



## ADVICE NOTE 4 Revised Durations

### What is the Issue?

- When attempting to send a Variation Application (applying to extend the duration of works) some undertakers (Stats and Internal Works Promoters) are not following the correct EToN procedure leading to the incorrect notice type being sent

### What Should be sent?

- A Duration Variation Application

### What is being sent?

- A Revised Duration Estimate Notice

### What are the consequences?

- Permit Authorities will see both only as one Notice type in their Systems (Revised Duration) Unless they drill in directly into each notice via the notice history
- Permit Authorities will not be able to Grant or Refuse such notices
- Legally, an application is not being made to vary the permit duration , therefore working after the end date of the most recently granted application is a Criminal Offence whether is has been agreed verbally or not. This may lead to Fixed Penalty Notices and or Prosecutions for working without a Permit
- Permit Authorities do not get the opportunity to Grant such applications.

- **What is causing this issue?**

- When creating the notice, Instead of just adding agreement numbers/Justifications in the notice text box, the undertaker is also adding an 'TMA EToN Agreement' type 8 'Revised Reasonable Period'.
- This agreement reason type has been available since 2008 and is only for use where the Reasonable Period has been challenged and the new Revised Duration Estimate Notice reflect agreements made for the new Section 74 duration. This agreement is then sent by the undertaker to reflect the new duration. It is **NOT** a permit related variation Application

- **What is the solution?**

- The undertaker must follow the correct EToN procedure. This involves using only the Notice Text Field (and not adding an agreement type 8) when attempting to issue a Duration Variation Application



REAL LIFE EXAMPLE ON NEXT PAGE





**ADVICE NOTE 4 Revised Durations Continued – Live Example**

Insight Enterprise - Street Works - Works Reference Details

Works Ref: JG082-E/F1144401 United Utilities PLC - EXCALON - UNPLANNED/REACTIVE FAULTS  
 L.A.Ref: 01026425 Works Status: IN PROGRESS Permit Scheme:  T/S  P/S  L/R  
 Address: WILMSLOW ROAD E/D  Res  Oth  
 MANCHESTER, MANCHESTER C/W CARRIAGEWAY TYPE 2 - 2.5 TO 10 MS  
 NSG Ref: 245/20852 F/W  
 Description: Excavate to standard depth 1 X 13meter x 2.0 meter joint bay in carriageway to repair underground  
 Location: OUTSIDE BALLBROOK FLATS Post Code

| Date/Time        | Event            | Details                              | Username            | Obj?                     | Msg?                                | Alt |
|------------------|------------------|--------------------------------------|---------------------|--------------------------|-------------------------------------|-----|
| 04/07/2013 10:57 | TWO HOURS AFTER  | IN PROGRESS: 04/07/2013 - 22/07/2013 | EToN Import Process | <input type="checkbox"/> | <input checked="" type="checkbox"/> |     |
| 04/07/2013 12:47 | GRANT PERMIT     | JG082E/F1144401.1.1                  | Jaine Clarke        | <input type="checkbox"/> | <input type="checkbox"/>            |     |
| 22/07/2013 14:16 | REVISED DURATION | IN PROGRESS: 04/07/2013 - 29/07/2013 | EToN Import Process | <input type="checkbox"/> | <input checked="" type="checkbox"/> |     |
| 22/07/2013 14:17 | GRANT VARIATION  | JG082E/F1144401.2.2                  | Jaine Clarke        | <input type="checkbox"/> | <input type="checkbox"/>            |     |
| 26/07/2013 13:56 | REVISED DURATION | IN PROGRESS: 04/07/2013 - 02/08/2013 | EToN Import Process | <input type="checkbox"/> | <input checked="" type="checkbox"/> |     |

**Original 2 Hour Permit Granted**

**First Revised Duration Notice sent correctly using 'Notice Text' only. No EToN Agreement was used, therefore a Duration Variation Application was received. The variation was duly granted.**

Insight Enterprise - Street Works - Works Reference Details

Works Ref: JG082-E/F1144401 United Utilities PLC - EXCALON - UNPLANNED/REACTIVE FAULTS  
 L.A.Ref: 01026425 Works Status: IN PROGRESS Permit Scheme:  T/S  P/S  L/R  
 Address: WILMSLOW ROAD E/D  Res  Oth  
 MANCHESTER, MANCHESTER C/W CARRIAGEWAY TYPE 2 - 2.5 TO 10 MS  
 NSG Ref: 245/20852 F/W

Notice Type: REVISED DURATION  
 Works Type: IMMEDIATE (URGENT)  
 Works Status: IN PROGRESS  
 Primary Recipient: Manchester City Council  
 Issued Date: 22/07/2013 14:00  
 Proposed Start Date: 04/07/2013 08:30  
 Actual Start Date: 04/07/2013 08:30  
 End Date: 29/07/2013  
 Inspection Units: 1 ESTIMATED  
 Interim Reinstatement:  
 Permanent Reinstatement:  
 Remedial Reinstatement:  
 Clear Date:  
 Originated: 22/07/2013 13:58  
 Assessed by: Jaine Clarke on 22/07/2013 at 14:17

Sequence: 0002  
 Notification Type: DURATION VARIATION APPLICATION  
 Phase Type: ASSET ACTIVITY & REINSTATEMENT IF REQ  
 Notice Sent Late?  Notice Cancelled?  
 Duration: 18 Working Days  
 Works Description: Excavate to standard depth 1 X 13meter x 2.0 meter joint bay in carriageway to repair underground high voltage cable fault to restore loss of supply, followed by a permanent reinstatement.  
 Notice Text: EXTENSION NEEDED DUE TO A GAS LEAK

**Second Revised Duration Notice sent but sent as a 'Revised Duration Estimate'**

**Whilst Notice text was added correctly, the agreement type 8 'Revised Reasonable Period' was added. This incorrectly input agreement could be viewed here via the agreements button if required**

Insight Enterprise - Street Works - Works Reference Details

Works Ref: JG082-E/F1144401 United Utilities PLC - EXCALON - UNPLANNED/REACTIVE FAULTS  
 L.A.Ref: 01026425 Works Status: IN PROGRESS Permit Scheme:  T/S  P/S  L/R  
 Address: WILMSLOW ROAD E/D  Res  Oth  
 MANCHESTER, MANCHESTER C/W CARRIAGEWAY TYPE 2 - 2.5 TO 10 MS  
 NSG Ref: 245/20852 F/W

Notice Type: REVISED DURATION  
 Works Type: IMMEDIATE (URGENT)  
 Works Status: IN PROGRESS  
 Primary Recipient: Manchester City Council  
 Issued Date: 26/07/2013 13:40  
 Proposed Start Date: 04/07/2013 08:30  
 Actual Start Date: 04/07/2013 08:30  
 End Date: 02/08/2013  
 Inspection Units: 1 ESTIMATED  
 Interim Reinstatement:  
 Permanent Reinstatement:  
 Remedial Reinstatement:  
 Clear Date:  
 Originated: 26/07/2013 13:08

Sequence: 0003  
 Notification Type: REVISED DURATION ESTIMATE  
 Phase Type: ASSET ACTIVITY & REINSTATEMENT IF REQ  
 Notice Sent Late?  Notice Cancelled?  
 Duration: 22 Working Days  
 Works Description: Excavate to standard depth 1 X 13meter x 2.0 meter joint bay in carriageway to repair underground high voltage cable fault to restore loss of supply, followed by a permanent reinstatement.  
 Notice Text: PF181267135

Buttons: View Details, Re-Issue, Correction, Produce Report, Recipients, Agreements, Attachments, Conditions