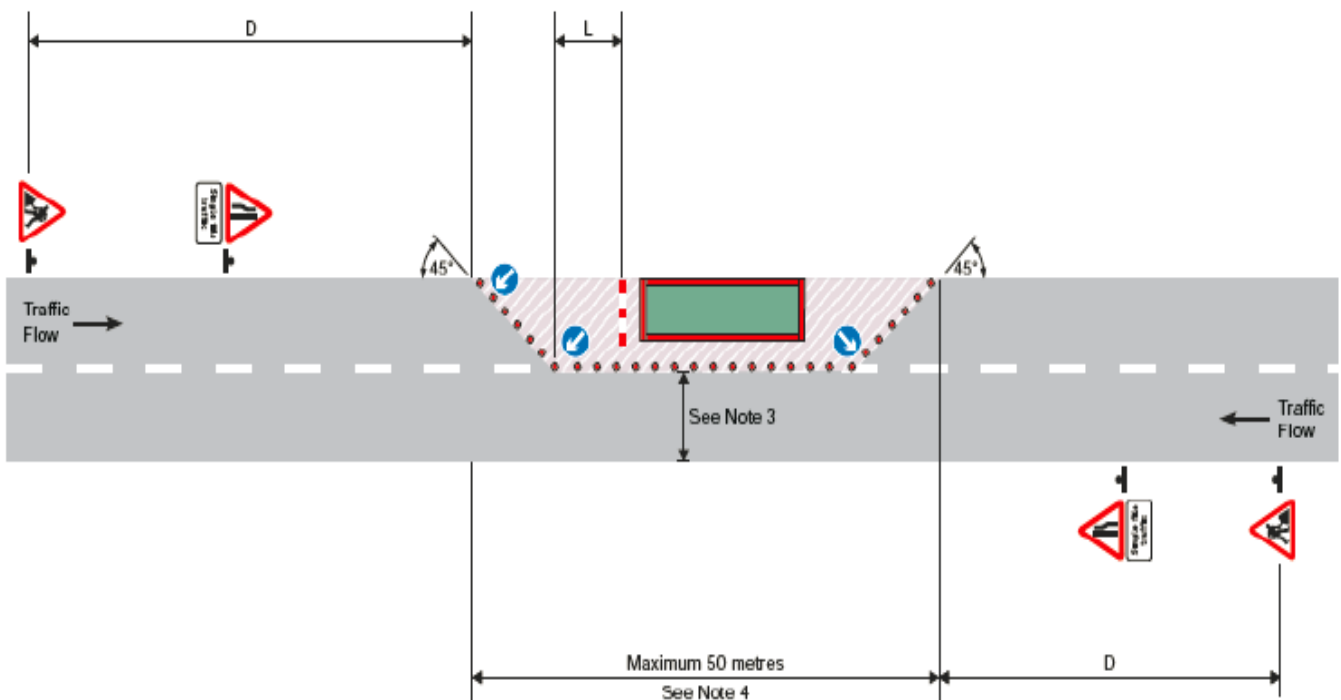
Give and Take means that works are set up in the carriageway and vehicles are left to decide who has priority when passing the works area.

Give and Take can ONLY be used on a road with a speed limit of 30 mph or less.

Drivers approaching from either direction must be able to see 50mtrs beyond the end of the works.

**The road width must be reduced to desirable or minimum 'Shuttle Working' widths, i.e. Single File Traffic**

*Traffic control by 'give and take' for roads with a speed limit of 30 mph or less*



#### Notes

- 1 For numbers and minimum size of cones, and dimensions D and L, see table inside back cover.
- 2 An information board (omitted here for clarity) must be displayed.
- 3 See page 52 for guidance on unobstructed width past the works.
- 4 50 m maximum applies only where two-way flow cannot be maintained past the works.

# Compliance & Avoidance of FPNs

## Traffic Management Types

### 4– Priority

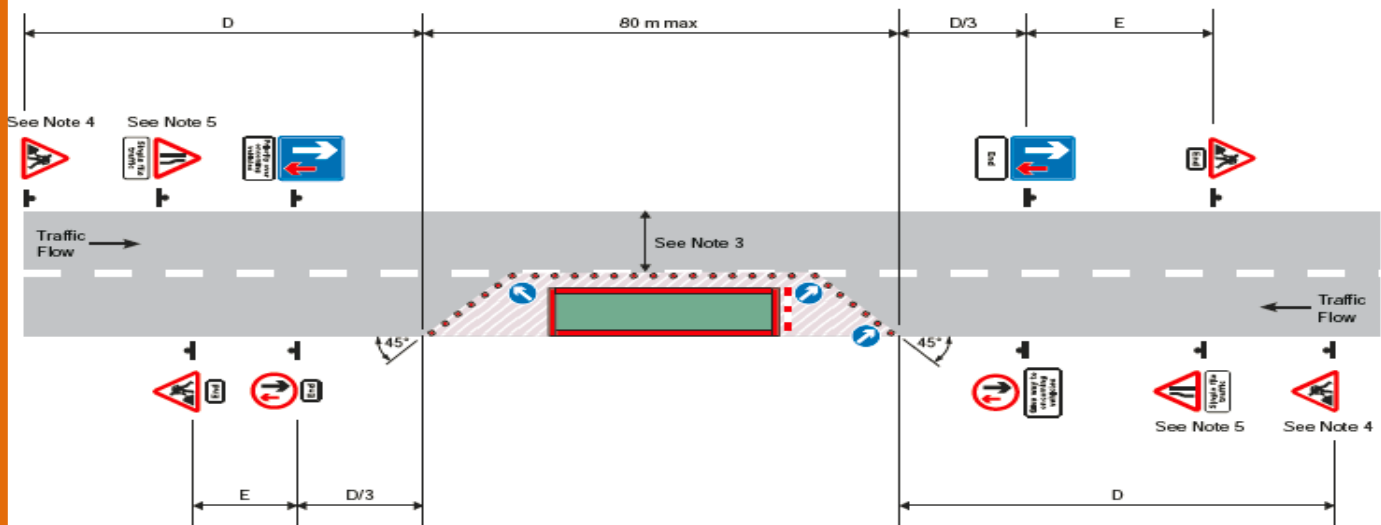
Similar to give and take but can be used on roads of up to 60mph.

The signing will indicate to the traffic approaching who has priority.

Please be aware the traffic must give way on the same side the works are on.

**The road width must be reduced to desirable or minimum 'Shuttle Working' widths, i.e. Single File Traffic**

Traffic control by priority signs



### Traffic control by priority signs

You can use priority signs only when **all** of the following apply:

- the speed limit is 60 mph or less;
- the length of the works from first cone to last cone is 80 metres or less;
- two-way traffic flow is no more than 42 vehicles counted over 3 minutes (840 veh/h); and
- drivers approaching from either direction have visibility before and beyond the works as shown in the table below.

Speed limit of road	Visibility before and beyond works
30 mph or less	60 m
40 mph	70 m
50 mph	80 m
60 mph	100 m



Give way to oncoming vehicles



Priority over oncoming vehicles

**Warning:** The sign and supplementary plate 'Give way to oncoming vehicles' must be positioned on the same side of the road as the works.

Standard: Including buses & HGVs  
Cars/light vehicles

Restricted: Only

Shuttle working

3.25–3.50 m desirable width range  
3.0 m absolute minimum

3.25 m desirable minimum width  
2.5 m absolute minimum

# Guidance for Noticing & Permits on or near Road Junctions

**StreetWorksAdminTeam**

**NRSWA / TMA Advice note**  
**Permit & Noticing near road junctions**

December 2010 Advice note - sw001

When working at a junction of a street, in accordance with Co-Ordination COP the property line/rear of footpath will determine if a further permit is required

For example if works took place on Castle Street, however we move past the property line of High Street, we must apply for a Permit / Notice

**Click for High St USRN**

**If you start the excavation on the High St and continue into Castle St. You must also raise a 2<sup>nd</sup> notice for Castle St.**

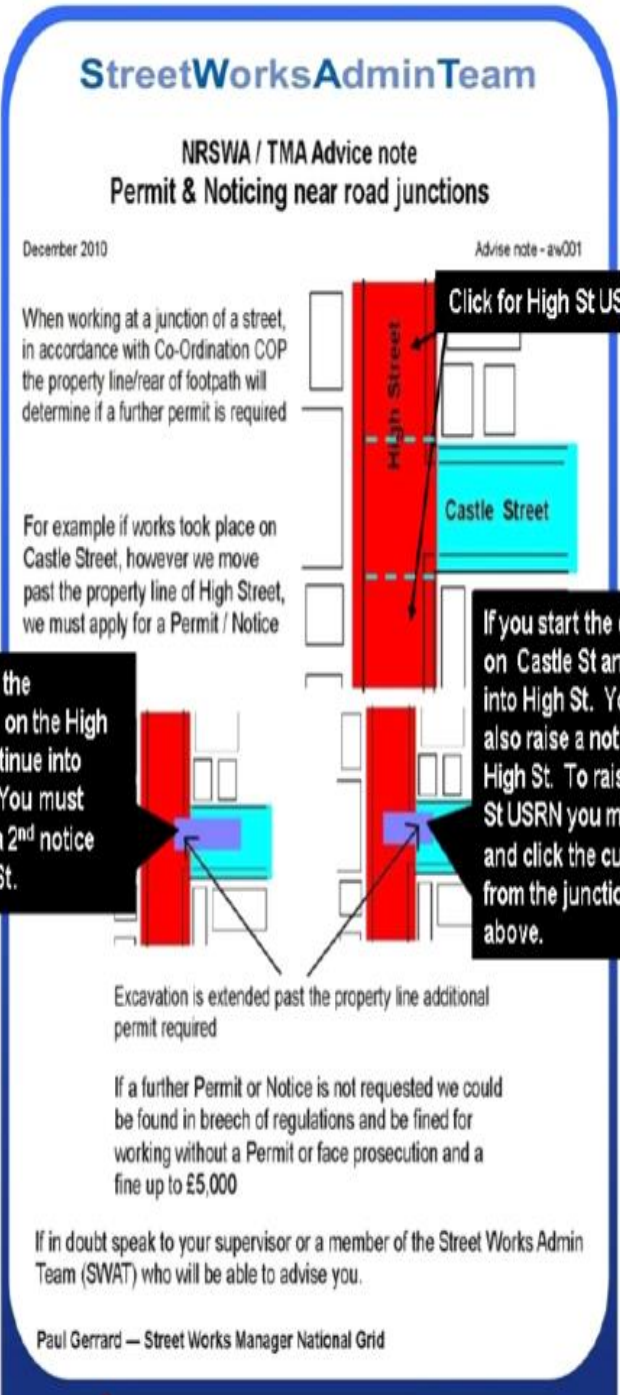
**If you start the excavation on Castle St and continue into High St. You must also raise a notice for High St. To raise the High St USRN you must move and click the cursor away from the junction. See above.**

Excavation is extended past the property line additional permit required

If a further Permit or Notice is not requested we could be found in breach of regulations and be fined for working without a Permit or face prosecution and a fine up to £5,000

If in doubt speak to your supervisor or a member of the Street Works Admin Team (SWAT) who will be able to advise you.

Paul Gerrard — Street Works Manager National Grid



Please refer to pages 43 –46 of the Code of Practice (Red Book for guidance on site set ups at junctions)



# Guidance for Noticing & Permits on or near Road Junctions

Raising Permits at or near road junctions requires us to submit the correct information to reflect the correct street and USRN of our works.

This guidance illustrates where a street starts and ends under Permit requirements. This could also mean 2 different Local Authorities.

The photograph illustrates the requirement to raise a second permit when our works encompass two streets or roads.

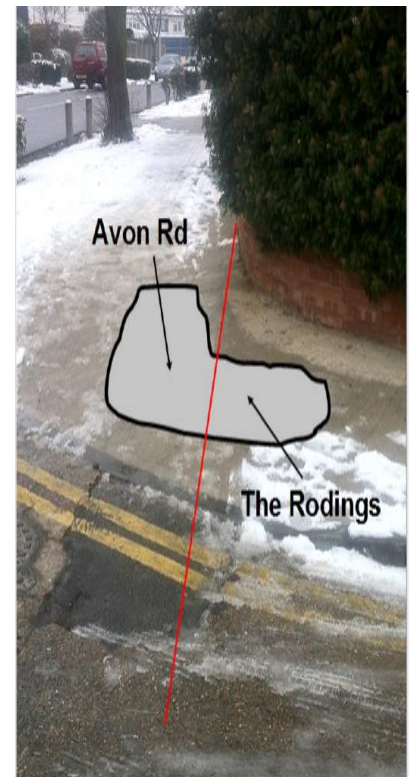
This example shows that a 2<sup>nd</sup> permit should have been raised for The Rodings. The point of the first excavation was in Avon Road. This led to an FPN & S74, and may lead to a £5,000 fine.

Please ensure that you understand the requirements at junctions and submit the relevant and accurate permit.

When working at junctions you should consider where plant/tools/equipment and spoil is stored. Any of the above that is stored on a different street or USRN will require the raising of a Permit.

**Temporary Traffic Lights at Junctions:** Where a works promoter is using TTLs, and the heads are located on any Road/Street that is not notified by a notice or permit i.e.. either not part of the main works or on private land. It is recommended that a notice or permit is sent to the Highway Authority for co-ordination purposes. No fee should apply in the case of permit applications, and no penalty sanctions should be applied relating to these permits, eg. FPNs or S74, they may only be applied to the permit defining the registerable activity.

The Works Description in the new notice is to clearly state:  
"Portable Traffic Signal heads only, linked to street works activity notice or permit in street xx, or on private land of property xx"



**Please contact SWAT for the raising of additional Notices and or Permits**

**Getting It Right First Time**

## Site Actions — Permit compliance

- If 2 hour permit is required, please ensure that this is requested via your field laptop ASAP. If on voice, please contact SWAT during standard hours and Dispatch if outside standard hours.
  - Record correct location of excavation using correct X, Y coordinates from maps. Coordinates must be the **centre of your excavation, not the centre of property.**
  - The Location Description must be precise. Use property numbers and or names, distance from junctions (if applicable), whether the excavation is in the footway, footpath, carriageway or verge.
  - Choose the correct Traffic Management. E.g. SLG only, 2-way traffic lights, etc.
  - If the Traffic Management changes from the original permit submission, the Highway Authority must be informed. Contact SWAT and advise them of the change.
  - Footway closure – contact SWAT
  - Ensure that you submit the Actual Start Notice with the correct date (planned works, minor, major and standard).
  - Ensure that your Signing, Lighting & Guarding is compliant (Safety at Street Works Code of Practice—Red Book) and is consistent with the permit conditions, including the securing of temporary footway boards, pedestrian ramps and permits boards (top and bottom).
  - Permit board to be secured and prominently displayed.
- Please ensure correct permit number for the site including the AZ prefix.

# Site Actions — Permit compliance

## SLG Compliance

Please use the checklist below as a guide to assist you in setting out your site correctly.

1- Information/Permit No. Board on site with correct permit number	Y	N	
2- Safe route for pedestrians provided. (Min Width as per safety code. Please strive to achieve 1.5	Y	N	
3- Advance warning signs provided	Y	N	N/A
4- Road narrow signs correctly placed	Y	N	N/A
5- Arrow boards correctly placed (Must not be used on Footway or placed on their side)	Y	N	N/A
6- Signs secured with sandbags	Y	N	
7- All signs & cones clean & reflectorised	Y	N	
8- Road works End sign provided	Y	N	N/A
9- Single file traffic sign provided	Y	N	N/A
10- Pedestrian direction signs provided. (Not required if no temp pedestrian footway provided)	Y	N	N/A
11- Is/are excavation/s correctly barriered off (Spoil to be contained within barrier system)	Y	N	
12- Tapping rails provided	Y	N	
13- Safety Zone provided for operatives and/or vehicles	Y	N	N/A
14- Correct distances for signs in relation to speed of road	Y	N	N/A
15- Correct taper and taper distance for speed of road	Y	N	N/A
16- Correct sign size in relation to speed of road	Y	N	N/A
17- Are road danger lights provided (Not required on a well lit street under 40MPH)	Y	N	N/A
18- Footway boards/Kerb Ramps/Road Plates used	Y	N	N/A
19- Footway Boards/Kerb Ramps/Road Plates secured where appropriate	Y	N	N/A
20- Correct Traffic control/management provided	Y	N	N/A
21- Correct signs for Traffic control/management	Y	N	N/A

If any answer is NO, corrective actions to be taken on site or arranged for correction asap.  
Please identify corrective actions in the sections provided.

# National Permit Conditions

Model Condition	Category	What is it?
NCT1a	Date and time constraints	Duration <b>APPLIES TO ALL PERMITS</b> on streets where the validity window does not apply. Work must start on day one (Immediate & Planned Work on Type 0,1,2 & All T/S streets)
NCT1b		Duration <b>APPLIES TO ALL PERMITS</b> on streets where the validity window applies. Work may start within validity window (Planned work only on Type 3 & 4 Non T/S Streets)
NCT2a		Limit the days and times of day Example NCT2a: Activities to take place 09.00-19.00 weekdays, 0900-1300 Saturdays all other times highway to be clear
NCT2b		Working Hours Example NCT2b: Agreed (extended) hours 07.30-23.00 weekdays, 09.00-12.00 Sat
NCT4a	Materials Plant & Storage	Removal of surplus materials/plant Example NCT4a: Surplus material to be removed by 18.00 each day as close to school
NCT4b		Storage of surplus materials/plant Example NCT4b: Material will only be stored on site Xhrs prior to use/ within [defined working space]
NCT5a	Road Occupation Dimensions	Width and/or length of road space that can be occupied Example NCT5a: Works restricted to area agreed in TM plan 12345
NCT6a		Road space to be available to traffic/pedestrians at certain times of day Example NCT6a: A minimum width/length of Xm shall be maintained for peds/vehicles at all times/ between 09:30- 15:00
NCT7a	Road Closure	Road Closed to Traffic Example NCT7a: High Street closed from Junction High Road to o/s 291 Low Road, access maintained
NCT8a	Light Signals & Shuttle Working	Traffic Management Request Example NCT8a: 2-way PLS in place, Stop Go 07:00 – 09:00 required due to peak traffic flows causing congestion
NCT8b		Manual Control of Traffic Management Example NCT8b: Manual control between X hours and Y hours
NCT9a	Traffic Management Changes	Changes to traffic management arrangements Example NCT9a: Significant changes in TM will be notified to authority
NCT9b		Traffic management arrangements to be in place Example NCT9b: Part 2 of these works cannot start until the Eastbound lane is open to traffic, as agreed in TM plan 12345
NCT9c		Signal Removal from operation when no longer required Example NCT9c: PTS removal from use
NCT10a	Work Methodology	Employment of appropriate methodology Example NCT10a: Works methodology will be hand dig
NCT11a	Consultation & Publicity	<b>APPLIES TO ALL PERMITS - Display of Permit Number</b>
NCT11b		Publicity for proposed works Example NCT11b: Publicity/advice to be/has been provided to stakeholders on High Rd
NCT12a	Environmental	Limit timing of certain activities Example NCT12a: [breaking out] 10.00-20.00 weekdays, 09.00-12.00 Sat

**Permit Condition Guidance: All conditions that apply to the works must be adhered to throughout the lifetime of the works.**

**Failure to comply with or breach of a condition will result in a FPN**



# National Conditions — Where to find them

## SELECT THE NOTICE / PERMIT AND CLICK THE 'VIEW / EDIT NOTICE' BUTTON

The screenshot shows the Syco software interface. At the top, there's a menu bar with 'File', 'Off-Line', 'View', 'Preference', and 'Help'. Below it, a title bar says 'Order Number: 4000363246'. The main area has a tabbed interface with 'Notice / Permit' selected. It displays a table with columns: Reference Number, Start Date, End Date, USRN, Duration, Street Name, and Status. The first row shows '1000139831', '10/07/2013', '16/07/2013', '22701033', '5', 'ROPE WALK G...', and 'In-Progress'. To the right of the table, there are two buttons: 'View / Edit Notice' (circled in red) and 'View / Print'. Below the table, there's a 'MSG Summary' section with a table showing 'Reference Number', 'USRN', 'Street Name', and 'HA Number / Name'. The first row shows '22701033', 'ROPE WALK GARDENS', and '005900, LONDON BOROUGH OF TOM'. To the right of this table are three buttons: 'Request MSG', 'Get MSG', and 'Refresh' (highlighted with an arrow).

You should always click 'Refresh' before opening the notice/permit screen to ensure any information displayed is up to date.

Do this everyday to be sure the information you are looking at includes any changes that may have been made by us or the HA

## THIS SHOWS DETAILS OF THE NOTICE / PERMIT. NOW SELECT THE 'CONDITIONS' BUTTON

The screenshot shows the Syco software interface with the 'Notice / Permit' details screen. It has a menu bar with 'File', 'Off-Line', 'View', 'Preference', and 'Help'. The title bar says 'Notice / Permit'. The main area has a tabbed interface with 'Notice / Permit Info' selected. It displays a form with various fields: 'Current Notice / Permit Number' (1000139831), 'Status' (In-Progress), 'Street' (ROPE WALK GARDENS), 'Grid Ref X/Y' (511173.225 / 181312.502), 'Town' (LONDON), 'Location Description', 'Concrete Sub Base' (Yes), 'Traffic Management' (None / Signage only), 'Surface Category' (Carriageway), 'Provisional Street' ( ), 'Traffic Sensitivity' ( ), 'Section SB' ( ), 'Engineering Difficulties' ( ), 'Vulnerable' ( ), 'Protected Street' ( ), 'Other' ( ), 'Highway Authority Information' ( ), 'Actual Start Date And Time' (10/07/2013 20:29:05), 'Earliest Start Date' (10/07/2013), 'End Date' (16/07/2013), 'Latest Start Date' ( ), 'Notice Extension Requested' (No), and 'Duration Of Notice (Days)' (5). To the right of the form are several buttons: 'Start', 'Extend', 'View Map', 'SPN Site Clear', 'Close', and 'Conditions' (circled in red).

## REFER TO YES/NO BOXES AND THE COMMENTS BOX FOR THE SPECIFIC CONDITIONS THAT APPLY

The screenshot shows the Syco software interface with the 'Permit Conditions' screen. It has a menu bar with 'File', 'Off-Line', 'View', 'Preference', and 'Help'. The title bar says 'Permit Conditions'. The main area has a tabbed interface with 'Permit Conditions' selected. It displays a form with various fields: 'Activity Conditions' ( ), 'Conditions Applicable' (No), 'Time Constraint' ( ), 'Out of Hours Work' (No), 'Date Constraint' (No), 'Road Occupation and Dimensions' (No), 'Environmental' (No), 'Material and Plant Storage' (No), 'Light Signals and Shuttle Working' (No), 'Road Closure' (No), 'Consultation and Publicity' (No), 'Work Methodology' (No), 'Traffic Management Changes' (No), 'Local' (No), and 'Traffic Space Dimensions' (No). Below the form is a 'Comments' box (circled in red) containing the text 'MC6, MC9A'. To the right of the form is a 'Close' button.

If you don't see any Model Conditions (either MC Permit format for London Permit Scheme or EEMC format for East of England Permit Scheme) then check with your Supervisor to make sure that there are no applicable conditions.

Remember MC1-4a re display of permit numbers is automatically added to every London Permit Scheme job so won't appear in this box.

# NRSWA — Section 74 Charges

Section 74 overstay charges can run into hundred of thousands of pounds if the right and timely actions are NOT taken. Please ensure what actions you need to take, and when to take them, to mitigate against S74 charges.

## WHAT CAN I DO TO AVOID SECTION 74 CHARGES????

- Immediately inform your Supervisor of concrete in the sub-structure or as Surface Course. Additional curing may be required.
- Does the notice/permit require extending? A minimum of 20% or 2 days notice is required to agree an extension variation.
- Is there anything stopping the completion of this job? (e.g. access issues, wheel barrow required, concrete curing required, deep excavation?).
- Are there diggers or dumpers on site?
- Are there any damaged ducts/drains / kerbs etc.?).
- Is the information on the reinstatement request as accurate as possible? (including road markings, anti skid etc.).
- Have bar holes been plugged? With correct materials...
- If the reinstatement has been completed by Cadent (verge/temp tarmac etc.). Have you cleared the site of all SLG/Materials/Hire equipment and shut the permit?
- **Finally...Have ALL venting BT/CATV lids been closed?**



**THIS JOB WAS ON A MAIN ROAD AND HAD BEEN FORGOTTEN ABOUT!**

**7 DAYS TOTAL = 3 DAYS @ £5,000 + 4 DAYS @ £10,000**

**TOTAL FINE £55,000**

**You know your patch. If you think a job has been overlooked, inform your supervisor or a member of your Street Works Team**

# NRSWA — Section 74 Charges

The new increased Section 74 overrun regime was introduced in October 2012.

Do you know what road/highway type you are working on?

You can find the road type on your permit form.

Description of Highway	Charge for works in the Carriageway	Charge for works in the Footway
Type 0, 1 traffic sensitive or protected	£5000 (first three days) £10,000 (forth & subsequent days)	£2500 per day
Type 0, 1 non traffic sensitive	£2,500 per day	£2,500 per day
Type 2 traffic sensitive or protected	£3,000 (first three days) £8,000 (fourth & subsequent days)	£2,000 per day
Type 2 non traffic sensitive	£2,000 per day	£2000 per day
Type 3, 4 traffic sensitive	£750 per day	£250 per day
Type 3, 4 non traffic sensitive	£250 per day	£250 per day



## Example Variation Extension Requests for Network Supervisor & SWAT

The below example extension (Revised Duration) requests are designed to assist Supervisors and team leaders to supply the correct auditable information when requesting extensions from the Highways Authorities.

All communication must be via ETON in order to effectively dispute any challenges.

### ETON updates

The following is sample text that can be used to request extensions via ETON however it is not a comprehensive list. As much additional information as possible should be provided in order to give Highway Authorities a clear picture of what the request is communicating.

#### 1- Unable to locate escape following excavation – further works required.

We are requesting an extension for works that we have at **Job Address and/or WR No.** until **Date**. We have carried out investigation and excavation at this location, but have been unable to locate the source of the gas escape.

#### Use the appropriate sentence/s below or other detailed reason/s

**A:-** We have gas readings in ducts at various locations, which is making it difficult to trace the source of the escape.

**B:-** We have numerous readings along this location which is making it difficult to locate the source of the escape. This extension was agreed with **Name of Inspector** following a site meeting.

#### 2- Escapes repaired, further readings on site requiring further investigation and excavation

We are requesting an extension for works that we have at **Job Address and/or WR No.** until **Date**. We have already located and repaired **Number of** escapes at this location. However we still have gas readings outside **House No – Junction – Other Location details** which will require further investigation and excavation.

#### Use the sentence below if appropriate and or other detailed reason/s.

**A:-** This extension was agreed with **Name of Inspector**, if applicable, following a site meeting.

**B:-** We will reinstate the excavations where the escape has been permanently repaired asap.



# NRSWA — Revised Duration Guidance

## Example Validation Extension Requests for Network Supervisor & SWAT

### 3- Temporary repair, awaiting specialist repair by third party.

We are requesting an extension for works that we have at **Job Address and/or WR No.** until **Date**. The nature of the escape requires a third party to carry out a specialist repair.

**Insert Repair Type. E.g. Encapsulation/Shell/Main spray.** The third party may need to attend site to take adequate measurements to manufacture the specialist repair kit. The name of the third party is **Insert name**.

### Use the appropriate sentence/s from below and or other detailed reason/s

**A:-** The date for the specialist repair has been arranged for **Date**.

**B:-** We were unable to obtain a date for the specialist repair to be carried out. We will inform you of this date as soon as we hear from the third party.

**C:-** The site will be unattended during this time, however the site will be subjected to daily safety checks.

**D:-** This extension was agreed with **Name of Inspector, if applicable**.

### 4- Service supply disconnected due to gas escape, no access to property to complete works *(only to be used when part relay of service to private cannot be carried out)*

We are requesting an extension for the works that we have at **Job Address and/or WR No.** until **Date**. We have disconnected the service supply to **House No. & Road Name** due to a gas escape, and have not been able to gain access to the property. Our works require us to renew the service supply, and we cannot do this until access inside the property is available. We have left a contact card for the customer to inform Cadent Gas of when access can be gained to complete our works.

### **Use the sentence below if appropriate:**

**A:-** This extension was agreed with **Name of Inspector**, if applicable, following a site meeting.



### **5- Initial excavation in footway/carriageway. Traffic Management/Traffic Lights**

**required, as readings and mains location indicate escape location in carriageway.**

We are requesting an extension for works that we have at **Job Address and/or WR No.** until **Date**. We have carried out excavations to locate the escape, however readings now indicate that we will have to excavate in the carriageway. This will require the use of:

**Indicate type of TM. E.g. Traffic Lights – Other TM.**

**Use the appropriate sentence/s below**

- A:-** I require a site meeting to discuss the TM options – NS to contact inspector
- B:-** We need to leave the existing excavation/s open for safety reasons
- C:-** There will be no Repair personnel on site until TM arrangements are agreed, however the site will be subjected to daily safety checks.

### **Concrete Curing Extension Requests**

**The Identification of concrete in the road structure at the point of excavation *MUST* be communicated to the HA, to allow for approval of timely extension requests to be submitted following location and repair of the escape.**

### **6. Concrete identification comment to HA**

We are informing you that **Insert Concrete Type** has been identified as part of the **carriageway/footway** structure at **Address and/or WR No.** The escape has not as yet been located. Once the escape has been located and repaired we will be submitting an extension request for the expected curing time for the concrete within the **carriageway/ footway** structure.

### **7- Extension request for concrete curing**

We are requesting an extension for works that we have at **Job Address and/or WR No.** until **Date**. The escape has now been located and repaired. This is for the curing of **Insert Concrete Type**. We have previously informed you of concrete in the **carriageway/footway** structure during our works at this location

## **Guidance for accurate submission of Reinstatement Details Avoidance of Fixed Penalty Notices Minimizing Disruption & Surface Identification**



[Getting It Right First Time](#)

## Site Actions — Reinstatement Request

- Is reinstatement being Requested or Complete (Complete means that the Team Leader has carried out full backfill and reinstatement first time. And that the Reinstatement Partner will not receive any reinstatement request).
- The grid co-ordinates need to be in the center of the excavation for each patch of reinstatement requested
- The location of each excavation must be accurate
- If excavations are outside different properties, give each line a different location description
- Give the reinstatement contractor enough time to complete (minimum of D+2) or escalate to your supervisor to obtain an extension, if required.
- Measure your excavation to a 50mm accuracy.  
ALWAYS USE A TAPE MEASURE to ensure accurate measures.  
Inaccurate recording will increase our costs.
- Have you put back down all BT and CATV boxes/chambers that are venting
- Have you plugged all visible bar holes with the correct material

**Inaccurate & Incomplete information could and has led to Section 74 charges and FPNs**

**Ask yourself these questions:**

**Have I taken the right actions?  
&**

**Have I included all the information for the Reinstatement Partner to complete their work and clear site before the permit end date?**

**Getting It Right First Time**

# Site Actions — Reinstatement Request

Reinstatement Request Check

When requesting reinstatement please consider the list below as a check to provide as much detail as possible to enable contractor to complete reinstatement first time, and clear site by permit/notice end date.

Some detail is already populated but still may need confirmation Use comments box in GDFO reinstatement request to supply relevant details where applicable this list is not exhaustive NA=Not applicable

JOB REFERENCE DETAILS	✓	NA
Job Number/Permit Number		
NRSAWA End Date (Inc. Extension Requests, Sufficient time to complete D+2/3/7) where applicable		
National Grid Team Name & Contact Number		
National Grid Supervisor Name		
LOCATION DETAILS		
Accurate Address Including House Number or Name, Street, Town, Post Code		
Local Authority		
SITE DETAILS		
Traffic Sensitive?		
Lane Rental?		
Number of Excavations		
Location of Excavations (C/way, F/way, Verge, Private)		
Accurate Measurements of all excavations		
Surface Materials (HRA, AC10, SMA14, Concrete, Slabs, Topsoil)		
Lower Level Concrete?		
Reinforced Concrete?		
Broken Ducts?		
Bar Holes?		
Boxes Venting?		
Job Complete or ongoing?		
NRO/RO (Deep Excavation/Sheet Piling etc.)		
Diversion route in place		
Road Plates / Footway Boards on site		
PERMIT COMPLIANCE		
Correct Permit Number Displayed on the Permit Board		
Correct Permit End Date Displayed on the Permit Board		
Permit Board correctly sited facing the Footway/Footpath not the Carriageway		
Minimum C/way widths maintained		
Minimum F/way or F/Path widths maintained		
Accurate Co-ordinates		
Agreed Permit Conditions Adhered to		
Road Closure Agreed? (TM Drawings / Diversion)		
SAFETY AT STREET WORKS (Red Book)		
SLG compliant with Red Book		
Spoil within SLG		
Safety Zones in place		
Lead In & Exit Tapers in place		
Lamps on site		
Pedestrian Footway Boards Secured on site		
Pedestrian Footway Ramps Secured on site		
Traffic Lights Working on site		
Heras Fencing Secured on site		
Road Plates Secured on site		
Any additional signs advanced warning etc.		29
H Codes		

# Reinstatement Compliance (examples)

**1** Requestor I.D. 10553573

**2** Required/Complete ☒ Required ☐ Complete Completion Date 01/01/2001

**3** Permanent/Interim ☒ Permanent ☐ Interim

**4** Final/Ongoing Request ☐ Final Request ☒ Ongoing Request

Number Of Actual Inspection Units

**5** Chapter 8 Collection ☐ Yes ☒ No

Traffic Lights To Be Collected ☐ Yes ☒ No

Road Plate To Be Collected ☐ Yes ☒ No

P2W (Shuttering) ☐ Yes ☒ No

Other To Be Collected ☐ Yes ☒ No

Next > Cancel

1) **Required** = Open awaiting reinstatement/backfill.

**Complete** = reinstatement/backfill completed TICKING THIS BOX MEANS NO REQUEST WILL BE SENT TO THE REINSTATEMENT CONTRACTORS

2) **Permanent** Request permanent reinstatement to be completed

**Interim** = Request temporary reinstatement

3) **Final Request** = All work complete no further requests to follow

**Ongoing Request** = Job not complete further requests to follow

4) Are there Traffic Lights on site? Will the reinstatement team require heavy lift to remove plates? Is this a deep excavation? Specialist team required to backfill. Off hire plant and equipment as soon as it is no longer required. Is a diversion in place?

5) **ENTER NAME AND TELEPHONE NUMBER** & any other relevant information which will assist the timely conclusion of this job



# Reinstatement Compliance (examples)

**Reinstatement Details**

1 ☒ Backfill Only ☐ Reinstale Only ☐ Backfill And Reinstale

2 ☐ Public ☒ Private ☐ Direct Labour ☒ Contractor

3 Property Name/Number 1

4 Dimensions Of Excavation

5 Length (m) 0.01 Width (m) 0.01 Depth (m) 0.01 Surplus ☒ Yes ☐ No

6 Start X 958405.838 Start Y 195169.042 End X End Y View/Edit Map

7 Location Description e/s number 1 in footpath

8 Surface Location Surplus Surface Category Surplus Number Of Bar Holes 0

9 Kerb Stones ☐ Yes ☒ No

10 Drain/Duct Repair ☐ Yes ☒ No

Special Surface ☐ Yes ☒ No

Urgent ☐ Yes ☒ No

Other Additional Information (eg: Road Marking) 6 grabs of spoil to be removed a team leader 12345678900

< Back Add Another Done Cancel

1) **Backfill & Reinstale** – Select

2) **Public / Private** : select appropriate

3) **Direct Labour / Contractor** : Select Contractor

4) **Dimensions**: Measure to 50mm accuracy

5) **Different coordinates** must be supplied for each excavation.

**Start and end coordinates** must be supplied for excavations/trench longer than 10.0 m.

6) **Location Description**: Must use outside house names/numbers, road junctions, distance from junctions. Whether the excavation is in the footpath, footway, carriageway or verge.

7) **Surface Location/Category**: Accurate identification & selection required

8) If you select any of these boxes, the notice could require an extension, depending on the work required. If an extension is required, speak to your supervisor or street works team:

**Kerb Stones** = Are they straight/drop kerbs? are they path edging?

**Drain Duct Repair** = Are they BT or TV Ducts etc.? Is the drain foul or surface water? What material, size and length required?

**Special Surface** = Is it coloured tarmac? Is it anti-skid?

9) **Urgent**: You must speak to your Supervisor or Street Works before ticking

10) **Road markings**: Must be requested including length and colour

11) H codes, see page 34

# Reinstatement Compliance — Bar Holes

## Reinstate ALL Bar Holes with correct materials

Filling in bar holes is a repair responsibility following completion of a gas escape.

We are receiving defect charges of approximately **£150** every time the highway inspector finds bar holes are not filled in. This can also result in a FPN.

This then requires an additional visit from Cadent and admin costs associated with recording this failure.

**These costs are unnecessary and avoidable!**

## Number of Bar Holes

It is the responsibility of the team leader to plug all visible bar holes upon completion of final OSGEM checks. Input the number of bar holes that for a valid reason, you have not been able to plug.



SwcIn Mobile Application  
Reinstatement Details

☒ Backfill Only    ☐ Reinstate Only    ☐ Backfill And Reinstate

☐ Public    ☒ Private    Property Name/Number: [1]

☐ Direct Labour    ☒ Contractor

Dimensions Of Excavation

Length (m): [0.01]    Width (m): [0.01]    Depth (m): [0.01]    Surplus: ☒ Yes    ☐ No

Start X: [658405.838]    Start Y: [195169.042]    End X: [ ]    End Y: [ ]    View/Edit Map

Location Description: [o/s number 1 in Footpath]

Surface Location: [Surplus]    Surface Category: [Surplus]    Number Of Bar Holes: [0]

Kerb Stones: ☐ Yes    ☒ No

Drain/Duct Repair: ☐ Yes    ☒ No

Special Surface: ☐ Yes    ☒ No

Urgent: ☐ Yes    ☒ No

Other Additional Information (eg: Road Marking): [6 grabs of spoil to be removed a team leader 12345678900]

< Back    Add Another    Done    Cancel

# H Code Compliance

Following risk identification, you must input the relevant H codes in the ‘Other Additional Information’ free text box of the Reinstatement details form.

You must submit this H code Information when requesting ‘Ongoing’ or ‘Final’ reinstatement.

Additional information for H codes with an \* must also be included.

H Code	Description	H Code	Description
H01	HV >=1kv cable(s) recorded at this location	H15	Cannot position vehicle close to site
H02	Overhead hazard identified e.g. cable	H16	High volume pedestrian traffic, e.g. school, shopping complex, hospital
H03	Cables traced but not visible	H17	Vulnerable Customer Identified
H04*	Shallow Utility Encountered	H18*	Physical/verbal assault likely/encountered
H05*	Damaged third party plant/property	H19*	Increased risk of vandalism/vandalism encountered
H06	Major hazardous underground plant < 3m, e.g. Oil, High Pressure Gas	H20*	Dangerous animal(s) encountered
H07	Excavation > 1.2m <=2.5m	H21*	Risk of theft of/from vehicle
H08	Excavation > 2.5m	H22*	Asbestos (including a cementations main) is suspected
H09	Special measures deployed/required to enter/ exit excavation	H23*	Identified biological hazard (e.g. sharps, discarded needles, evidence of rats, damaged sewer)
H10	Ground support system required/deployed, e.g. shuttering	H24*	Contaminated ground encountered
H11	Risk of collapse of wall, building or other structure from excavating	H25*	Hazardous personnel/environment vegetation
H12	Water ingress undermining trench walls or plant	H26*	Any other identified hazards, where normal precautions are considered to be insufficient - Additional detail required
H13	Increased traffic hazard, e.g. bend in road, traffic lights, reversing required	H30	SSRA considered sufficient
H14	Work may significantly increase risk to safe operation of railway system either directly or as a result of traffic incident		

# H Code Compliance

Cadent as Client and Principal Contractor under CDM 2015 must, when passing over any works such as reinstatement to its contractors, inform them of any known hazards they have come across on a site. Examples might be:

- Restricted access for support vehicles
- High volume pedestrian area
- Vulnerable customer
- Physical/verbal assault likely/encountered
- Working within Traffic light control and lane closures

The ultimate goal is to:

Reduce the risk of any person being hurt either by not being aware of a hazard

that has already been identified e.g. overhead power line, buried cable or contaminated

Syclo Mobile Application

Reinstatement Details

☒ Backfill Only ☐ Reinstatement Only ☐ Backfill And Reinstatement

☐ Public ☒ Private ☐ Direct Labour ☒ Contractor

Property Name/Number 1

Dimensions Of Excavation

Length (m) 0.01 Width (m) 0.01 Depth (m) 0.01 Surplus ☒ Yes ☐ No

Start X 558405.838 Start Y 195169.042 End X End Y View/Edit Map

Location Description o/s number 1 in footpath

Surface Location Surplus Surface Category Surplus Number Of Bar Holes 0

Kerb Stones ☐ Yes ☒ No

Drain/Duct Repair ☐ Yes ☒ No

Special Surface ☐ Yes ☒ No

Urgent ☐ Yes ☒ No

Other Additional Information (eg: Road Marking) **H20, H11, H12**

Inset H Codes in the free text field

< Back Add Another Done Cancel

Ready

start ArcG... Cont... Docu... Syclo... EN 11:15



# Reinstatement Compliance — Concrete

## Concrete in sub-structure or top course. Curing times explanation note

### Wet Concrete - needs 7 days curing time

If the tarmac surface is less than 100mm thick this will be a Rigid Road requiring wet concrete and curing for 7 days.

If there is reinforcing in the concrete this will require a wet concrete mix and 7 days curing, can be either a Rigid or Composite Road.

If the running surface of the road is finished concrete, this will require a wet concrete mix and 7 days curing, in footways 3 days curing is required.

Carriageway work in a Types 0 & 1 roads require 7 days curing.

### Dry lean concrete (CBGM3) - needs 1 - 3 days curing time

Dry Lower level concrete can be used if requested by the Council.

Dry Lower level concrete can be used in the carriageway if the tarmac surface in the carriageway is more than 100mm thick, this will require 1 day curing time and will be a Composite Road.

Dry Lower level concrete can be used in footway reinstatements.

Ensure that your extension request duration covers the curing time required.

Composite road is a dry concrete mix.  
This requires 1 to 3 days curing time



Rigid Road - if tarmac is less than 100 mm  
It is 7 days curing



Reinforced Concrete-tarmac any depth  
This is 7 day curing





# Reinstatement Compliance — Concrete

## Standardized Extension Requests for Network Supervisors & SWAT

Please ensure that your teams contact you if they have excavated through concrete as part of the sub-structure or as part of the top course.

You can then use the formatted comment and or extension request below.

### Concrete Curing Extension Requests

The Identification of concrete in the road structure at the point of excavation MUST be communicated to the HA, to allow timely extension requests to be submitted following location and repair of the escape.

The first step is to send an ETON comment confirming concrete type and location to the HA.

### Concrete identification comment to HA

We are informing you that **Insert Concrete Type** has been identified as part of the **carriageway/footway** structure at **Address and/or WR No**. The escape has not as yet been located. Once the escape has been located and repaired we will be submitting an extension request for the expected curing time for the concrete within the road structure.

### Extension request for concrete curing

We are requesting an extension for works that we have **at Job Address and/or WR No**. until **Date**. The escape has now been located and repaired. This is for the curing of **Insert Concrete Type**. We have previously informed you of concrete in **the carriageway/footway** structure upon commencement of excavation for our works at this location.

## Surface Identification Guide

### HRA

Hot Rolled Asphalt Wearing Course.  
35% 14mm Design with 20mm high PSV precoat.  
After 8 years on the A6.





# Surface Materials

## Surface Identification Guide

10mm SMA





# Surface Materials

## Surface Identification Guide

### 14mm SMA



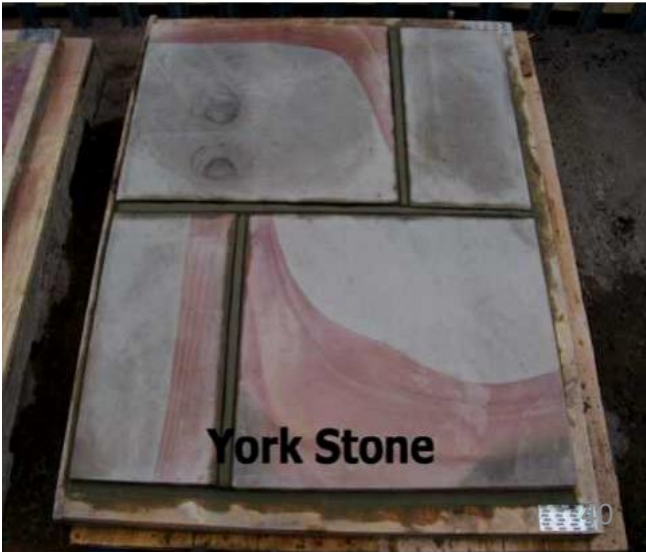
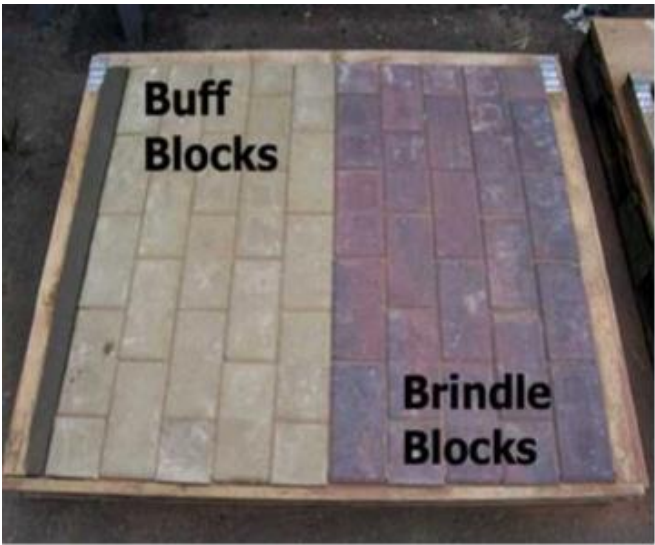
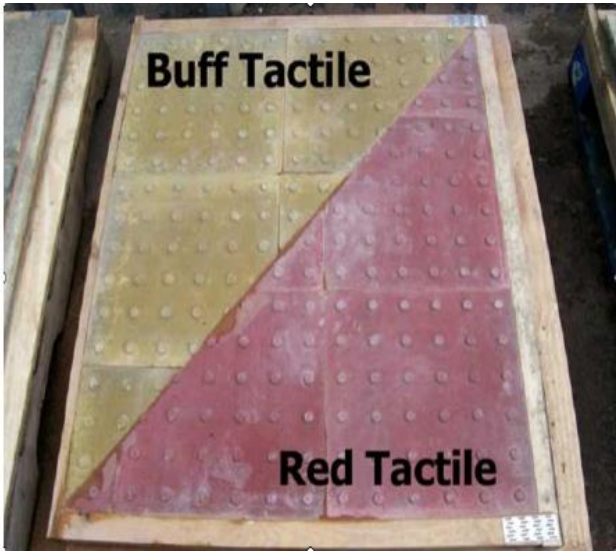
### 6mm DBM (AC6)





# Surface Materials

## Surface Identification Guide





# Surface Materials – Block Paving



Surface Materials – Modular Paving



**Surface Materials – Tactile Paving**





# Surface Materials

Granite Setts



York Stone



# Kerb Stones

300mm Quadrant



Bus Stop Kerb



Concrete Radius Kerb



York Stone



Transition Kerb



Granite Crossing Quadrant





# Kerb Stones

Granite Kerb



York Stone Channel



Granite Quadrant



Granite Radius Kerb



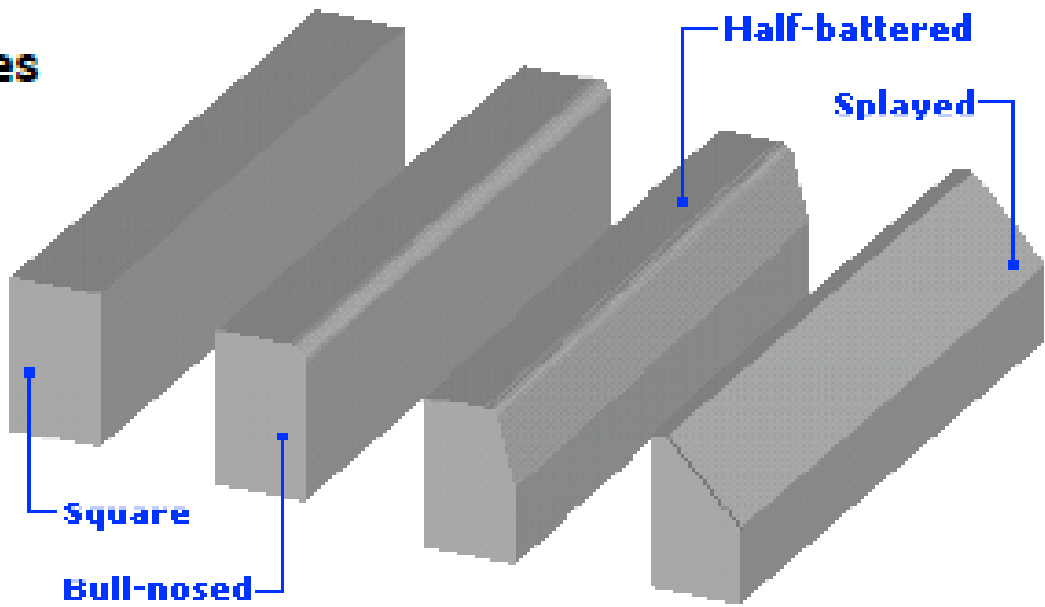
High Containment Kerb



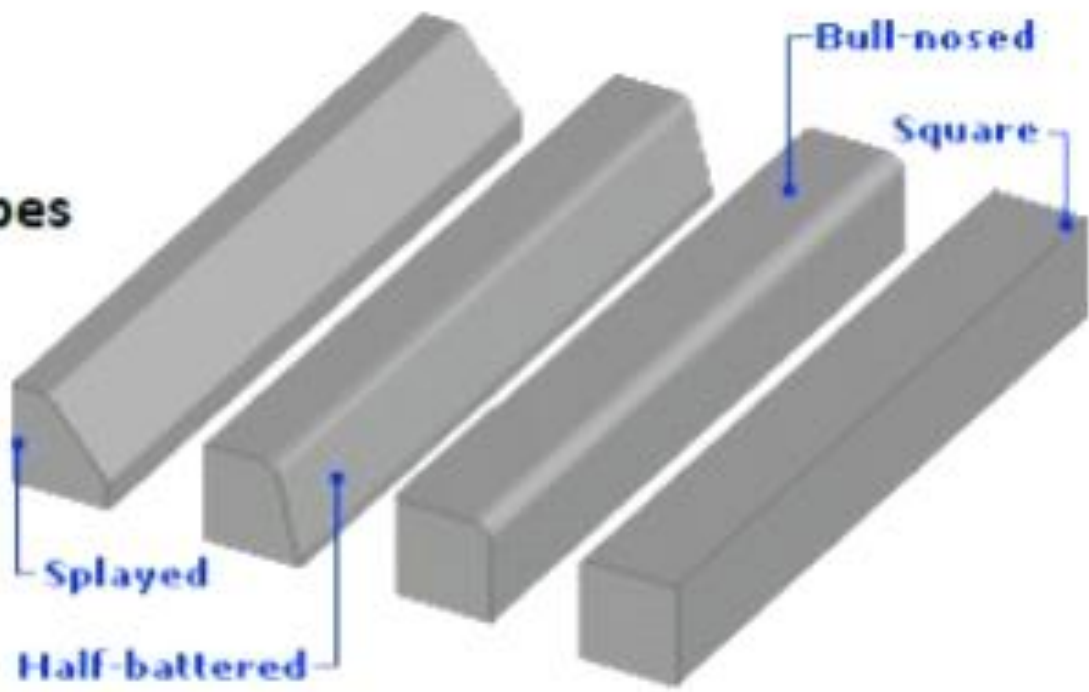
Internal Kerb



Kerb types



Kerb types



# Keyhole Guidance

Keyhole is used extensively in London. This provides us with an opportunity to better plan the work and maximize its use.

The financial benefits of using Keyhole are well established. Our reputation with regards to NRSWA/TMA compliance and Street Works performance will be greatly enhanced with the Highway Authorities, if we can use this technique to reduce highway occupation time, our reinstatement costs and eliminate defects when it is used.

It is imperative that to maximize its use we must, as the first option, consider Keyhole for escapes in the carriageway. This section provides guidance for teams in how best to identify work for Keyhole.

The information below, illustrates how a 'Good' & 'Bad' Pass from a team must be processed. A 'Bad' pass can increase time spent on site by 40%.

Keyhole surveys are charged on an hour by hour basis. Therefore, good passes are imperative if we are to maximize Keyhole benefits.





# Pre Keyhole Checklist....

Is it a metallic main?



Is depth to crown less than 1.6mtrs?



Is it a LP main?



Is the clearance to other plant/curbs/scarring 250mm?



Are rock drills 300mm apart?



Is main in carriageway?



If you can tick all checklist items, transfer in job list from 'unclassified' to 'keyhole'.

If in doubt contact your supervisor before you make the decision to excavate.

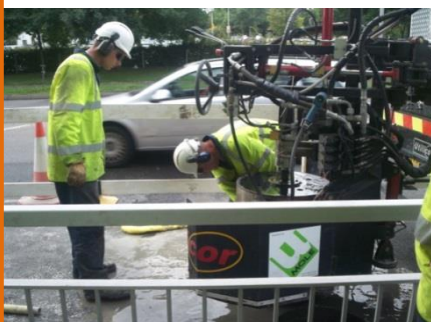
Planning for Keyhole will lead to the following benefits:

- Reduced disruption to the highway user
- Major cost savings in reinstatement
- Reduction in our carbon footprint
- A better public image with customers and stakeholders

## Remember!

If the site conditions are suitable then Keyhole **must** be your **FIRST** choice

Let's make it work and keep London On The Move!



## Good Pass Keyhole

Undertake a site specific risk assessment to identify: Cables, water pipes, Telecom cables, etc. and mark lines of gas mains and services

Undertake a thorough bar hole/rock drill survey of the area using approved equipment. Bar hole and or rock drills should start 1 metre apart along the line of the main. Reduce the distance between bar holes and or rock drills as necessary.

Confirm and record gas readings after allowing the bar holes/rock drills to vent for approx. 10/15mins. If the ground is saturated with gas, use the Tornado to narrow the search and create additional bar holes/rock drills to reduce the search area so that bar holes/rock drills are no further than 0.3mtrs apart.



300mm

## Bad Pass Keyhole



C. 2m apart

Bad passes can potentially add up to 40% additional time to Keyhole jobs. Limiting productivity and costing the business money as well as adversely impacting on our relationships with the Highways Authorities.

Any Bad Passes received by the Keyhole Team (except for jobs where significant TM is required) will be passed back to the relevant Supervisor, who will challenge the original team to go back to site to achieve a Good Pass.

Under new T&Cs there is an allocated time for a Good Site Survey for Core & Vac work.



# Keyhole Guidance – How to submit a S74 Closure Form

1

To begin you will need to be on the NOTICE / PERMIT Page  
Click on VIEW / EDIT NOTICE

Syclo

File Off-Line View Preference Help

Order Number:4000921708

Order Info ERO Risk Score History Site Report History Notice / Permit Reinstatement Assoc WO's Job History Documents Additional For

Notice Summary

Reference Number	Start Date	End Date	USRN	Duration	Street Name	Status
1000395810	17/09/2015	23/09/2015	03901680	5	RONALD ROAD	In-Progr

View / Edit Notice

NSG Summary

Reference Number	USRN	Street Name	HA Number / Name
1000395810	03901680	RONALD ROAD	001585 , ESSEX COUNTY COUNCIL

Request Notice  
Get NSG  
Refresh

Ready CAP

2

Click on to S74 SITE CLEAR

Syclo

File Off-Line View Preference Help

Notice / Permit

Notice / Permit Info

Current Notice / Permit Details

Notice / Permit Number	1000395810	Status	In-Progress
Street	RONALD ROAD	Grid Ref X/Y	581053.186 / 229598.071
Town	HALSTEAD	Location Description	In junction of ronald road
Concrete Sub Base	No	Traffic Management	Some Carriageway Incursion
Notice Selection		Provisional Street	<input type="checkbox"/> Critical Route
Surface Category	Carriageway	Section 58	<input type="checkbox"/> Permit Yes
Traffic Sensitivity		Vulnerable	<input type="checkbox"/> Other
Engineering Difficulties		Excavation Type	0016
Protected Street			
Highway Authority Information			
Actual Start Date And Time	17/09/2015 13:16:01	Earliest Start Date	17/09/2015
End Date	23/09/2015	Latest Start Date	
Notice Extension Requested	No	Duration Of Notice (Days)	5

Start  
Extend  
View Map  
S74 Site Clear  
Close  
Conditions

Ready CAP

# Keyhole Guidance – How to submit a S74 Closure Form

3

You are then prompted with a warning (See Below)  
Click **YES** to continue

The screenshot shows the Syco software interface with a 'Warning' dialog box. The dialog box contains the text: 'You are about to complete a Section 74 Closure Form. Is the site clear?'. There are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a green rectangle. The background window shows the 'Notice / Permit' form with various fields filled in, including 'Notice / Permit Number', 'Street', 'Town', 'Status', 'Grid Ref X/Y', 'Location Description', 'Excavation Type', 'Actual Start Date And Time', 'End Date', 'Notice Extension Requested', 'Earliest Start Date', 'Latest Start Date', and 'Duration Of Notice (Days)'.

4

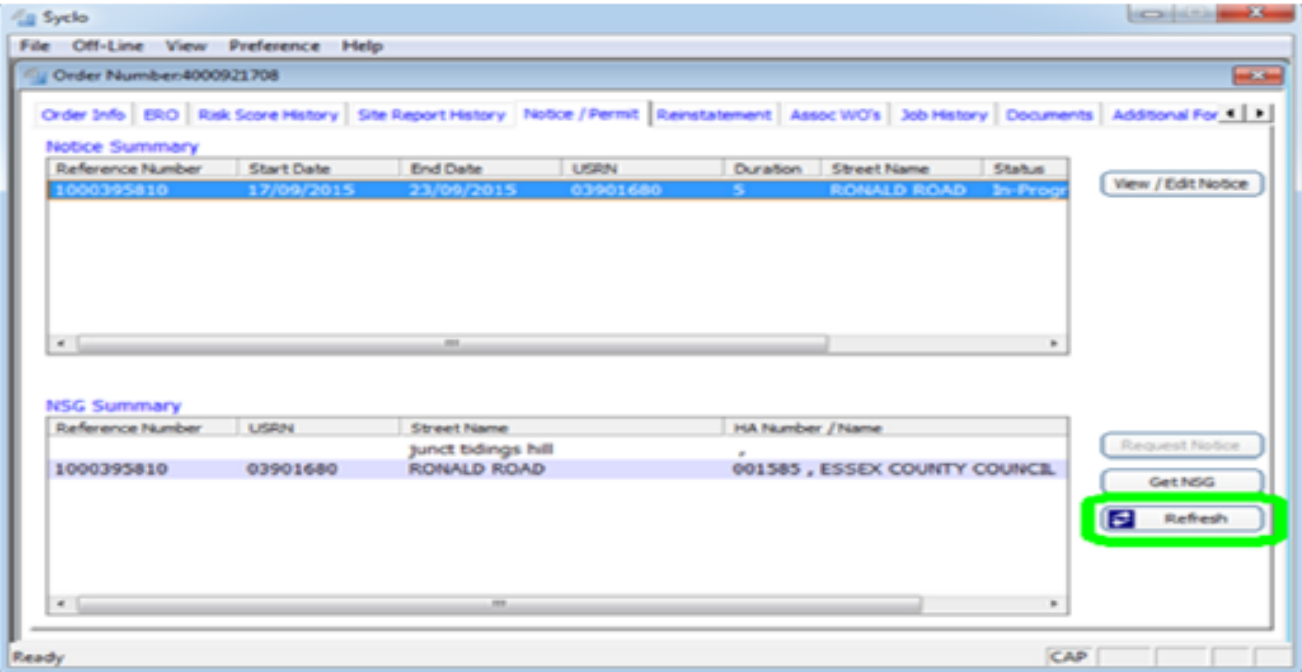
You will need to enter DATE / TIME The Site is cleared  
Site clear Confirmed **MUST** be **YES** to continue  
Once all information is filled in click on **SUBMIT**

The screenshot shows the Syco software interface with the 'S74 Site Clear Form' dialog box. The dialog box contains the following fields: 'Works End Date' (set to 17/09/2015), 'Works End Time' (set to 00:00:01), 'Excavation In Public' (radio buttons for Yes and No), and 'Site Clear Confirmed' (radio buttons for Yes and No). The 'Yes' radio button for 'Site Clear Confirmed' is highlighted with a green circle. There are 'Submit' and 'Cancel' buttons at the bottom right of the dialog box. The background window shows the 'Notice / Permit' form with various fields filled in, including 'Notice / Permit Number', 'Street', 'Town', 'Status', 'Grid Ref X/Y', 'Location Description', 'Excavation Type', 'Actual Start Date And Time', 'End Date', 'Notice Extension Requested', 'Earliest Start Date', 'Latest Start Date', and 'Duration Of Notice (Days)'.

# Keyhole Guidance – How to submit a S74 Closure Form

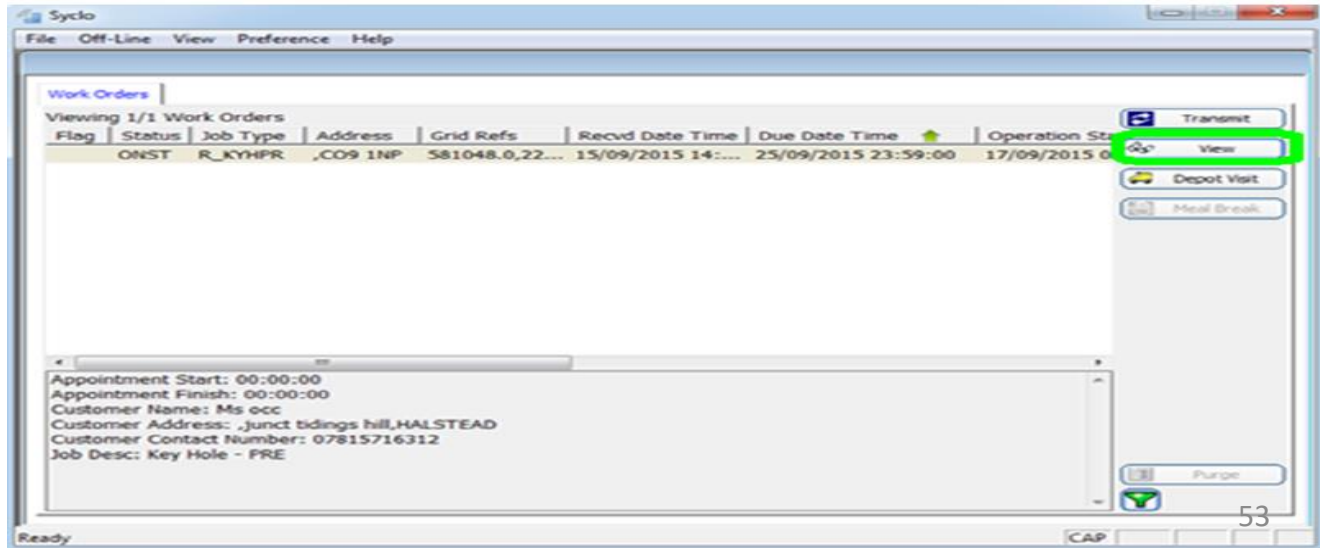
5

You will be redirected back to the **NOTICE / PERMIT** Page  
Here you will need to click on **REFRESH** for the notice to be closed.



6

You will then be Redirected to the page  
above  
Here you will need to click on **VIEW**  
Go back to the **PERMIT** Page



# Keyhole Guidance – How to submit a S74 Closure Form

Once on this page in the below Status box (**HIGHLIGHTED**) it shall say **CLOSED**  
You have now shut down the **OPENING** and you can continue closing the job down.

Please always make sure you record the reinstatement before Submitting a **SECTION 74 CLOSURE**.

The screenshot shows the Syclo software interface. The top menu bar includes File, Off-Line, View, Preference, and Help. Below the menu bar, there is a tabbed interface with the following tabs: Order Info, ERO, Risk Score History, Site Report History, Notice / Permit, Reinstatement, Assoc WO's, Job History, Documents, and Additional For. The 'Notice / Permit' tab is selected. The main content area displays the 'Notice Summary' table. The table has the following columns: Reference Number, Start Date, End Date, USRN, Duration, Street Name, and Status. The first row of data shows: Reference Number 1000395810, Start Date 17/09/2015, End Date 23/09/2015, USRN 03901680, Duration 5, Street Name RONALD ROAD, and Status In-Progr. The 'Status' column is highlighted with a green box. To the right of the table is a 'View / Edit Notice' button. Below the 'Notice Summary' table is the 'NSG Summary' table. The 'NSG Summary' table has the following columns: Reference Number, USRN, Street Name, and HA Number / Name. The first row of data shows: Reference Number 1000395810, USRN 03901680, Street Name junct tidings hill, and HA Number / Name 001585, ESSEX COUNTY COUNCIL. To the right of the 'NSG Summary' table are three buttons: 'Request Notice', 'Get NSG', and 'Refresh'. The bottom status bar shows 'Ready' and 'CAP'.

Reference Number	Start Date	End Date	USRN	Duration	Street Name	Status
1000395810	17/09/2015	23/09/2015	03901680	5	RONALD ROAD	In-Progr

Reference Number	USRN	Street Name	HA Number / Name
1000395810	03901680	RONALD ROAD	001585, ESSEX COUNTY COUNCIL

# Lane Rental

## How to find out if a road is Lane Rental

When works commence on site you should check if the street is Lane Rental and if so times it is applicable, this list can be located on TFL's website

<http://content.tfl.gov.uk/tfl-lane-rental-schedule-of-locations-06012016.pdf>

## Things to Remember:

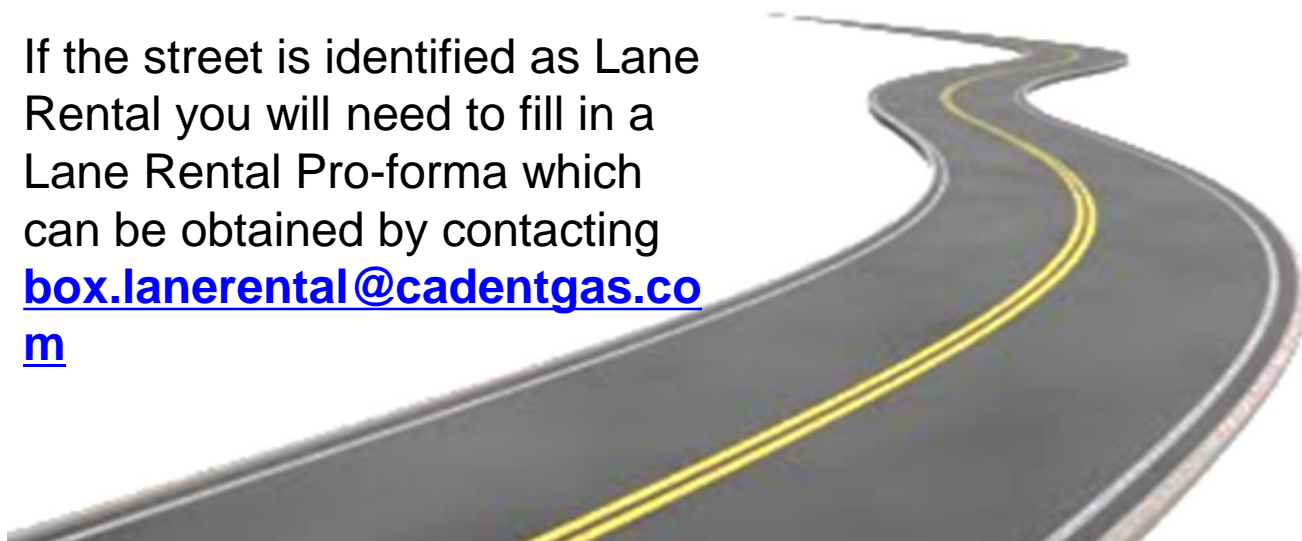
- Consult Your Supervisor
- Attempt to avoid Lane Rental Times
- Record Date & Times occupying C/Way (Including Vehicles)
- Take Before, During & After Photos

If you are still not sure then contact the Lane Rental Team

[.box.lanerental@cadentgas.com](mailto:box.lanerental@cadentgas.com) or 01455 892174

If the street is identified as Lane Rental you will need to fill in a Lane Rental Pro-forma which can be obtained by contacting

[box.lanerental@cadentgas.com](mailto:box.lanerental@cadentgas.com)





## Lane Rental Waiver Forms

Lane Rental Waiver Forms should be submitted in certain circumstances.

Please consult your line manager if any of the below are related to your works:

- Collaborative working
- Complex works
- Multiple permits relating to one job
- Special measures taken
- Minimal carriageway impact
- Additional TM used

The Waiver form can be obtained from TFL's website

<https://tfl.gov.uk/info-for/urban-planning-and-construction/lane-rental-scheme>



If you are in doubt please consult the Lane rental FAQ's document which can be found on TFL's website

<http://content.tfl.gov.uk/tlrs-supplementary-guidance...pdf>

# Notes

# Notes

# North London Contact Numbers