

## The application form

Southampton Permit Scheme

### Procedural requirements for submitting new permit schemes.

For references:

- ❖ DMD = the relevant part of the Department for Transport Guidance on Permit Schemes – Decision- making and development (2nd edition) November 2010.
- ❖ AAN = the Additional Advice Note – for developing and operating future Permit Schemes’ document issued January 2013.

No.	DfT Ref	Subject	Yes/No	Ref in scheme doc
1	DMD 8.1 All AAN	<b>Covering Letter:</b> <ul style="list-style-type: none"> <li>❖ Legal name of the authority / authorities</li> <li>❖ list of documents;</li> <li>❖ Confirms the scheme meets the requirements contained in the ‘Additional Advice Note’ guidance document.</li> <li>❖ EToN compliance Letter</li> <li>❖ Table showing Regulations compliance.</li> </ul>	YES YES YES YES YES	Covering Letter Covering Letter Scheme Annex EToN Letter Annex B
2.	DMD 7 AAN para 11	<b>The Permit Scheme document</b> <ul style="list-style-type: none"> <li>❖ Clearly defines the streets scheme applies to as set out in the Additional Advice Note.</li> <li>❖ Details the team that will be in place to operate scheme.</li> <li>❖ Approach to post-implementation evaluation</li> <li>❖ Demonstrates benchmarking undertaken &amp; completed (DMD 1.2,3 &amp;4)</li> </ul>	YES YES YES YES	2.6.6 CBA 6.3 Section 22 Scheme Annex
		Demonstration of compliance with the non-discrimination obligation – <b>Regulation 4 (c) &amp; Regulation 40.</b>	YES	2.8.3 + 22.1.1

4.	<b>DMD 2</b>	Permit Scheme Objectives (including improvements expected) – <b>Regulation 4 (b)</b>	YES	Section 3 of Scheme Doc
5.	<b>DMD 3</b>	Type of Permit Scheme decided and the name of every person who is a highway authority for one or more of the specified streets – <b>Regulation 4 (a).</b>	YES	Section 1.1.1 of Scheme Doc
6.	<b>DMD 6</b>	How and when the Permit Authority proposes to evaluate the scheme so as to measure it continually against its objectives <b>Regulation 4 (d)</b> [by written statement from senior manager].	YES	Section 17.5 of Scheme Doc
7.	<b>DMD 8</b>	The costs and benefits (whether or not financial) which the Permit Authority anticipates will result from that permit scheme – <b>Regulation 4 (e)</b>	YES	CBA
8.	<b>DMD 8 AAN - para 12 &amp; 23</b>	<p>The evidence considered by the Permit Authority as to the fees which may be charged, and the reasons for its decision (fees matrix) - <b>Regulation 4 (f).</b></p> <p>LA Undertaking - Fee self-certification.</p> <p>To confirm that the fees and costs are developed in line with the Regulations (<b>Regulation 15.3.1</b>) and proportionate to the value added by issuing a permit and as reflected in the Additional Advice Note.</p> <p>That the scheme conforms to the revised fee structure (i.e. that the category of 'major works' is split into three based on duration, with separate fees attached to each sub category.)</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Fees Matrix and CBA Letter</p> <p>CBA</p> <p>Section 24</p>
9.	<b>DMD 8</b>	Proposed Implementation date – <b>Regulation 4 g).</b>	YES	2.3.6
10.	<b>DMD 8</b>	Details of any transitional arrangements which the Permit Authority would wish to apply in relation to the permit scheme coming into effect - <b>Regulation 4 (h).</b>	YES	Section 21 of Scheme Doc
11.	<b>DMD 8</b>	Consultation Report – <b>Regulation 3 and 4 (g) – changes to scheme</b> (track changes) post consultation.	YES	Report and Tracked Doc
12.	<b>DMD</b>	Memorandum of Understanding (MOU)	YES	Signed

<b>13.</b>		References to Nationally significant initiatives for example: <ul style="list-style-type: none"><li>❖ Implementation of Superfast Broadband</li><li>❖ HS2</li></ul>	YES	Section 2.3.5 the Scheme Doc
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