

ALLOWABLE COST CALCULATION TEMPLATE - Category 0-2 and Traffic Sensitive Streets

Task Ref.	Permit Task	Permit Task Description	Personnel	Activity Designations																Notice Regime Reduction (%)						
				Major				Standard				Minor				Immediate										
				Provisional		Advanced		Major Permit Application		Standard Permit Application		Minor Permit Application		Immediate Permit Application		Immediate Permit Application										
1	PERMIT DATA VALIDATION CHECK	Data validation of received permit application data and associated information for compliance with the Technical Specification for EToN prior to entry into the Local Street Works Register.	Street V Street V Traffic I Adjuste	0.3				0.1				0.1				0.1				0.1				20%		
				0.2	0.2	0.0	0.5	0.1	0.8	0.0	0.9	0.1	0.2	0.0	0.3	0.1	0.2	0.0	0.3	0.1	0.2	0.0	0.3		20%	10%
2	PERMIT DATA CONTENT CHECK	Scrutiny of the permit application data content to verify it is an authentic submission with adequate information that will enable a full assessment of the permit application.	Street V Street V Traffic I Adjuste	0.0				0.0				0.0				0.0				0.0				0%		
				0.0	0.2	0.0	0.2	0.0	0.2	0.0	0.2	0.0	0.2	0.0	0.2	0.0	0.2	0.0	0.2	0.0	0.2	0.0	0.2		85%	0%
3	SUBSISTING ROAD OR STREET WORK RESTRICTIONS	Assessment to ensure that the permit application will not conflict with a notified restriction or a restriction period that is in force.	Street V Street V Traffic I Adjuste	0.2				0.2				0.2				0.2				0.2				50%		
				0.1	0.1	0.0	0.2	0.1	0.1	0.0	0.2	0.1	0.1	0.0	0.2	0.1	0.1	0.0	0.2	0.1	0.1	0.0	0.2		50%	0%
4	MAJOR WORKS ACTIVITY FITS SUBSTANTIAL STREET WORKS RESTRICTION	To determine whether the major works activity permit application meets the criteria for substantial street works and subsequent issue of a section 58A notice.	Street V Street V Traffic I Adjuste	0.1				0.1				0.0				0.0				0.0				0%		
				0.1	0.1	0.0	0.2	0.1	0.1	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0%	0%
5	COORDINATION OF PROPOSED WORK PERIOD REVIEW	There are a number of sub-tasks as shown in the attached spreadsheet. Permit application checked to determine if there are any other proposed or subsisting activities that may conflict in the same work period for the location of impact. If necessary establish a suitable solution to accommodate the activity whilst minimising disruption of the activity.	Street V Street V Traffic I Adjuste	1.0				4.5				1.0				0.5				0.0				25%		
				0.8	1.5	0.0	2.3	3.4	1.3	0.0	4.7	0.8	1.1	0.0	1.9	0.4	1.5	0.0	1.9	0.0	0.2	0.0	0.2		25%	0%
				0.2				0.8				0.2				0.2				0.1				0%		
				0.2	0.4	0.0	0.6	0.8	0.8	0.0	1.6	0.2	0.4	0.0	0.6	0.2	0.2	0.0	0.4	0.1	0.1	0.0	0.2		0%	0%
				1.8				2.0				1.8				1.8				1.2				25%		
				1.4	1.5	0.0	2.9	1.5	1.9	0.0	3.4	1.4	1.5	0.0	2.9	1.4	1.5	0.0	2.9	0.9	1.5	0.0	2.4		25%	25%
				1.2				1.5				1.5				1.5				1.2				0%		
				1.2	1.5	0.6	3.2	1.5	1.5	1.0	3.8	1.5	1.5	0.5	3.4	1.5	1.5	0.5	3.4	1.2	1.5	0.0	2.7		25%	25%
6	COMPLIANCE OF ACTIVITY FOR STREETS SUBJECT TO SPECIAL	To determine that the proposed activity which may impact on streets that are subject to special controls (such as protected streets, streets with special engineering difficulties, traffic-sensitive streets, or works affecting a bridge or sewer authority) have complied with	Street V Street V Traffic I Adjuste	1.0				1.0				1.0				0.5				0.5				10%		
				0.9	0.7	0.5	2.1	0.9	0.7	0.5	2.1	0.9	0.7	0.0	1.6	0.5	0.4	0.0	0.8	0.5	0.4	0.0	0.8		30%	0%
7	ASSESSMENT OF DURATION OF PERMIT	To determine that the permit application estimated duration is reasonable, taking into account all aspects of the activity. Liaise with the activity promoter where duration appears to be excessive with a view to negotiation.	Street V Street V Traffic I Adjuste	2.5				6.0				5.0				5.0				3.0				0%		
					2.0				3.0				2.0				2.0				2.0				0%	0%

ACTIVITIES	TO BE EXCEEDED WITH A VIEW TO ACHIEVING A REVISED DURATION	Adjuste	2.5	2.0	1.0	5.5	6.0	3.0	0.5	9.5	5.0	2.0	0.0	7.0	5.0	2.0	0.0	7.0	3.0	2.0	0.0	5.0								
8	ASSESSMENT OF IMPACT ON EXISTING WORKS LICENSED UNDER SECTION 50 OF	To determine whether the proposed activity impacts on apparatus placed under a section 50 licence. Details of the apparatus record to be made available to the activity promoter for consideration within their promoted activity.	Street V Street V Traffic M Adjuste	0.0	0.8	0.0	0.8	0.0	1.0	0.0	1.0	0.0	0.8	0.0	0.8	0.0	0.5	0.0	0.5	0.0	0.5	0.0	0.5	0%	0%	0%				
9	PUBLIC CONSULTATION / NOTIFICATION	To evaluate that appropriate consultation and publicity for the activity has or will take place with relevant stakeholders (such as resident and business groups, frontagers, police, public transport operators, travelling public, etc), and that stakeholders responses have been duly	Street V Street V Traffic M Adjuste	1.5	1.5	1.5	4.4	2.0	2.0	2.0	5.8	2.0	2.0	0.5	4.3	1.5	1.5	0.0	2.9	0.5	0.5	0.0	1.0	5%	5%	0%				
10	ENVIRONMENTAL CONSIDERATIONS	To evaluate that any matters which may have an environmental impact (such as noise and dust) are identified and appropriately actioned to demonstrate that the necessary balance of the issues and execution of the activity is reflected. This may include discussions with	Street V Street V Traffic M Adjuste	1.0	1.0	0.0	2.0	2.0	1.0	3.0	1.0	1.0	0.0	2.0	0.0	0.5	0.0	0.5	0.0	0.5	0.0	0.5	0.0	0.5	0%	0%	0%			
11	PROMOTER GENERATED TELEPHONE CALL OR CONTACT	All relevant promoter generated telephone calls and/or emails are processed in regard to submitted permit applications. These may relate to enquiries on progress of application, requests for an early start prior to the submission of an application, or provision of	Street V Street V Traffic M Adjuste	0.5	0.5	0.0	0.5	0.5	0.5	0.5	0.5	0.3	0.3	0.0	0.5	0.5	0.5	0.0	0.5	0.3	0.3	0.0	0.5	50%	50%	0%				
12	STRATEGIC PROJECT PLANNING ASSESSMENT	Input may be requested by the activity promoter or required by the authority on activities affecting an area such as a major network or mains replacement programme. Reference to output from routine co-ordination forums may be necessary. This task may	Street V Street V Traffic M Adjuste	1.0	2.0	3.0	4.5	4.0	2.0	6.3	2.0	2.0	1.5	3.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	40%	40%	10%				
13	CONTROLLED PARKING ASSESSMENT	To evaluate that provisions have been made by the promoter for suspending or modifying controlled parking arrangements. Consideration will also have been given to providing alternative parking arrangements where practicable.	Street V Street V Traffic M Adjuste	0.5	0.5	0.5	1.5	1.5	1.5	4.0	0.5	0.5	0.0	1.0	0.5	0.5	0.0	1.0	0.5	0.5	0.0	1.0	0.5	0.5	0.0	0.0				
14	TEMPORARY TRAFFIC RESTRICTIONS (ROAD TRAFFIC REGULATION ACT)	To verify that provisions have been made by the promoter to obtain the required approval/notice/order that relate to traffic regulation (such as road closures, banned turns, bus lanes, etc).	Street V Street V Traffic M Adjuste	2.0	1.0	0.5	2.5	4.0	3.0	5.6	2.0	2.0	0.0	2.6	1.0	1.0	0.0	1.3	1.0	1.0	0.0	1.3	0.7	0.7	0.0	1.3	35%	35%	0%	
15	PORTABLE LIGHT SIGNALS	Verify that the authority process for obtaining prior approval for the placement of portable light signals has been undertaken by the activity promoter.	Street V Street V Traffic M Adjuste	2.5	2.0	0.5	3.2	5.0	3.0	5.3	4.5	3.0	0.5	5.0	2.5	2.0	0.0	2.7	2.5	2.5	0.0	2.7	1.5	1.2	0.0	2.7	40%	40%	0%	
16	DETAILED TRAFFIC MANAGEMENT ASSESSMENT	If an assessment is made that the activity may have an adverse impact on traffic flows, a more detailed traffic management proposal is requested and evaluated prior to permit determination. Evaluation may require scrutiny of activity method statements and site plans.	Street V Street V Traffic M Adjuste	1.0	1.0	0.5	2.4	12.0	7.5	23.5	4.0	4.0	1.0	8.6	1.0	1.0	0.0	1.9	1.0	1.0	0.0	1.9	1.0	1.0	0.0	1.9	5%	5%	0%	
17	ACTIVITY SPECIFIC CO-ORDINATION MEETING	An activity specific office based co-ordination meeting to discuss complex activity proposals (including traffic management proposals and work method). This task may require attendance of other organisations, such as the police, environmental authority and public	Street V Street V Traffic M Adjuste	2.0	2.0	2.0	6.0	3.0	3.0	9.0	1.0	1.0	1.0	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0%	0%	0%
18	SITE VISIT	A site visit may be made to ascertain a more detailed understanding of the extent of the proposed activity, the potential impact on environmentally sensitive areas, and any special local circumstances that need to be considered. The site visit may involve other	Street V Street V Traffic M Adjuste	2.5	1.0	0.0	2.6	5.2	1.0	4.7	5.2	1.0	0.0	4.7	1.5	1.0	0.0	1.9	1.5	1.5	0.0	1.9	1.1	0.8	0.0	1.9	25%	25%	0%	
19	PERMIT DECISION AND ATTACHED CONDITIONS	After progression through the tasks of the permit application process, a decision is made to give either: a) Provisional Advanced Authorisation for a Permit; b) Permit Approval; or c) a Permit Refusal. Any approved applications will be issued with relevant	Street V Street V Traffic M Adjuste	0.5	1.5	0.1	2.1	0.5	3.0	4.0	0.5	2.5	0.0	3.0	0.5	1.0	0.0	1.5	0.5	1.0	0.0	1.5	0.5	1.0	0.0	1.5	0%	0%	0%	
20	ACTIVITY START AND FINISH CHECKS	Data validation and data content check of works start, works clear and works closed notices to ensure the data is compliant with the Technical Specification for EToN and that the notice information is intuitive and consistent with the permit and any conditions applied.	Street V Street V Traffic M Adjuste	0.0	0.0	0.0	0.0	10.0	2.0	9.0	7.0	2.0	0.0	6.8	3.0	1.0	0.0	3.0	3.0	3.0	0.0	3.0	2.3	0.8	0.0	3.0	25%	25%	0%	
21	REINSTATEMENT NOTICES CHECK	Data validation and data content check of the registered reinstatement for the activity to ensure the data is compliant with the Technical Specification for EToN and that the registration information is intuitive and consistent with the permit, its conditions, and the previous notices	Street V Street V Traffic M Adjuste	0.0	0.0	0.0	0.0	0.5	1.0	1.8	0.5	1.0	0.0	1.3	0.5	0.8	0.0	1.3	0.5	0.8	0.0	1.3	0.5	0.8	0.0	1.3	0%	25%	0%	
22	ACTIVITY CANCELLATION	Data validation and data content check for the cancellation notice. Verification that no unauthorised activity has taken place, and that associated parking suspensions, TROs, etc have been cancelled. Notification of cancelled works to affected stakeholders.	Street V Street V Traffic M Adjuste	0.0	0.5	0.0	0.5	1.0	2.0	3.0	0.0	1.0	0.0	1.0	0.0	0.5	0.0	0.5	0.0	0.5	0.0	0.5	0.0	0.5	0.0	0.5	0%	0%	0%	
23	INFORMAL DISPUTE RESOLUTION	This task is specific to seeking a local resolution of a dispute. A failure to resolve the dispute will move the issue to the formal dispute resolution stages of the appeals procedures, adjudication and arbitration.	Street V Street V Traffic M Adjuste	0.5	0.5	0.5	1.5	1.0	1.0	3.5	1.0	1.0	1.5	3.5	0.5	0.5	0.0	1.0	0.5	0.5	0.0	1.0	0.5	0.5	0.0	1.0	0%	0%	0%	
24	COMPLAINTS AND ENQUIRIES	To seek ownership and resolution of any complaints or enquiries generated from the promoted activity. These may arise before the activity has commenced in relation to public consultation or notification.	Street V Street V Traffic M Adjuste	1.4	1.4	0.2	1.7	4.0	4.0	5.5	2.0	2.0	1.0	2.8	2.0	2.0	0.5	2.5	2.0	2.0	0.5	2.5	1.1	1.1	0.3	2.5	45%	45%	45%	
TOTAL				29.7	33.7	13.4	76.8	77.4	57.3	25.5	160.2	48.0	42.7	8.5	99.2	27.8	29.7	1.0	58.5	22.3	25.8	0.5	48.6	13%	18%	4%				
TOTAL				25.0	27.6	12.9		64.0	47.7		39.2	34.8	7.8		23.3	23.8	0.7		18.1	20.5	0.3		169.5	154.4	45.6					
TOTAL																														

Final A		65.5		135.7		81.8		47.7		38.9		369.5
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HOURLY												
Street #	£27			£68		£42		£25		£19		
Street #		£34			£58		£42		£29		£25	
Traffic #			£22		£41		£13		£1		£0	
PRE-OPER			£82		£167		£97		£55		£45	

Factor Ref.	Additional Operational Factors The details for any percentage adjustment items required for the overall running of the permit scheme.	Operational Description										
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A	PRODUCTION OF KEY PERFORMANCE INDICATORS (KPIs)	To run and produce annual reports for a minimum of 4 out of the 7 Key Performance Indicators (KPIs) detailed in the Code of Practice for Permits.	3%	£2	3%	£5	3%	£3	3%	£2	3%	£1
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B	INVOICING COSTS	To produce and issue invoices for PAA, permits, and permit variation fees, including dealing with follow-up queries and chasing outstanding	5%	£4	5%	£8	5%	£5	5%	£3	5%	£2
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C	IT SOFTWARE AND HARDWARE COSTS	Costs for software and hardware associated with deploying and maintaining an IT system for handling the permit process that is compliant	5%	£4	5%	£8	5%	£5	5%	£3	5%	£2
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D	UNAUTHORISED AND ABANDONED ACTIVITIES	To assess and action all situations of unauthorised activities irrespective of the stage of works, the activity type, permit conditions or those conditions	2%	£2	2%	£3	2%	£2	2%	£1	2%	£1
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E	MANAGEMENT AND MONITORING	To manage and monitor the operation of a permit scheme to ensure compliance with the provisions of the permit scheme approved by the	5%	£4	5%	£8	5%	£5	5%	£3	5%	£2
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TOTAL PERCENTAGE	20%	£16	20%	£33	20%	£19	20%	£11	20%	£9	20%	£18
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OWA	£98	£200	£117	£66	£54
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DWA	£105	£240	£130	£65	£60
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