Zero reinstatement measurements and inspection units

This interim solution has been introduced into Street Manager to manage subsumed and combined sites. This solution should also be utilised when a site has been confirmed as interim, when it was actually permanent.

1. Subsumed and combined sites

Where two or more sites with interim reinstatement are <u>combined</u> into a single permanent reinstatement, an existing site should be updated with the overall dimensions of the permanent reinstatement and each of the other sites should be updated with zero measurements.

Where the promoter is prevented from carrying out planned interim to permanent reinstatement of a site because the road has been resurfaced or because the site has been <u>subsumed</u> within another promoter's works/reinstatement then the affected site/s should be updated with zero measurements.

Inspection units should be updated appropriately, and in cases where all existing sites have been subsumed, the inspection units should be updated to zero.

2. Site submitted as interim in error

In cases where a user has submitted a final reinstatement as interim in error, for example, a user takes a phone call from a team member with all the details of a completed reinstatement and enters the details into Street Manager, some time later, the same team member telephones and says he/she made a mistake and the site was permanent not interim. In this scenario, the existing interim site should be updated to zero measurements and a new site created with the correct details.

Once the zero-measurement functionality has been used a **general topic type comment should be recorded.** The **comment should begin 'Zero Measurement site(s)** – ' followed by either ' site subsumed by xxxxxxxxx', 'Combined site with site number xx' or 'reinstatement recorded as interim in error'

Screenshots of process

<u>Please note</u> that the process of setting or amending reinstatement measurements to zero can be done before, or after, the works stop has been submitted.

Scenario 1 a- subsumed single site

a) In scenario 1a, a granted permit application is already in place, the user has logged the works start and now needs to update the interim site as the road has been resurfaced recently.

Onsite details		Log works stop
Works started	20/04/2020 - 15:09	
Final site registered	No	Change

Reinstatement sites Add a reinstatement

١	Site	Site description	Dimensions/units	Reinstatement date	Expiry/end date	State
	Site 1	junction westhill	L1m x W1m x D1m	23/09/2019	22/03/2020	Interim

b) Select the site and then select 'update reinstatement'.

Site record

Site 1 - Excavation

Works reference: MU990JAN197

Works location: HERTFORD ROAD (View on map)

<u>Update reinstatement</u>

Latest reinstatement details - 23/09/2019

Reinstatement type	Excavation	
Site location description	junction westhill	
Site location area	Footway	
Site location coordinates	654321.00 - 123456.00	
Site measurements	L1.00m x W1.00m x D1.00m	
Reinstatement state	Interim	
Interim period end date	22/03/2020	
Date registered	23/09/2019	

Secondary Site to Cation Mandatory if excavation	width exceeds 10 metres
Easting	Northing
Х	Υ
Reinstatement measure Site measurements in me	etres
Length W	/idth Depth
1 x 1	x 1
Reinstatement date Day Month Year Reinstatement state Permanent Interim Do you want to add pho	to evidence?

c) This will take you to a screen where the reinstatement details are editable.

d) Change the reinstatement measurements to $0 \times 0 \times 0$, select the date works was planned as the reinstatement date and register as permanent. As in this example there was only one site to subsume the total inspection units should be recorded as 0.

Site measurements in metres Depth Length 0 0 0 Reinstatement date Day Month Year 20 04 2020 Reinstatement state Permanent Interim Do you want to add photo evidence? (No Are you registering the final site? Yes () No What is the total amount of inspection units? The default is 1. Please update with a new total if the number of inspection units has changed

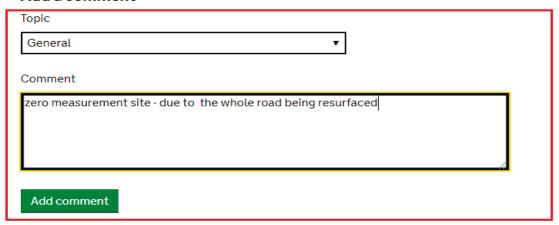
e) Once the reinstatement has been submitted, go to the Works Record and add a comment

Additional files

Reinstatement measurements

No files have been uploaded yet

Add a comment



Scenario 1b – combined sites

a) In scenario 1b, a granted permit application is already in place, the user has logged the works start and now needs to update the interim sites. There are two interim sites which have been combined into one site due to the proximity rule.

Onsite details		Log works stop
Works started	20/04/2020 - 15:41	
Final site registered	No	Change

Reinstatement sites Add a reinstatement

Site	Site description	Dimensions/units	Reinstatement date	Expiry/end date	State
Site 4	Bus shelter nr Headlands Grove	L1m x W1m x D1.5m	11/12/2019	10/06/2020	Interim
Site 3	Bus shelter nr Headlands Grove	L1m x W1m x D1m	11/12/2019	10/12/2021	Permanent
Site 2	Bus shelter nr Headlands Grove	L2m x W1m x D1m	11/12/2019	10/12/2021	Permanent
Site 1	Bus shelter nr Headlands Grove	L2m x W2m x D1m	11/12/2019	10/06/2020	Interim

b) Select the first site and select 'update reinstatement'

Site record

Site 1 - Excavation

Works reference: MU990JAN225

Works location: CRICKLADE ROAD (View on map)

<u>Update reinstatement</u>

Latest reinstatement details - 11/12/2019

Reinstatement type	Excavation
Site location description	Bus shelter nr Headlands Grove
Site location area	Footway, Verge
Site location coordinates	654321.00 - 345621.00
Site measurements	L2.00m x W2.00m x D1.00m
Reinstatement state	Interim
Interim period end date	10/06/2020
Date registered	11/12/2019

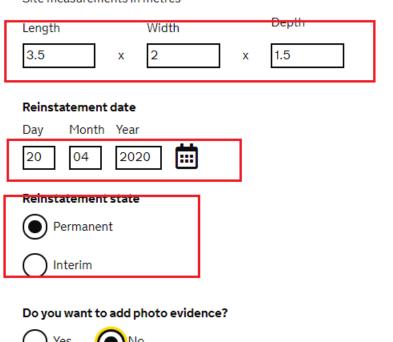
Secondary site location coordinates (optional) Mandatory if excavation width exceeds 10 metres Northing Easting Reinstatement measurements Site measurements in metres Depth Width Length Reinstatement date Day Month Year Reinstatement state Permanent Interim Do you want to add photo evidence?

c) This will take you to a screen where the reinstatement details are editable.

d) The new measurements after combining the two interim sites on the footway are 3.5 x 2 x 1.5, update the measurements, add in the reinstatement date, and reinstatement state to permanent. There is an interim site to update so select No on the question 'are you registering the final site'

Reinstatement measurements

Site measurements in metres



What is the total amount of inspection units?

Are you registering the final site?

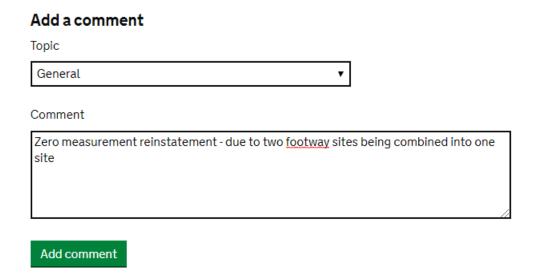
The default is 1. Please update with a new total if the number of inspection units has changed



Yes

e) Submit the reinstatement and then select site 4 – the remaining interim site, click on 'update reinstatement'. Change the reinstatement measurements to 0 x 0 x 0, select the reinstatement date and register as permanent. As this is the last site to be updated, select Yes to the final site question. The inspection units do not require a change.

Reinstatement measurements Site measurements in metres Depth Width Length 0 0 0 Х Reinstatement date Day Month Year 2020 20 04 Reinstatement state Permanent Interim Do you want to add photo evidence? Yes Are you registering the final site? No What is the total amount of inspection units? The default is 1. Please update with a new total if the number of inspection units has changed Once the reinstatement has been submitted, go to the Works Record and add a comment



Scenario 2 – site recorded as interim in error

In this scenario, the user has recorded the site as interim and submitted the reinstatement. The user then receives a phone call the next day from the supervisor telling her that the site is permanent not interim.

<u>Apply for works</u>

Reference	Works category	Start date	End date	Status
MU990JAN261-01	Immediate (Urgent)	23/04/2020	23/04/2020	Closed

Onsite details

Works started	23/04/2020 - 11:30	
Works stopped	23/04/2020 - 12:10	Revert works stop
Final site registered	Yes	Change

Reinstatement sites

Add a reinstatement

Site	Site description	Dimensions/units	Reinstatement date	Expiry/end date	State
Site 1	O/s Kensington Olympia station	L1m x W1m x D1m	23/04/2020	22/10/2020	Interim

a) Select the site that has been recorded incorrectly

Reference	Works category	Start date	End date	Status
MU990JAN261-01	Immediate (Urgent)	23/04/2020	23/04/2020	Closed

Onsite details

Works started	23/04/2020 - 11:30	
Works stopped	23/04/2020 - 12:10	Revert works stop
Final site registered	Yes	<u>Change</u>

Reinstatement sites

Add a reinstatement

	Site description		Reinstatement date	Expiry/end date	State
Site 1	O/s Kensington Olympia station	L1m x W1m x D1m	23/04/2020	22/10/2020	Interim

b) Select 'Update reinstatement'

Site 1 - Excavation

Works reference: MU990JAN261

Works location: RUSSELL ROAD, LONDON (View on map)

<u>Update reinstatement</u>

Latest reinstatement details - 23/04/2020

Reinstatement type	Excavation
Site location description	O/s Kensington Olympia station
Site location area	Footway
Site location coordinates	487438.97 - 208469.07
Site measurements	L1.00m x W1.00m x D1.00m
Reinstatement state	Interim
Interim period end date	22/10/2020
Date registered	23/04/2020

populated with the details from the interim reinstatement.

Reinstatement measurements Site measurements in metres						
Length	Width		Depth			
1	x 1	X	1			
Reinstatement of Day Month						
Reinstatement s	state					
Permanent						
• Interim						
Do you want to a	add photo evidence?					
O Yes	No					
Are you registering the final site?						
O Yes	No					

final site?' and then select continue. Length Width 0 0 0 Х Х Reinstatement date Day Month Year 23 04 2020 Reinstatement state Permanent Interim Do you want to add photo evidence? No (Yes Are you registering the final site? No What is the total amount of inspection units? The default is 1. Please update with a new total if the number of inspection units has changed Continue e) After submitting reinstatement add a comment to the works record Add a comment Topic General Comment zero reinstatement site - due to recording site as interim when it was actually permanent Add comment

d) Amend the measurements to 0 x 0 x 0, add the reinstatement date, select 'No' to 'are you registering the

f) Next, add a new reinstatement with the correct details. From the Works record page, select 'add a reinstatement'.

Reinstatement sites					Add a reinstatement	
Site	Site description	Dimensions/units	Reinstatement date	Ехр	iry/end date	State
Site 1	O/s Kensington Olympia station	L0m x W0m x D0m	23/04/2020	22/	10/2020	Interim

g) Complete all fields required to register a permanent reinstatement. Review and submit.

Until enhancements are made to SM recording a zero measurement site allows works which were planned with excavation and were completed without the need for excavation to be recorded in SM.

a) In this scenario, a permit has applied for with excavation. The supervisor of the works, notifies the SM user that the works did not require excavation (e.g. screw fit). The user needs to log the works stop **and** notify the authority that no excavation took place.

Applications

Reference	Works category	Start date	End date	Status
MU990JAN262-01	Immediate (Urgent)	23/04/2020	26/04/2020	Submitted

Onsite details Log works stop Works started 23/04/2020 - 13:40 Final site registered No

Reinstatement sites Add a reinstatement

No reinstatements have been registered

b) Click on the Log works stop button and enter the appropriate date and time.

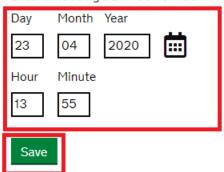
Reference: MU990JAN262

When did the works stop?

Works reference: MU990JAN262
Works location: BEXLEY CLOSE, CRAYFORD (View on map)

Actual stop date and time

Enter time using a 24-hour format.



c) From the works record click on the 'add a reinstatement' button

Applications Apply for works

Reference	Works category	Start date	End date	Status
MU990JAN262-01	Immediate (Urgent)	23/04/2020	23/04/2020	Closed

Onsite details

Works started	23/04/2020 - 13:40	
Works stopped	23/04/2020 - 13:55	Revert works stop
Final site registered	No	

Reinstatement sites

No reinstatements have been registered

Add a reinstatement

d) To reach the reinstatement details screen, select excavation type as excavation

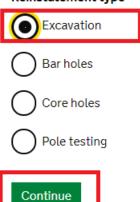
Add a reinstatement

What is the reinstatement type?

Works reference: MU990JAN262 (opens in new tab)

Works location: BEXLEY CLOSE, CRAYFORD (View on map in new tab)

Reinstatement type



e) Complete the site location coordinates – use the coordinates on the planned application.

Complete the measurements as 0 x 0 x 0 Add the date the works were completed into the Reinstatement date Select Permanent as the reinstatement state Record inspection units as 0 Select Yes to the final site question and submit.

Site location coordinates	
Easting	Northing
487438.97	208469.07
Secondary site location coo Mandatory if excavation widt	
Easting	Northing
Х	Υ
Reinstatement measureme Site measurements in metres	
Length Width	Depth
0 x 0	х
Daimatatamant data	
Reinstatement date	
Day Month Year	
23 04 2020	:::
Do you want to add photo ev	vidence?
Yes No	
Are you registering the final	site?
Yes No	
What is the total amount o	
The default is 1. Please upda	ate with a new total if the number of inspection units has changed
0	
0 "	

Add a comment

Topic

General		•

Comment

zero reinstatement site - works completed without the need for excavation

Add comment