

Street Manager Tips & Tricks

Last updated: June 2022

Introduction



The Street Manager team has collated a '*hole*' host of tips & tricks for your organisation to '*dig*' into when using the system.

Welcome to the latest version of the document. We've refreshed the contents as the service has been updated and will continue to do so as time goes on.

Please get in touch with us if you '*excavate*' any other hints and tips via Slack or the Streetmanager@dft.gov.uk email.

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Did you know...?



Navigation, Search & Filtering

You can find the Street Manager Business Rules via the GitHub website:

 [Business Rules](#)

You can bookmark commonly used filters so that you do not need to define filters every time you login to Street Manager:

 [Google Chrome](#)

 [Internet Explorer](#)

You can find a list of commonly used filters that will support you in your role as either an authority or promoter:

 [Common Filters](#)

Did you know...?



By right clicking the 'view on map' button and selecting 'open in new tab', you can view the map and permit details side by side.



You can now upload more than one file at any one time, within a 10MB limit:



[Uploading Multiple Files](#)

Street Manager only supports the special characters hyphen and underscore. When creating a historic works for an EToN reference that contains special characters then replace the special characters with a hyphen or an underscore and ensure that the exact EToN reference is included in the historical permit works description field.

Work records/Permits

Add inspection to historical works

Historical works details

Start typing and/or select promoter organisation

VIRGIN MEDIA

Historical permit reference number

Enter the full EToN reference (External Transfer of Noticing). It must include organisation prefix and applicable district number

NK100-NEMTRE-NL-624396-1

Historical permit location description

Outside 166

Historical permit works description (optional)

Original EToN ref: NK100/NEMTRE/NL/624396/1



There is a guide to the S81 journey as designed by the Street Manager project team:



[S81 Journey](#)

Section 81s

Pending further enhancements to the S81 process, please follow the below tips:



Authority

To add a S81 type inspection, there is a link to add, or schedule, this type of inspection within the S81 works record page. This inspection type should only be used when carrying out an inspection on a S81 that has been previously reported.



Promoter

To help the HA and SU identify a permit associated to an agreed S81, use the **link to Section 81** link in the Actions box on the appropriate Application details screen. When the S81 is updated to 'mark s81 as fixed' the works record number or permit reference (if applicable) must be included in the additional details box.



Both

To make a comment related to a recorded S81, choose the topic type of general and insert the S81 works reference in the text box.

Did you know...?

Fixed Penalty Notices



Additional files

No files have been uploaded yet

Add a comment

Topic

FPN

Comment

MU30298532081- FPN-20 - this is a comment regarding a particular FPN reference

Add comment

FPN Comments

When making a comment relating to a particular FPN, insert the FPN number into the comment box.

Section 58s

Did you know...?



The Section 58 restrictions which are currently in force or active can be found in several places depending upon when they were activated.

For those S58 restrictions created in EToN prior to July 2020, they will remain in EToN and are still valid. The latest end date of any such S58 restrictions will be 30th June 2025.

For those S58 restrictions which were created in Street Manager as 'Activities' from 1st July 2020, they will remain as an activity in Street Manager and are still valid. The latest end date of any such S58 restrictions will be 31st March 2025.

On 1st April 2022 Street Manager introduced a dedicated function to record proposed and in-force S58 restrictions. After 30th June 2025 this will be the only place to view all S58 restrictions.

Inspections

Did you know...?

Pending functionality to withdraw a previously issued inspection, in instances where an inspection has been issued incorrectly or where a previous inspection outcome has been subsequently withdrawn an inspection type comment should be issued citing the inspection reference i.e. BR6101000208581-INSP-02 stating the reason for withdrawal.

A subsequent Routine inspection may be issued as a correction. It is highly recommended where a routine inspection is used as a correction, the initial inspection reference is cited in the additional comments section to be included within the inspection information.

Comments

Remember that comments in SM are just comments with an indication of what the comment is about. For example, a comment with a topic type of duration challenge is not an official duration challenge and does not have any impact on the reasonable period, unlike the dedicated functionality inbuilt into SM, and a comment with a topic type of imposed variation is not an official HA Imposed Change and has no impact on the details on a permit application unlike the dedicated function in SM.

Did you know...?

Any comments on a works record should follow the guide below:

Subject of comment	Topic type
All matters related to a Permit	General
Justification for extension after a duration challenge	Duration challenge
Ongoing discussions re duration challenge	Duration challenge
HA imposed changes discussion	Imposed variation
All matters related to a S81/Unattributable	Section 81

Subject of comment	Topic type
All matters related to an FPN	FPN
All matters related to an inspection	Inspection
Works/materials/plant/SLG present after end date	Overrun warning
All matters related to a Section 74	Section 74
All matters related to a Forward Plan	Forward plan
All matters related to change requests	Change request



Interim solutions...



Pending functionality to support the issuing of unattributable works in Street Manager, a temporary solution is to utilise the Section 81 flow.

You can view how this works in principle, from creation to receiving & processing:



[Unattributable works](#)

Unattributable works

Did you know...?



Photos should be uploaded to the record to support the identification of unattributable works.



Interim solution...

Saving PDFs from Street Manager

Street Manager does not have "print" functionality, however if evidence of a permit (or FPN, PMR etc) is required, you can use your browser's "print" function to convert to PDF.

To try this, please Print the page and change the printer to the PDF option. If you cannot see this, please speak with your IT/Technical Support team to look at options to convert web pages to PDF.

16/06/2020 Plan and manage roadworks - Application details

GOV.UK
Plan and manage roadworks

Home

Warning: Note: This environment is for testing purposes only. To plan and manage live roadworks, you must use the live service.

BETA SANDBOX This is a new service - your feedback (Feedback) will help us to improve it.
sandbox@london.gov.uk (mailto:sandbox@london.gov.uk) (Open in a new tab)

Map showing location details for CHANCERY LANE, READING LONDON.

USRN details: 0640098 - CHANCERY LANE, READING LONDON View on map (Work location map?)
work_reference_number: AZ1121000875005
Location details: Verge, Cycleway, foot
Road type: Carriageway Type 1 (110 to 30 MSAs)

Application details #AZ1121000875005-01

Application status: Submitted
Work status: In progress View work record (work/AZ1121000875005?work_status=)
Warning: Application due to close on 16/06/2020
Highway Authority: CITY OF WESTMINSTER (organisation/590)
Primary contact: SAGEENT CONSULTING (company/Networks/Dept/Class/Distribution/Ltd (organisation/610))
Worklines: 112 - Single Repair
Work description: test
Work category: Immediate (Emergency)

Actions
Log work plan (work/AZ1121000875005/workplan)
Reassign change (work/AZ1121000875005/reassign/AZ1121000875005-01/change-reassign)
Go to work record to add comments or files (work/AZ1121000875005/files)
Go to work history (work/AZ1121000875005/history)

Print 3 pages

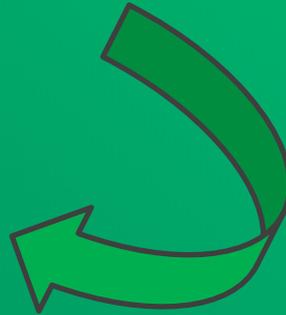
Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Cancel Save



Reinstatements

Did you know...?

The subsume site function can be used to record where two or more sites with interim reinstatement are combined into a single permanent reinstatement.

To do this an existing site should be updated with the overall dimensions of the permanent reinstatement and each of the other sites should be subsumed making sure to explain why in the mandatory textbox.

The subsume site function can also be used where a final reinstatement has been recorded as interim in error, for example, a user takes a phone call from a team member with all the details of a completed reinstatement and enters the details into Street Manager, sometime later the same team member telephones and says he/she made a mistake, and the site was permanent not interim. In this scenario, the existing interim site should be subsumed, and a new site created with the correct details making sure to explain why in the mandatory textbox.

