

# Yorkshire Common Permit Scheme For Road Works and Street Works



Traffic Management Act 2004

## Permit Invoicing

Yorkshire Common Permit Scheme: Permit Advice Note No. Three

<b>Document Name:</b>	<i>Permit Invoicing</i>	<b>Document No:</b> YPAN/003
<b>Date Issued:</b>	<i>28 March 2012</i>	
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<b>Related Documents:</b>		

## **Background:**

In order to adopt a reasonably consistent approach to invoicing the following details are provided. It is recommended that YCPS Authorities take these details into account when organising their invoicing arrangements.

## **Advice:**

- 1) The Permit Authority will produce a pre-invoice schedule, as an Excel spreadsheet, at the beginning of every month for any charges becoming payable in the previous month.
- 2) The following fields should be included in the schedule (other fields may be included at the Authority's discretion/Works promoter request):
  - a) Local Authority reference no. (LA Code)
  - b) Works Promoter prefix
  - c) Permit reference (including suffixes)
  - d) Date of charge (date of application / variation approval)
  - e) Type of charge (PA approval / Variation etc)
  - f) Amount of charge
  - g) Permit Address (road name)
  - h) Permit Locality (town/district)
  - i) Charge accepted (left blank)
  - j) Charge Comments (left blank)
- 3) Each schedule will contain information for one Works Promoter, there will not be a separate schedule for each individual promoter prefix unless specifically requested to do so.
- 4) The schedule will be sent to the e-mail address specified by the Works Promoter.
- 5) Works Promoters will be given 10 working days to dispute any charges, after this period an invoice will be raised for all non-disputed charges. It is recognised that the charge could be disputed once the invoice has been raised.
- 6) Any disputes should be made in writing, preferably by return of comments on the pre-invoice schedule, to the e-mail specified by the Permit Authority.
- 7) The charges for Provisional Advance Authorisations (PAAs), Permit Applications (PAs) and variations are standardised, and the accompanying fee matrix (see Appendices A and B below) ensures transparency, therefore it is envisaged that there is limited scope for disputes.
- 8) Permit Authorities welcome a pro-active approach to charges, and encourage that disputes regarding proposed charges be raised prior to the pre-invoice schedule being issued.

**Appendix A – YCPS Fee Charging Matrix (Major Works)**

Transaction/Status	Deemed	Approved	Refused	Cancelled after decision	Cancelled before decision	Revoked breach of conditions	Revoked no fault of promoter
<b>Major Works</b>							
PAA	No charge	Charge applied on receipt of PA	No charge	PAA only payable on receipt of PA - no charge	No charge	N/A	N/A (New PAA would be submitted which would become chargeable when PA is received)
PA following a PAA	No charge - PAA charge applied (assuming the PAA was approved not deemed)	PAA & PA charges applied	PAA charge	PAA & PA	PAA	PAA & PA charge	PAA & PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Modified PA following a granted PAA and a previously refused PA	No charge - PAA charge applied (assuming the PAA was approved not deemed)	PAA & PA charge	PAA charge	PAA & PA	PAA	PAA & PA charge	PAA & PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Variation following granted PA	No charge - PAA/PA charge applied (assuming the PAA and PA were approved not deemed)	PAA & PA & Variation charge	PAA & PA charge	PAA & PA & variation charge	PAA & PA	PAA & PA & variation charge	PAA & PA & Variation charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Authority imposed Variation	No charge - PAA/PA charge applied (assuming the PAA and PA were approved not deemed)	PAA & PA charge applied	N/A	PAA & PA	PAA & PA	PAA & PA charge	PAA & PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only

## Appendix B – YCPS Fee Charging Matrix (Non-Major Works)

Transaction/Status	Deemed	Approved	Refused	Cancelled after decision	Cancelled before decision	Revoked breach of conditions	Revoked no fault of promoter
<b>Non-Major Works</b>							
Permit Application (PA)	No charge	PA charge	No charge	PA charge	No charge	PA charge	PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Modified PA following a refused PA	No charge	PA charge	No charge	PA charge	No charge	PA charge	PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Variation following granted PA	No charge - PA charge applied	PA & Variation charge	PA charge	PA & Variation charge	PA charge	PA & variation charge	PA & variation charges stand - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Revised duration variation following granted PA taking work in to the next works category	No charge for variation difference in work category charge applied - PA charge applied	PA/Variation charge & difference in works category applied	PA charge	PA/Variation charge & difference in works category applied	PA charge	PA/Variation charge & difference in works category applied	PA/variation & difference in works category stand - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only
Authority imposed Variation	No charge - PA charge applied	PA charge	N/A	PA	PA charge	PA charge	PA charge stands - Authority imposed variation will be submitted or no charge on subsequent PAA/PA only

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Yorkshire Common Permit Scheme Authorities