

Bracknell Forest Council Highway Network Management

Coordination “Early Start” Process

Overview

Whilst the minimum advanced notification periods relative to the type of Permit are defined in statute, it may be advantageous for either or both authority and works promoter to agree that activities can start before this period.

Where an activity starts before the end of the defined notification period this is termed an Early Start.

Early Start requests can be made by the Works Promoter to the Authority and the Code of Practice for Permits states that requests should not be unreasonably refused. They are however not guaranteed and cannot be assumed.

The Code of Practice for Permits goes on to state that a Works Promoter may request an early start before or after applying for a Provisional Advanced Authorisation or Permit Application as appropriate.

The South East Permit Scheme adds "The Permit Authority will give consideration to allowing early starts" subject to the following rationale;

- 1 There is no reason not to do so, or it is actually beneficial to do so
- 2 The activity promoter requesting the early start is able to demonstrate a legitimate reason for the request
- 3 Every effort has been made to adhere to the specified minimum advance notice periods specified in the Permit Scheme Regulations
- 4 There is no history of continual requests for early starts from the activity promoter.

Reference should be made to Section 3.10 of the South East Permit Scheme and Section 10.15 of the Code of Practice for Permits

Detail

There are two processes relating to Early Starts. Early Starts can be pre agreed and included on the Provisional Advanced Authorisation or Permit Application. Alternatively they can be requested by submitting a Variation to a pre submitted Application.

An Early Start included in the initial Application will not be subject to a Variation fee.

An Early Start request submitted via Variation following the initial Application will be subject to the Permit Grant Fee and the Variation fee.

Early Start requests made by Variation for a date prior to the Deemed date of the Permit cannot be guaranteed to be processed.

Pre agreed early starts need to be requested on the permit application. It is probable that early discussion will already have been had by the works promoter and the coordinator.

With either pre agreed early starts a unique identifier will be issued confirming the agreement.

In summary, if an Early Start is required with the Permit Application, the coordinator will send a response via the permit either refusing with reasons or with the unique identifier. Alternatively once the Permit Application has been submitted a Variation is required to request an early start.

Early Starts should not be requested via any other means.