



# East of England Permit Scheme

**Authority Addendum for  
Hertfordshire County Council**



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## Appendix E – Hertfordshire County Council Addendum

- 1.1 The East of England Permit Scheme, *referred to as EEPS or the Permit Scheme*, is a 'common scheme' but allows certain elements of the scheme to be specific to the individual authority operating the permit scheme, within the scope of the Regulations and East of England Permit Scheme.
- 1.2 This section of the East of England Permit Scheme provides for addendums from each EEPS Permit Authority to enable it to set out any specific items pertaining to their operation of the Permit Scheme.
- 1.3 Each Permit Authority will set out these elements in their own specific Addendum.
- 1.4 The Hertfordshire County Council Addendum is available on the Council's website or upon request to the Council.
- 1.5 **Streets Covered by the Permit Scheme within Hertfordshire**
  - 1.5.1 The "specified area" as required under Permit Scheme Regulations, will be the geographical area encompassed by the Hertfordshire County Council's boundary.
  - 1.5.2 All streets maintained by, or on behalf of, Hertfordshire County Council are included within this scheme. These streets are identified as part of the Hertfordshire County Council's Additional Street Data (ASD).
  - 1.5.3 Highways England roads and private streets are not included in the Permit Scheme.
  - 1.5.4 **Strategically Significant Streets**
  - 1.5.5 Hertfordshire County Council do not have any other streets designated as strategically significant that are not included within the scope of a strategically significant street, as defined within the EEPS.
- 1.6 **Permit Fees**
  - 1.6.1 The permit fee levels for Hertfordshire County Council are set out in the table below. These fee levels are within the maximum levels set out within the Permit Scheme Regulations.

REINSTATEMENT CATEGORY OF STREET	CATEGORY 0, 1 AND 2	CATEGORY 3 AND 4		
STREET DESIGNATED AS TRAFFIC SENSITIVE OR NOT	ALL STREETS	TRAFFIC SENSITIVE AT SOME TIMES/LOCATIONS		NON TRAFFIC SENSITIVE AT ANY TIME OR LOCATION
TIME AND LOCATION OF ACTIVITY	ANY TIME AND LOCATION	ANY PART WITHIN TRAFFIC SENSITIVE TIMES AT TRAFFIC SENSITIVE LOCATIONS	WHOLLY WITHIN NON TRAFFIC SENSITIVE TIMES/LOCATIO NS	ANY TIME AND LOCATION
Provisional Advance Authorisation	£105	£105	£75	£75
Major Activity	£240	£240	£150	£150
Standard Activity	£130	£130	£75	£75
Minor Activity	£65	£65	£45	£45
Immediate Activity	£60	£60	£40	£40

### 1.6.2 Permit Variation Fees

1.6.3 For permit variations, Hertfordshire County Council will charge:-

- £45 for all activities on category 0, 1 and 2 streets and category 3 and 4 streets that are traffic-sensitive;
- £35 for all activities on category 3 and 4 non traffic-sensitive streets.



## 1.7 Waiving and Reduction of Permit Fees

- 1.7.1 As the Permit Scheme encourages the earliest visibility for planned major activities any Promoter who provides a PAA at least six months prior to the proposed activity date and does not vary the proposed works will not be charged a fee for the PAA or permit application.
- 1.7.2 In addition Hertfordshire County Council may waive an individual charge or offer a discount where it considers such action is merited.

## 1.8 Storage requirements for plant/materials on same USRN as works, outside the working area

- 1.8.1 Materials stored outside the working area but still under the same USRN as the works, will be covered under the permit. If any storage is required on a different USRN from the works, the works promoter can apply for either a Section 171 licence or a Permit Application.

## 1.9 Phased Traffic Management

- 1.9.1 The use of phased TM during works is to be agreed upfront. The works promoter should apply for a variation to the existing permit when the TM changes on site, the subsequent variations will be discounted. The discount will only apply when the phased TM is agreed before the permit application, and does not differ from what was agreed.

## 1.10 Temporary Traffic Signal Applications (TTSA's)

- 1.10.1 A TTSA is not required via EToN, the traffic management provisions will be detailed on the permit application and approved through the granting of the permit.

## 1.11 Revocation of a Provisional Advanced Authorisation

- 1.11.1 EToN systems do not allow an Authority to revoke a provisional advanced authorisation (PAA). The Authority will contact the works promoter to discuss the situation and the reason for the revocation. Upon agreement, the works promoter will cancel the granted PAA. With agreement, the promoter will submit a new PAA with revised start and end dates.



## 1.12 Permit Cancellations

- 1.12.1 Permit Scheme regulations do not provide specific guidance for the cancellation of unwanted or unused permits. The Authority will encourage all works promoters to adopt the best practice of submitting a permit cancellation notice for any or all unwanted or unused valid permits or PAAs. Promoters are reminded that information of proposed works are in the public domain and this should reflect the actual status of the works at all times. The Authorities will monitor compliance to this via operational performance reporting.



## Document Control Sheet

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