

Overrunn FAQ

Contents

What does it mean when we say that works are 'overrunning'?	3
Does this mean that we have to clear the site?	3
Works are emergency, it would be dangerous to leave it as it is.	3
The extension request was submitted before the permit expired, surely it is HCCs fault if it wasn't granted on time.	3
We tried to phone the area coordinator, but there was no answer; we left a comment on the permit/ we sent an email to the coordinator.	4
We have an email saying that an extension is okay.	4
We submitted a duration challenge non-acceptance to dispute your duration challenge.	4
This was caused by an administrative error.	5
When we looked on One Network it showed us we had a permit.	5
How much is the daily charge?	5
What can we do to reduce the overrun charge?	5

What does it mean when we say that works are ‘overrunning’?

Every permit has multiple dates attached to it (you can see these on the permit).

- The proposed start and end dates (which change to the actual start date and proposed end date) are the *permit dates*.
- The *validity period* is the last day you can start work
- The *reasonable period* is the last day you can work without incurring additional charges. This is also the last day your permit can be extended (the cut off is at 16:30). After this date/time, only the *permit dates* will be extended.

Once the *reasonable period* has expired, we may grant extensions to the permit, but are extremely unlikely to grant extensions to the *reasonable period*.

If you have not applied for an extension (i.e. your *permit dates* have passed), you are occupying the highway illegally and overrunning. HCC will not even consider a reduction on the overrun charges in this situation.

Does this mean that we have to clear the site?

No, if you have a valid and active permit, this grants you permission to occupy the road space. However, you are now paying an additional daily charge.

If you have not yet applied for an extension of the permit dates, this must be submitted as soon as possible.

Works are emergency, it would be dangerous to leave it as it is.

You are not being asked to abandon the site. However, you will incur a daily charge until the site is fully returned to normal use. This includes the removal of all traffic management, the replacement of any road markings that may have been removed and the reinstatement of all excavations (including bar holes). If you have caused any damage to the verges, these must also be reinstated or ‘made good’.

The extension request was submitted before the permit expired, surely it is HCCs fault if it wasn’t granted on time.

Requests for an extension of duration should be made as soon as they are known to be required, and should contain detail of what has become apparent that could not have reasonably been known before the works started. The legal timescale for processing a change request is two working days.

If the request is submitted late, then it is the works promoter’s responsibility to take all reasonable steps to speak with a member of the HCC street works team before the permit expires.

This should be the exception rather than the rule as there should not be many circumstances where a works promoter doesn’t know until the last minute that they won’t finish on time.

We tried to phone the area coordinator, but there was no answer; we left a comment on the permit/ we sent an email to the coordinator.

'All reasonable steps' means doing more than phoning one person. HCC have five coordination teams, each with 2 members (each with a phone). Although sickness, holidays, lunch breaks and meetings have to be considered, there is never a working day when there is no one available all day. Sending an email or adding a comment is useful for recording information, but should not be used as mediums for urgent communication.

If there is more than a day until the *reasonable period* expires, sending an email is an appropriate first step, however if no response is received by lunch time on the last day of the permit, then a phone call should be made. Any requests on the last day of the *reasonable period* should be submitted on the permit and then also backed up with a phone call.

<https://documents.hants.gov.uk/traffic-management-districts/HCC-Streetworkscontactdetails.pdf>

We have an email saying that an extension is okay.

This is just an email giving agreement in principle. An extension request must be submitted on the permit and granted before 16:30 on the *reasonable period* date. It is not the coordinators responsibility to explain this, and it has to be assumed that work promoters are aware of relevant legislation.

We submitted a duration challenge non-acceptance to dispute your duration challenge.

Most overruns occur because the extension request was submitted after the *reasonable period* or too close to the *reasonable period* for assessment. In these cases, a duration challenge non-acceptance is not appropriate.

If HCC have duration challenged on an extension request made within the legal timescales, then the works promoter may submit a dispute in the form on a duration challenge non-acceptance, however unless HCC agrees with the dispute, no changes will be made on the permit and the overrun will apply. It is recommended that these duration challenge non-acceptances are backed up with a phone call. It should be noted that extensions are for when new information becomes apparent that could not have reasonably been known before the works started. It is the works promoter's responsibility to plan works correctly, and although some small deviations from the original works duration may occur, HCC will refuse extensions where it considers the works promoter has exceeded what is reasonable for the job (for example, if we have evidence that site is not being actively worked on).

This was caused by an administrative error.

A large proportion of overruns are caused either by administrative errors, a lack of NRSWA knowledge or poor processes. The purpose of issuing overruns and overrun charges is to secure the expeditious movement of traffic on the highway network, it is not a punishment for mistakes. Works promoters should be prepared to add extra resources, work longer hours, put out extra communication etc if they want a reduction in the end charge.

The goal for HCC is to get the network clear for highway users, or at least make sure that the minimum of disruption is caused by the works. What is financially best for the works promoter is not a consideration for HCC or for members of public that are impacted by the works.

When we looked on One Network it showed us we had a permit.

One Network is a third party tool which shows limited information. It does not show you if works are overrunning or not.

How much is the daily charge?

The daily charge is set by legislation and can vary from £250 a day for an overrun in the footway of a type 3, non-traffic sensitive street, to £10,000 a day for an overrun in the carriageway of a type 1 traffic sensitive street.

What can we do to reduce the overrun charge?

Once the *reasonable period* has expired, works are overrunning; this is not a matter of debate. However, there are steps that can be taken to reduce the overall charge (this is calculated after the site is clear). Please note this is not an extensive list, essentially the works promoter should explore and implement ways of reducing the impact on the traffic, pedestrians, residents, other works promoters, businesses etc, even if these changes come at a cost to the works promoter.

- Make sure that the permit dates are kept updated, this means submitting extension requests when required
- Consider methods to speed up the works – discuss these with HCC (extended working hours, weekend working) – be prepared to submit evidence that these steps were taken
- If the works clash with other works, take proactive steps to try and arrange collaborative working.
- Increase your comms onsite and in the media to keep local people informed
- Consider how the site can be changed to reduce the impact on traffic – discuss this with HCC – be prepared to submit evidence showing changes that were made