

Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

Collaborative Working

Yorkshire Common Permit Scheme: Advice Note No. Sixteen

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Related Documents:		

Background

The “YCPS” Scheme document 11.4 refers to collaborative working, in instances where two or more companies propose works that involve sharing the same working space, the permits fees associated with the works will be waived.

Manual intervention will be required from the Permit Authority to null these charges prior to invoicing and the ability to record and report on collaborative working which has been undertaken will be required for the evaluation report.

The Permit Code of Practice 2.10.1 refers to responsibility for promoters in the event of collaborative working.

Advice

The Permit Authority will issue a permit to all promoters involved in the collaborative working and all permits should record the identity of the primary promoter and all the secondary promoters. Permit authorities will also issue to all promoters involved a collaborative working reference, which promoters should then include in a Works Comment associated with their permit application.

The primary promoter should take overall responsibility as the agreed point of contact with the Permit Authority, and if the nature of the joint working is trench-sharing should apply for the permit with a charge category of “*Works involving excavation (trench sharing, primary promoter)*”. The primary promoter will take responsibility for excavating, backfilling and reinstating the trench unless it has been agreed otherwise by the Permit Authority and all secondary promoters prior to work commencing. All secondary promoters should apply for their permits with a charge category of “*Laying apparatus only (trench sharing, secondary promoter)*”.

If the collaborative working does not involve trench-sharing but the works are undertaken within the same traffic management, all works promoters working collaboratively should use the same charge category of “*Works involving other collaboration*”.

The Permit Authority will assess the charge category and collaborative working reference as part of the permit approval process to ensure that instances of collaborative working are identified and the charges can be removed. Using the correct charge category for works will enable the functionality for reporting instances of collaborative working.

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Yorkshire Common Permit Scheme Authorities