

South East Permit Scheme

How do I apply
for a Permit?



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This document should be read in conjunction with the South East Permit Scheme Document (available on the West Berkshire Council web site) with specific reference to Section 3 “How to Make a Permit Application”.

The Permit Authority will use the processes and principles in the co-ordination process detailed in the Traffic Management Act 2004 - Code of Practice for Permits issued by the Department for Transport (DfT).

This document should also be read in conjunction with the document “When Do I Need a Permit?” also available on the West Berkshire Council web site.

A Permit is required for registerable activities on all streets in West Berkshire maintainable at the public expense. A promoter who wishes to carry out such an activity must obtain a permit from the Permit Authority prior to the commencement of the activity. It is an offence for activities to commence until the Permit is granted.

The permit will allow the promoter to:

- Carry out the specified activity;

- At the specified location;

- Between the dates shown; and

- Subject to any generic condition that may apply to the permit and

- Any specific conditions that may be included in the permit.

Permit applications must be made to the Permit Authority electronically via Electronic Transfer of Notifications (EToN) unless there is a failure in the electronic system, or the applicant is a one-off promoter, whereby e-mail applications are acceptable.

All applications must comply with the definitive format and content of both paper and electronic permit applications given in the Technical Specification for EToN. The description of activities and other information should be in plain English without any industry specific jargon.

Promoters without access to EToN are encouraged to move to an electronic system without delay.

One-Off promoters should apply for a Permit using the Permit Pro Forma available on the West Berkshire Council web site. This should be fully completed including reference to the appropriate Standard Conditions and Model Conditions and returned to the Street Works department via the e-mail address on the bottom of the form. Incomplete forms cannot be processed and will be returned.

Activities must not commence without the Permit being agreed by West Berkshire Council Street Works.

Please note you do not have permission to work on the highway until you have received authorisation from West Berkshire Council Street Works department. It is an offence to undertake a registerable activity on the highway without a valid Permit.

Fees and Charge rates are also available on the West Berkshire Council web site