



# **Permit Scheme**

**For Road Works and Street Works**

# **Fee Summary Document**

March 2020

## **Fee Structure**

Regulation 30 of the Traffic Management Permit Scheme (England) Regulations 2007 (as amended) (“the Regulations”) allows permit scheme regulations (Regulation 30), the authority is allowed to charge statutory undertakers a fee to review, issue and vary (where applicable) a permit. Charges are intended to be proportionate to the cost to the authority for administering that permit.

Where a variation to a permit moves the activity into a higher category, the promoter will be required to pay the difference in value between the two categories, on top of the variation fee.

## **Exemptions**

The following are exempt from permit fees:-

- works undertaken by or on behalf of the local authority;
- works undertaken on behalf of the local fire service to maintain a fire hydrant;
- where the authority has failed to respond to a permit application within statutory timescales;
- where a promoter cancels a submitted permit before the authority has granted it;
- where a permit variation has been initiated by the authority;
- where a permit has been revoked through no fault of the promoter.

## **Reductions**

Reduced fees may apply to the following:-

- where there are several permit applications for the same activity, as part of the same project which are carried out on more than one street, *and* are submitted at the same time;
- where several promoters are working within the same site and have noted collaborative working so as to produce the least impact for users of its streets;

There will be a reduction of 30% from the permit or PAA fee. All applications, including the first to be received, *must* indicate that they are being submitted together (within 3 days of each other).

Where the highway authority promoter is collaborating with statutory undertakers, those undertakers will be eligible for the discount.

### **Option to waive or reduce fees**

The permit authority retains the right to waive or reduce fees at its discretion.

### **Review of fees**

The permit authority will review its permit scheme annually to assess whether the scheme is meeting its objectives and whether the overall fee income exceeds the allowable costs. However, it is unlikely that fees will be amended until after three years of operation, to provide for the recovery of allowable set-up costs over this period.

An annual report will be published.

As far as is reasonably practicable, the fees and costs should be reconciled over a financial year. However, it is recognised that estimating the fee levels will involve incorporating the effect of various factors that will inevitably have a degree of uncertainty around them. In the event that fees levied do not match the actual costs for the preceding year, adjustments may be made to fee levels for the subsequent year(s) so that, considered across a number of years, fees do not exceed the allowable costs.

### **Gateshead Council Permit Scheme Fee Structure**

The Regulations set maximum fees that must not be exceeded under any circumstances. The guidance sets out the recommended fee structure for each category of permit and is arranged to reflect the greater work involved in handling larger activities and busier roads.

There is an option for street authorities to calculate custom fees as opposed to levying the maximum fees set by law. The financial modelling carried out using the Department for Transport's matrix indicates that custom fees should be applied in relation to Gateshead Council's Permit Scheme, in order to ensure the scheme remains cost neutral over time.

Accordingly, Gateshead Council's table of fees will be as follows. The activity category descriptions are as set out in the Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters and in Gateshead Council's Permit Scheme Document:

<b>Gateshead Council Permit Fees</b>		
<b>Activity Category</b>	<b>Road Category 0-2 or traffic sensitive</b>	<b>Road Category 3-4 and non-traffic sensitive</b>
Provisional Advance Authorisation (PAA)	£81	£72
Major works - over 10 days or traffic regulation order required	£171	£115
Major works - 4 to 10 days and no traffic regulation order required	£120	£75
Major works - up to 3 days and no traffic regulation order required	£65	£40
Standard works	£120	£75
Minor works	£65	£40
Immediate works	£49	£36
Permit Variation Fees	£45	£35

### **Permit Variation Fees**

In relation to the Permit Variation Fees referred to above:-

- If a permit variation moves an activity into a higher fee category, the promoter will be required to pay the difference in permit fee;
- No fee is payable if a permit variation is initiated by the permit authority.