

PERMIT APPLICATION FORM AND GUIDANCE NOTES

PERMIT APPLICATION FORM

Please submit this form a minimum of TEN WORKING DAYS (or 3 MONTHS for major works before the estimated start date of your works. Start dates earlier than minimum lead in times from the receipt of application may be agreed where this can be accommodated.

Once a Permit has been issued, please contact Hull City Council to confirm:

- 1. Work Start**
- 2. Works Stop**

Please note that this is NOT a licence to excavate the highway.

PART A.

1. Contact Details

Works Promotor Details:	Agent Details:
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Phone Number:	Phone Number:
Email Address:	Email Address:
Emergency Details:	Emergency Details:
Please provide contact details that can be issued to the public for enquires relating to the works:	
Name:	Phone Number:

PART B.		
1. Purpose of application:		
Please tick as applicable	Y	N
Advanced Authorisation	<input type="checkbox"/>	<input type="checkbox"/>
New Activity	<input type="checkbox"/>	<input type="checkbox"/>
Works Start	<input type="checkbox"/>	<input type="checkbox"/>
Works Stop	<input type="checkbox"/>	<input type="checkbox"/>
Duration Variation	<input type="checkbox"/>	<input type="checkbox"/>
Data Variation	<input type="checkbox"/>	<input type="checkbox"/>
Remedial Works	<input type="checkbox"/>	<input type="checkbox"/>
Imposed Variation	<input type="checkbox"/>	<input type="checkbox"/>

PART C.		
1. Location of Works		
Street/Road Name (s)		
Location Description (i.e. house number)		
Unique Street Reference Number (USRN)		
Reinstatement Category		
Traffic Sensitivity		
Special Engineering Difficulties		
2. Works Details		
Type of Works and Duration		
Please tick if applicable	Y	N
Major (11+ days or TTRO)	<input type="checkbox"/>	<input type="checkbox"/>
Standard (4-10 days)	<input type="checkbox"/>	<input type="checkbox"/>
Minor (up to 3 days)	<input type="checkbox"/>	<input type="checkbox"/>
Immediate (Urgent)	<input type="checkbox"/>	<input type="checkbox"/>
Immediate (Emergency)	<input type="checkbox"/>	<input type="checkbox"/>
Reason for early start (if applicable)		
Works Description		
Reason for Permit Variation (if applicable)		
Works Reference (if known)		

PART D.		
1. Traffic Management		
Please tick as applicable	Y	N
No Carriageway	<input type="checkbox"/>	<input type="checkbox"/>
Some Carriageway	<input type="checkbox"/>	<input type="checkbox"/>
Give and Take	<input type="checkbox"/>	<input type="checkbox"/>
Priority Working	<input type="checkbox"/>	<input type="checkbox"/>
2-way Portable Traffic Signals	<input type="checkbox"/>	<input type="checkbox"/>
Multi-phase Portable Traffic Signals	<input type="checkbox"/>	<input type="checkbox"/>
Stop / Go Boards	<input type="checkbox"/>	<input type="checkbox"/>
Lane Closure	<input type="checkbox"/>	<input type="checkbox"/>
Road Closure	<input type="checkbox"/>	<input type="checkbox"/>
Lane Closure	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Further Details on Traffic Management Arrangements (e.g. hours of signal use)		
2. Emergency Vehicle Access		
Please tick as applicable	Y	N
Will access for emergency vehicles be maintained at all times during the closure?	<input type="checkbox"/>	<input type="checkbox"/>

Note: Multi-phase signal application must be submitted with a 1:1250 scale OS plan showing the position of the signal heads, working area and traffic management / signing to be used.

PART E.				
1. Permit Conditions				
Type	Code	Description	Applied	Parameter
Date Constraints	NCT1a	Dates of working on category 0,1,2 and traffic sensitive roads	Yes	N/A
	NCT1b	Dates of working on category 3,4 and non-traffic-sensitive roads	Yes	N/A
Time Constraints	NCT2a	Limit the days and times of days		
	NCT2b	Clarify working hours (e.g. extended hours)		
Material and Plant Storage	NCT4a	Removal of surplus materials/plant		
	NCT4b	Storage of surplus materials/plant		
Road Occupation Dimensions	NCT5a	Width and/or length of road space that can be occupied		

Traffic Space Dimensions	NCT6a	Road space to be available to traffic/pedestrians at certain times of day		
Road Closure	NCT7a	Road closed to traffic		
Light Signals and Shuttle Working	NCT8a	Traffic management request		
	NCT8b	Manual control of traffic management		
Traffic Management Changes	NCT9a	Changes to traffic management arrangements		
	NCT9b	Traffic management arrangement to be in place		
	NCT9c	Signal removal from operation when no longer required		
Work Methodology	NCT10a	Employment of appropriate methodology		
Consultation and Publicity	NCT11a	Display of permit number	Yes	N/A
	NCT11b	Publicity for proposed works		
Environmental	NCT12a	Limit timing on certain activities		

PART D.
1. Declaration

I have read and understand fully the guidance and conditions, and will adhere to all responsibilities and duties enforced by the document. I agree to pay any associated costs.

Full Name		On behalf of	
Signature		Date	__ / __ / ____

PART D.
1. Authorisation

Signature (on behalf of the street authority)		Date	__ / __ / ____
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PART E.
1. Submitting Application

Please complete this form and send to:

Email: HCCPermitScheme@hullcc.gov.uk in the email "subject heading" please mark as **PERMIT APPLICATION** – this will be processed as high importance with our Permit Team.

If this application is approved by Hull City Council, notification with any conditions applied will be electronically sent, either via the street works notice for Utility Company applications or by email for any others.

GUIDANCE NOTES – PERMIT APPLICATION

FOR INFORMATION

1. When this form is complete it can be emailed to HCCPermitScheme@hullcc.gov.uk. Any queries on this form, or information to be entered, can be emailed to this address or discussion with the Permit Team on 01482 300300. Each new application submitted will require a minimum of two further transactions: (1) works start and (2) work stop.

2. If at any time before or during works the nature of the works changes, such as duration, traffic management, or works description, this variation should be sent to the Permit Team so that the issued Permit matches the proposed or actual works (in progress).

3. Works are defined within 4 categories by their duration (in working days) or the need for a Temporary Traffic Regulation Order (TTRO) e.g. for a road closure.

- Major Works = over 10 days in duration and/or requires a TTRO
- Standard Works = works with a duration of 4-10 days
- Minor Works = works with a duration of less than 3 days
- Immediate Works = emergency or urgent works that need to commence prior to application (as defined within NRSWA)

4. The Lead time for the initial application is defined by the works category. The lead times shown below are working days (Monday to Friday excluding Bank Holidays) before the proposed works start.

- PAA (Provisional Advanced Application)/ Major Works = 3 months
- All other works = 10 working days

Start dates earlier than minimum lead in times from the receipt of application (i.e. early start required) may be agreed where this can be accommodated.

5. Enter the relevant details for the works promotor, the organisation the works are being carried out for, and the agent, the person who will be carrying out the actual works (if different from the work promotor). It is essential that any contact details are relevant. If the Permit Team experience difficulties in contacting the works promotor or agent to discuss the application or works, then the application will be rejected and the works may be cancelled or stopped.

6. This form can be used for an initial application and for follow-up notifications, including a request for a variation. Select only one of the relevant categories.

7. Provide as much accurate information as possible so the co-ordinator can easily identify where the works are taking place. A traffic management plan, if provided, may be referenced for more details.

8. Each street has a Unique Street Reference Number. This can be found on One.Network by selecting map layer NSG under operational info. Only one USRN can be included within an application. Works across multiple USRNs require separate

applications. Traffic management that extends into another USRN does not need a separate form.

9. The works reference is a unique reference, defined by the application, and can contain alpha-numeric character only. Each application will have a unique works reference – follow-up notifications will use the same works reference. This will be provided by Hull City Council Permit Team when the Permit is issued.

10. Provide as much detail as possible on the works, including any relevant methodologies, storage of plant or materials and further information that would help the co-ordinator make a decision on the application.

11. Provide the relevant dates as appropriate for the works category and notification, i.e. provide an actual start date if submitting a follow-up works start notice. The Permit is valid only for the days on the application including both start and end dates.

12. All traffic management provisions should meet the guidance and provisions set out in the Safety at Street Works and Road Works Code of Practice (October 2013). The traffic management provisions must include the total working area, including any parked vehicles and/or plant or materials that will be involved with the works. Only one traffic management box should be selected. If the traffic management arrangements will change during the works, select the most severe form of traffic management to be used and provide further details of the proposed changes within the relevant box.

13. Traffic management plans can be provided with the application and in some cases the co-ordinator may request a copy of the traffic management plan to show the proposed layout and other arrangements.

14. Conditions NCT1a, NCT1b and NCT11a are automatically applied to all Permits.

15. Further definition and the use of conditions can be found within the Yorkshire Highway Authority and Utilities Committee (YHAUC) Guidance for the Operation of Permit Schemes (Inc. Permit Condition Text)

16. Please the declaration to confirm you have read and understood the guidance and conditions necessary to comply with the Permit.