

## 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 combined 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 subsumed 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 xxxxxxxx', 'Combined site with site number xx' or 'reinstatement recorded as interim in error'

## **Screenshots of process**

Please note 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](#)

Site	Site description	Dimensions/units	Reinstatement date	Expiry/end date	State
<a href="#">Site 1</a>	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](#))

[Update reinstatement](#)

#### 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

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

**Secondary site location coordinates (optional)**

Mandatory if excavation width exceeds 10 metres

Easting

Northing

**Reinstatement measurements**

Site measurements in metres

Length

x

Width

x

Depth

**Reinstatement date**

Day    Month    Year



**Reinstatement state**

☐

Permanent

☐

Interim

**Do you want to add photo evidence?**

☐

Yes

☐

No

- d) Change the reinstatement measurements to 0 x 0 x 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.


**Reinstatement measurements**

Site measurements in metres

Length			Width			Depth		
<input type="text" value="0"/>	x	<input type="text" value="0"/>	x	<input type="text" value="0"/>				

**Reinstatement date**

Day Month Year

<input type="text" value="20"/>	<input type="text" value="04"/>	<input type="text" value="2020"/>	
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**Reinstatement state**

☒ Permanent

☐ Interim

Do you want to add photo evidence?

☐ Yes ☒ 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**

No files have been uploaded yet

**Add a comment**

Topic

Comment

Add 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
<a href="#">Site 4</a>	Bus shelter nr Headlands Grove	L1m x W1m x D1.5m	11/12/2019	10/06/2020	Interim
<a href="#">Site 3</a>	Bus shelter nr Headlands Grove	L1m x W1m x D1m	11/12/2019	10/12/2021	Permanent
<a href="#">Site 2</a>	Bus shelter nr Headlands Grove	L2m x W1m x D1m	11/12/2019	10/12/2021	Permanent
<a href="#">Site 1</a>	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](#))

[Update reinstatement](#)

#### 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

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

**Secondary site location coordinates (optional)**

Mandatory if excavation width exceeds 10 metres

Easting

Northing

**Reinstatement measurements**

Site measurements in metres

Length

x

Width

x

Depth

**Reinstatement date**

Day Month Year



**Reinstatement state**

☐

Permanent

☐

Interim

**Do you want to add photo evidence?**

☐

Yes

☐

No

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

Length		Width		Depth
<input type="text" value="3.5"/>	x	<input type="text" value="2"/>	x	<input type="text" value="1.5"/>

### Reinstatement date

Day Month Year

<input type="text" value="20"/>	<input type="text" value="04"/>	<input type="text" value="2020"/>	
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### Reinstatement state

- ☒ Permanent
- ☐ Interim

### Do you want to add photo evidence?

- ☐ Yes ☒ 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) 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

Length		Width		Depth
<input type="text" value="0"/>	x	<input type="text" value="0"/>	x	<input type="text" value="0"/>

### Reinstatement date

Day	Month	Year	
<input type="text" value="20"/>	<input type="text" value="04"/>	<input type="text" value="2020"/>	

### Reinstatement state

☒ Permanent

☐ Interim

Do you want to add photo evidence?

☐ Yes ☒ 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

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

### Add a comment

Topic

Comment

Add 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.



## Applications

[Apply for works](#)

Reference	Works category	Start date	End date	Status
<a href="#">MU990JAN261-01</a>	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	<a href="#">Revert works stop</a>
Final site registered	Yes	<a href="#">Change</a>

## Reinstatement sites

[Add a reinstatement](#)

Site	Site description	Dimensions/units	Reinstatement date	Expiry/end date	State
<a href="#">Site 1</a>	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
<a href="#">MU990JAN261-01</a>	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	<a href="#">Revert works stop</a>
Final site registered	Yes	<a href="#">Change</a>

## Reinstatement sites

[Add a reinstatement](#)

Site	Site description	Dimensions/units	Reinstatement date	Expiry/end date	State
<a href="#">Site 1</a>	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](#))

[Update reinstatement](#)

## 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

- c) This will take you to a screen where the reinstatement details are editable and some fields are pre-

populated with the details from the interim reinstatement.

### Reinstatement measurements

Site measurements in metres

Length		Width		Depth
<input type="text" value="1"/>	x	<input type="text" value="1"/>	x	<input type="text" value="1"/>

### Reinstatement date

Day	Month	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Reinstatement state

☐ Permanent

☒ Interim

Do you want to add photo evidence?

☐ Yes ☐ No

Are you registering the final site?

☐ Yes ☐ No

- d) Amend the measurements to 0 x 0 x 0, add the reinstatement date, select 'No' to 'are you registering the final site?' and then select continue.

Length		Width		Depth
<input type="text" value="0"/>	x	<input type="text" value="0"/>	x	<input type="text" value="0"/>

**Reinstatement date**

Day Month Year



**Reinstatement state**

☐ Permanent

☒ Interim

**Do you want to add photo evidence?**

☐ Yes ☒ 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

**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**

- 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	Expiry/end date	State
<a href="#">Site 1</a>	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
<a href="#">MU990JAN262-01</a>	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.

Day	Month	Year	
<input type="text" value="23"/>	<input type="text" value="04"/>	<input type="text" value="2020"/>	
Hour	Minute		
<input type="text" value="13"/>	<input type="text" value="55"/>		

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

## Applications

[Apply for works](#)

Reference	Works category	Start date	End date	Status
<a href="#">MU990JAN262-01</a>	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	<a href="#">Revert works stop</a>
Final site registered	No	

## Reinstatement sites

[Add a reinstatement](#)

No reinstatements have been registered

- 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

☒ Excavation

☐ Bar holes

☐ Core holes

☐ Pole testing

Continue

- 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

487438.97

Northing

208469.07

#### Secondary site location coordinates (optional)

Mandatory if excavation width exceeds 10 metres

Easting

X

Northing

Y

#### Reinstatement measurements

Site measurements in metres

Length

0

x

Width

0

x

Depth

0

#### Reinstatement date

Day Month Year

23

04

2020



Do you want to add photo evidence?

☐

Yes

☒

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

0

Continue

f) From the works record a comment



**Add a comment**

Topic

General ▼

Comment

zero reinstatement site - works completed without the need for excavation

Add comment