

# Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

## Consultation & Publicity Guide

Yorkshire Common Permit Scheme: Advice Note No. Five

<b>Document Name:</b>	<i>Consultation &amp; Publicity Guide</i>	<b>Document No:</b> YPAN/005
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<b>Related Documents:</b>		

**Background:**

The issue is – How to promote consistency in the level of consultation and publicity in relation to those affected by the works.

**Advice:**

The “Consultation & Publicity Guide” was produced with the input of the members of YPOG and YPSB to provide guidance on the level of engagement required dependant upon:

- Works Type (Major, Standard, Minor and Immediate)
- Location and impact of the works (e.g. working at traffic sensitive times or not, traffic management requirements, walkway provision, etc.)
- Duration of the works in calendar days.

Levels of consultation and publicity were defined in Appendix A (L1 to L7, YI02, YI03) and suggested levels then applied in Appendices B to D to the differing Works Type scenarios based upon the duration of works (calendar days).

The Guide is not a prescriptive document as all works should be assessed individually, according to the work being undertaken at the time and the prevailing circumstances. The Guide and suggestions made should, however, be used as a planning tool when considering the level of engagement required.

**Appendix A - Levels of Consultation & Publicity Guide - Version 7 (3 April 2012)**

<i>Suggested level - each works must be considered individually</i>		
Levels of Consultation and Publicity	Targeted door knocking to affected and nearby streets as deemed necessary	L1
	General area letter drop - working in your area shortly with estimated start and completion date - planned works (use subject to practicality of advance notification timescales (e.g. Minor Works)).	L2
	Update letters or card with progress of planned works (firm up dates)	L3
	Customer forum, to be attended by relevant colleagues.	L4
	Stakeholder engagement. Emails to local councillors, MPs or interest groups	L5
	Press release and social media activity	L6
	Advance Works signage (we will be working here from xxxx...) could be conventional signs, VMS, IVR, etc.	L7
	Permit Auth & Real Time Traffic/Travel information provider notified within 1 hour on site (applies to Immediate works in the period between the commencement of the activity and the grant of a permit)	YI02
	Permit Auth notified within 1 hour on site (applies to Immediate works in the period between the commencement of the activity and the grant of a permit)	YI03

## Appendix B - Major Works

<b>Matrix 1 (Major Works)</b>		Duration on site (street/scheme) - <b>Note: calendar days not working days</b>						
<b>Scenario</b>		1 day	2 to 3 days	4 to 5 days	6 to 7 days	8 to 10 days	11 to 20 days	20 days +
1	Works in Footway (no walkway or impact on carriageway)	n/a	n/a	L1	L2	L2	L2	L2
2	Works in Footway at non traffic sensitive times only (walkway in carriageway)	n/a	n/a	L2	L2	L2, L3	L2, L3	L2, L3
3	Works in Footway at traffic sensitive times (walkway in carriageway)	n/a	n/a	L2	L2	L2, L3	L2, L3	L2, L3
4	Work in Carriageway at non traffic sensitive times only	n/a	n/a	L2	L2	L2, L3	L2, L3	L2, L3
5	Work in Carriageway at traffic sensitive times	n/a	n/a	L2	L2	L2, L3, L5	L2, L5, L6	L2, L5, L6, L4
6	Work requiring Road Closure	L2, L5	L2, L5	L2, L5, L6	L2, L5, L6	L2, L5, L6, L7	L2, L5, L6, L7	L2, L5, L6, L7, L4
7	Work requiring Portable Traffic Signals / Lane Closure	L2	L2, L5	L2, L5	L2, L5	L2, L5, L7	L2, L5, L6, L7	L2, L5, L6, L7

## Appendix C - Standard Works

<b>Matrix 2 (Standard Works)</b>		Duration on site (street/scheme) - <b>Note: calendar days not working days</b>						
<b>Scenario</b>		1 day	2 to 3 days	4 to 5 days	6 to 7 days	8 to 10 days	11 to 20 days	20 days +
1	Works in Footway (no walkway or impact on carriageway)	n/a	n/a	L1	L1	L2	n/a	n/a
2	Works in Footway at non traffic sensitive times only (walkway in carriageway)	n/a	n/a	L1	L2	L2	n/a	n/a
3	Works in Footway at traffic sensitive times (walkway in carriageway)	n/a	n/a	L2	L3	L3	n/a	n/a
4	Work in Carriageway at non traffic sensitive times only	n/a	n/a	L1	L2	L2	n/a	n/a
5	Work in Carriageway at traffic sensitive times	n/a	n/a	L2	L3	L2, L3, L5	n/a	n/a
6	Work requiring Road Closure	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7	Work requiring Portable Traffic Signals / Lane closure	n/a	n/a	L2	L3	L2, L3, L5	n/a	n/a

## Appendix D - Minor Works

<b>Matrix 3 (Minor Works)</b>		Duration on site (street/scheme) - <b>Note: calendar days not working days</b>						
		1 day	2 to 3 days	4 to 5 days	6 to 7 days	8 to 10 days	11 to 20 days	20 days +
<b>Scenario</b>								
1	Works in Footway (no walkway or impact on carriageway)	L1	L1	L1	n/a	n/a	n/a	n/a
2	Works in Footway at non traffic sensitive times only (walkway in carriageway)	L1	L1	L1	n/a	n/a	n/a	n/a
3	Works in Footway at traffic sensitive times (walkway in carriageway)	L1	L1	L1	n/a	n/a	n/a	n/a
4	Work in Carriageway at non traffic sensitive times only	L1	L1	L1	n/a	n/a	n/a	n/a
5	Work in Carriageway at traffic sensitive times	L1	L1	L1	n/a	n/a	n/a	n/a
6	Work requiring Road Closure	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7	Work requiring Portable Traffic Signals / Lane closure	L1	L1	L1	n/a	n/a	n/a	n/a

## Appendix E - Minor Works

<b>Matrix 4 (Immediate Works)</b>		Duration on site (street/scheme) - <b>Note: calendar days not working days</b>							
		1 day	2 to 3 days	4 to 5 days	6 to 7 days	8 to 10 days	11 to 20 days	20 days +	
<b>Scenario</b>									
1	Works in Footway (no walkway or impact on carriageway)	L1	L1	L1	L1	L2	L2	L2	
2	Works in Footway at non traffic sensitive times only (walkway in carriageway)	L1	L1	L1	L2	L2	L2, L3	L2, L3	
3	Works in Footway at traffic sensitive times (walkway in carriageway)	L2	L2	L2	L3	L3	L2, L3	L2, L3	
4	Work in Carriageway at non traffic sensitive times only	L1	L1	L1	L2	L2	L2, L3	L2, L3	
5	Work in Carriageway at traffic sensitive times	L2	L2	L2	L3	L2, L3,L5	L2, L5, L6	L2, L5, L6, L4	
6	Work requiring Road Closure / Lane closure	YI02, L2	YI02, L2	YI02, L2	YI02, L3	YI02, L2, L5	YI02, L2, L5, L7	YI02, L2, L5, L7	
7	Work requiring Portable Traffic Signals	YI03, L2	YI03, L2	YI03, L2	YI03, L3	YI03, L2, L3,L5	YI03, L2, L5, L6, L7	YI03, L2, L5, L6, L7	

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Yorkshire Common Permit Scheme Authorities