



Department
for Transport

Street Manager

Traffic Management Changes User Guide

Version 1.0
February 2023

Promoter user journey

BETA DEMO This is a new service - your [feedback](#) will help us to improve it.

haofficer@sm.com (Sign out)

CITY OF WESTMINSTER

Geographical areas: None applied [Change](#) [View map](#)

[Applications and works](#)
View and manage applications and works
[View and manage Duration challenges](#)

[Fixed penalty notices \(FPN\)](#)
View and manage FPNs

[Inspections](#)
View and manage all inspections

[Registered reinstatements](#)
View and manage reinstatements
[Expiring interim reinstatements](#)

[Comments](#)
Review and respond to outstanding comments

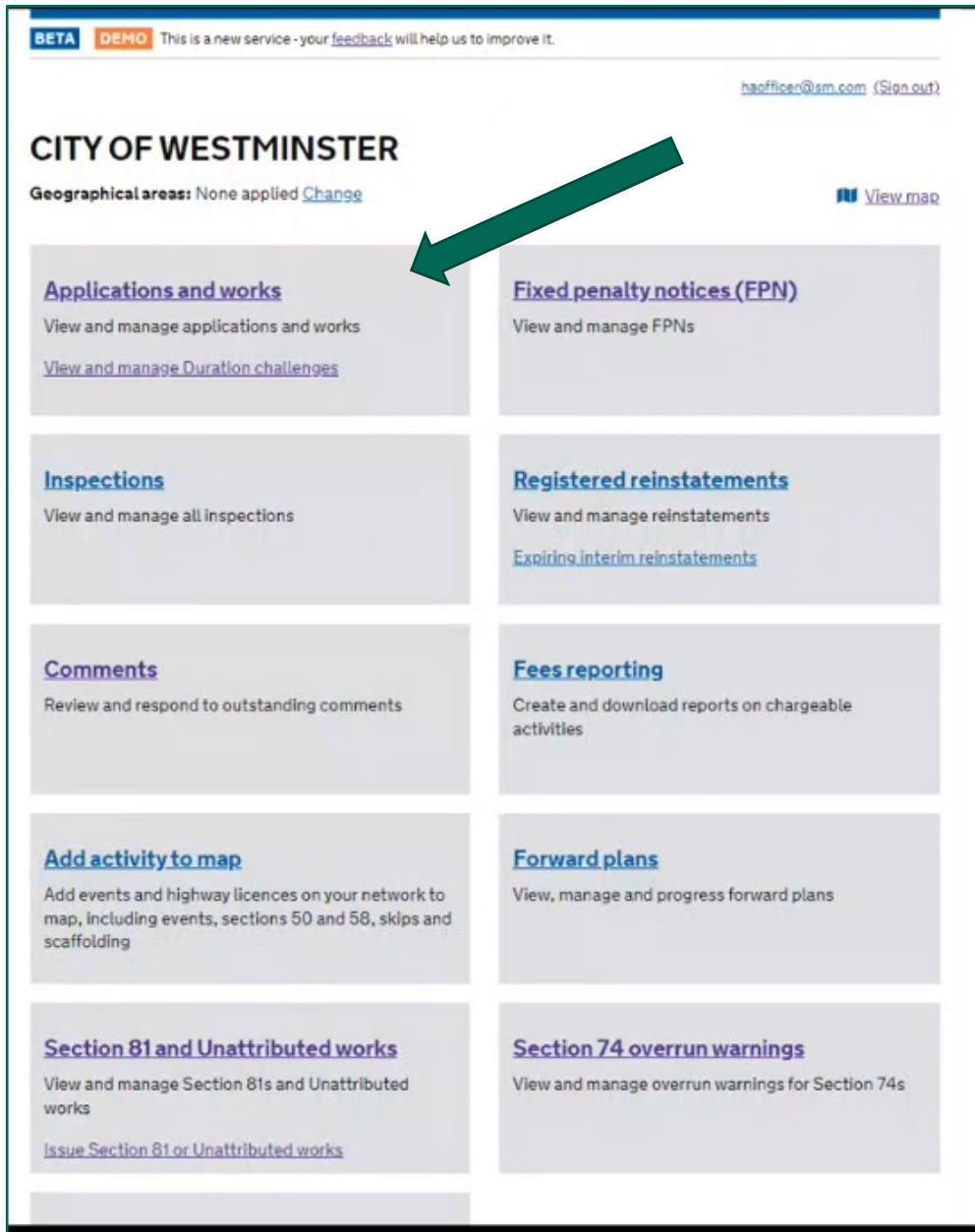
[Fees reporting](#)
Create and download reports on chargeable activities

[Add activity to map](#)
Add events and highway licences on your network to map, including events, sections 50 and 58, skips and scaffolding

[Forward plans](#)
View, manage and progress forward plans

[Section 81 and Unattributed works](#)
View and manage Section 81s and Unattributed works
[Issue Section 81 or Unattributed works](#)

[Section 74 overrun warnings](#)
View and manage overrun warnings for Section 74s



“ To apply a condition, raise a permit, or open an existing permit application within the application and works list page. ”



USRN details: 20601737 - THE MALL, EALING [View on map](#)

Location details: Footway, dadsa

Road type: Carriageway type 2 (2.5 to 10 MSA)

Activity

Activity type	Works for road purposes	Is lane rental applicable?	Yes
Response to COVID-19	No	Collaborative working	No
Excavation planned	No	Attachment(s)	keep-calm-and-analyse-requirements.org

Application details

Reference: 0000127188202-01

Application status: Submitted

⚠ Application due to deem on 08/02/2023

Highway Authority: [LONDON BOROUGH OF EALING](#)

Primary contact: [Smoke Test Promoter](#)

Workstream: 001 - Test Workstream

Works description: dadsadadas

Works category: Planned (Standard)


Work status: Planned [View works record](#)

Actions

- [Log works start](#)
- [Update application](#)
- [Go to works record to add comments or files](#)
- [Go to works history](#)
- [Link to a Section B1 or Unattributed works](#)
- [Cancel application](#)



“ Select ‘update application’ if you wish to update an existing permit. ”

Is lane rental applicable?	Yes	
Attach additional files	Yes	
Additional files attached		Change
Attachment 1	keep-calm-and-analyse-requirements.png	
Coordination and collaboration		Change
Is collaboration involved?	No	
Conditions		 Change
NCT01a	Not provided	
NCT01b	Not provided	
NCT11a	Not provided	
Additional details		Change
Additional works information	For Testing Purposes ONLY!	



“ Select ‘change’ to update the conditions on an existing permit. ”

- NCT08a**
Traffic Management Request
- NCT08b**
Manual Control of Traffic Management
- NCT09a**
Changes to traffic management arrangements
- NCT09b**
Traffic management arrangements to be in place
- NCT09c**
Signal Removal from operation when no longer required
- NCT09d**
Changes to traffic management arrangements

For the activities hereby permitted, it is a condition of this permit that, if there are planned and proposed changes to the traffic management arrangements, the works promoter must notify the authority a minimum of 3 working days before these changes are made.

Condition details (optional)

I



- NCT10a**
Employment of appropriate methodology
- NCT11a**
APPLIES TO ALL PERMITS Display of Permit Number

Activities shall not be carried out unless a site information reference number is on the site at all times for the duration of the works.

[olanner@sm.com](#)

[Back](#)

Change application details

Why do you need to change the application details?

Works reference: [0000127188202 \(opens in new tab\)](#)

Works location: THE MALL, EALING ([View on map in new tab](#))

Adding condition.

I

[Continue](#)



Select the condition you want to apply, enter the details in the dialogue box and press continue. On the next screen you should enter your reasons for updating the application.



Conditions [Change](#)

Changes Original details

What has changed

NCT01a	Not provided
NCT01b	Not provided
NCT11a	Not provided
NCT09d	As discussed on site and emailed to you with TM plans our phasing here is: 1st to 2nd - no c/way incursion. 3rd to 6th - some c/way incursion. 7th to 11th - lane closure.

“ The next screen will give you an opportunity to review your changes. Press ‘submit change’ and you will then see a confirmation screen to show that the change was successful. ”

Change request submitted

Change reference:
0000127188202-01-CR-01

What do you want to do next?

[View change request](#)

[View all change requests](#)

[View application](#)

[Go to homepage](#)



USRN details: 08400001 - FIRST AVENUE, QUEEN'S PARK, LONDON [View on map](#)

Location details: Carriageway, o/s Woolworths

Road type: Carriageway type 4 (up to 0.5 MSA)

Activity

Application details

Reference: 0000151096742-01

Application status: Granted

Highway Authority: [CITY OF WESTMINSTER](#)

Primary contact: [Smoke Test Promoter](#)

Workstream: 001 - Test Workstream

Works description: pick n' mix broken.

Works category: Immediate (Urgent)

Work status: In progress [View works record](#)

Actions

[Log works stop](#)

[Request change](#)

[Update current traffic management type](#)

[Go to works record to add comments or files](#)

[Go to works history](#)

[Link to a Section 81 or Unattributed works](#)

[Cancel application](#)

“ To change your traffic management type open the permit form the application and works list page and select ‘update current traffic management type.’ ”



This option will only appear on applications which have works status ‘in progress’.

Update current traffic management type

Traffic management type

- Road closure
 - Contraflow
 - Lane closure
 - Convoy workings
 - Multi-way signals
 - Two-way signals
- 24/7 contact details in case of failure
- Emergency contact**
Person or company name
-
- Emergency contact number**
Out of hours direct line (not a switchboard)
-
- Stop/go boards
 - Temporary obstruction 15 minute delay
 - Priority working
 - Give and take



Select the TM type from the list. You will have the option to enter emergency contacts. Once you have submitted the change you will see a confirmation screen.



Current traffic management type updated

What do you want to do next?

[View application](#)

[Go to homepage](#)