

# **Street Manager Transitional Arrangements**

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## **Introduction**

1. The document has been prepared by the Street Manager project and the subject matter experts and is intended to support the transition to Street Manager (SM) and the key questions people have raised about in-flight works that are raised before, during and shortly after the date when the regulatory change comes into force.
2. We recommend that organisations obtain early access to Street Manager and the sandbox environment. Sandbox is where people can test Street Manager and train users on the user interface (the web-site).
3. Production is where people will use all the services available in Street Manager for real. Organisations may move to Production at a time that suits them and can do this before the end of June. If this is the case, these arrangements can still be used but the dates adjusted accordingly.
4. These arrangements will be kept up to date, especially in relation to the practical scenarios and specific examples. If you would like information on specific examples or cases, please email your questions to [streetmanager@dft.gov.uk](mailto:streetmanager@dft.gov.uk) and we will include them in the next update.

## **Key principles**

### **Communicate the date you plan to transition to Street Manager**

5. It is strongly recommended that works promoters and highway authorities share their transition plans with one another so that everyone knows who is using Street Manager. Details will be available on the Street Manager [git-hub site](#) but they should also be shared by any means possible.

## **Reduce the need for resubmission**

6. We recommend works promoters and highway authorities consider arrangements for works due to start after the date of transition to Street Manager but that may still be served in EToN. For example, the highway authority and the works promoter may find it agreeable to minimise the instance of resubmitting planned works into Street Manager via the use of early starts. Consideration should also be given to resolving any and all outstanding defects or S81s in order to reduce any resubmissions into Street Manager.

## **Plan for major works**

7. It is anticipated that the biggest challenges will be caused by works that are currently categorised as major and are already in progress or about to start; such works may take several months to complete, for example, a mains replacement. While it is necessary to maintain a steady flow of works, it is also important to minimise the time that highway authorities and utility companies have to operate both the new and old regime to exchange data.

## **Follow these general principles**

8. The general principles of the transitional arrangements are that:
  1. Any works raised in EToN before your organisation's transition to Street Manager must be completed and registered in EToN by no later than 31st July 2020.
  2. All new works raised after your transition date must be raised in Street Manager
  3. Any works raised in EToN planned to start on or after the 1st August 2020, or any 'in progress' works across this period will need to be re-raised in Street Manager before 1st August 2020.

*Point 2 NB. This on the basis that all your promoters/organisations have migrated. See paragraphs 2 and 3 in the introduction section above.*

## **Follow these rules for other notifications**

9. Any reinstatement completed, but not registered, before transitioning into Street Manager must be registered in EToN within 10 working days of completing the reinstatement.
10. Any inspection journey that started in EToN prior to the transition date, can remain in EToN until 31<sup>st</sup> July 2020.

11. All, and any, subsequent phases on existing EToN works, such as permanent reinstatement works or necessary remedial works, should be notified in Street Manager using the exact same EToN reference.

- Streetmanager only supports the special characters hyphen (-) and underscore ( \_ ). For any EToN references that include any other special character(s) including spaces, these will need to be replaced with a hyphen or an underscore. It is highly recommended reference to the exact EToN reference is included in the additional permit details as part of the permit application in Streetmanager

### **Comply with the regulations**

12. After the regulations come into force, the existing technical specification for EToN will be withdrawn and all electronic communications have to be via Street Manager, whether this is through the user interface (the website) or an API with another system. The existing EToN system **should not be used to send or receive notices/permits** after the relevant date.

13. A small number of major works may not be completed by 31st July 2020. In these cases, the works should be resubmitted via Street Manager with all retrospective information.

**Practical examples of how these rules apply to real-life scenarios are included below.**

### **Where should permits be served**

ES = Early Start cross-referencing original EToN reference.

All works following the transition rules which require an early start to resubmit previously granted/deemed PAAs/PAs do not require previous agreement by the authority

Any previously granted or deemed PAAs/PAs resubmitted into Street Manager following these transition rules will **not** generate a permit fee when the receiving authority grants the resubmitted PAA/PA. The use of the suggested wording outlined in this document should be used to ease identification of these works.

## Practical Scenarios

<b>PLANNED MAJOR</b>	<b>Where should this be recorded?</b>	<b>Early Start Needed</b>
<b><i>PAA planned and granted or deemed</i></b>		
Works with planned end date on or before 31st July 2020	Completed in EToN	N
Works with a planned end date on or after 1st August 2020	Resubmit into Street Manager and cancel original PAA in EToN	Y
<b><i>PAA planned - no response but remaining authority response period</i></b>		
Works with planned end date on or before 31st July 2020	Completed in EToN	N
Works with a planned end date on or after 1st August 2020	Resubmit into Street Manager and cancel original PAA in EToN	Y
<b><i>PA planned and granted</i></b>		
Works with planned end date on or before 31st July 2020	Completed in EToN	N
Works with a planned end date on or after 1st August 2020	Resubmit into Street Manager and cancel original permit in EToN (recreate both PAA & PA)	Y

<b>MAJOR WORKS IN PROGRESS</b>	<b>Where should this be recorded?</b>	<b>Early Start Needed</b>
Works with planned end date on or before 31st July 2020	Completed in EToN	N
Works with an end date on or after 1st August 2020	Resubmit into Street Manager and cancel original permit in EToN.	Y
Extension requested prior 31st July extending end date beyond 1st August 2020	Resubmit into Street Manager (recreate both PAA & PA) and	Y

	cancel original permit in EToN	
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<b>PLANNED STANDARD &amp; MINOR</b>	<b>Where should this be recorded?</b>	<b>Early Start Needed</b>
<b><i>PA planned and granted or deemed</i></b>		
Works with planned end date on or before 31 <sup>st</sup> July 2020	Completed in EToN	N
Works with an end date on or after 1st August 2020	Resubmit into Street Manager and cancel original permit in EToN	Potentially
<b><i>PA planned - no response but remaining authority response period</i></b>		
Works with planned end date on or before 31 <sup>st</sup> July 2020	Completed in EToN	N
Works with an end date on or after 1st August 2020	Resubmit into Street Manager and cancel original permit in EToN	Potentially

<b>IMMEDIATE WORKS</b>	<b>Where should this be recorded?</b>	<b>Early Start Needed</b>
Immediate works started prior to transition date with expected end date on or before 31st July 2020	Completed in EToN	N
Extension requested prior 31st July extending end date beyond 1st August 2020	Issue retrospective immediate works in Streetmanager and cancel original permit in EToN *see practical examples	N/A
Immediate works identified during transition e.g. transition date of 30th June 2020, immediate works identified on 29th June out of hours e.g. 7:30pm.	Issue retrospective immediate works in Streetmanager on 30th June.	N/A

## **Identification of Resubmissions**

Suggested wording to be adopted when raising works in Streetmanager following the above scenarios

### **Resubmission of works previously raised in EToN that require an Early Start**

TEXT: *Early start request for works previously issued in EToN under ref..... as per SM Transitional Rules*

- *Where the PAA/PA had been previously granted in EToN it is recommended to include the original EToN ref and date of grant within the early start; for example: 'Early start request for works previously issued in EToN under ref.... as per SM Transitional Rules PAA granted 15<sup>th</sup> June 2020.'*

### **Resubmission of works in Streetmanager previously raised in EToN that do not require an Early Start**

TEXT: *Resubmission of works previously issued in EToN under ref.... as per SM Transitional Rules*

- *Where the PAA/PA had been previously granted in EToN it is recommended to include the date of grant.*

This text should also be used when issuing retrospective immediates in Streetmanager based on the scenarios covered above.

### **Cancellations/Closing of works in EToN where works are being resubmitted into Streetmanager.**

TEXT: *Cancel/Close – works to be resubmitted as per SM Transitional Rules*

It is highly recommended that the works are resubmitted into Streetmanager before cancelling/closing the EToN record.

## **Practical examples**

### ***Works in progress with an end date after 31<sup>st</sup> July 2020***

Works Promoter to recreate WRN in SM using exact same EToN reference. Permit details are to reflect the latest granted transaction from EToN. For example, original PAA and PA issued for three months with stop/go boards as TM type; subsequent variation was issued and granted in EToN for two way signals. The permit application details when created in SM should reflect the last granted transaction in EToN, in this

example major works with two way signals.

***Works in progress where an extension has been requested extending permit beyond 31<sup>st</sup> July 2020***

Where works are in progress and an extension to the works duration is identified which will extend the end date beyond 31<sup>st</sup> July, it is highly recommended that the works promoter contacts the HA before submitting the extension request to discuss if the HA can accommodate the extension. If the HA agree to the extension, the works promoter is to create WRN in SM using the exact same EToN reference with the revised duration.

***Works completed pre transition, registration still to be submitted***

Works stop issued in EToN 26<sup>th</sup> June 2020, transition into Street Manager 30<sup>th</sup> June 2020. Registration must be issued in EToN by no later than 10<sup>th</sup> July 2020.

***Works completed post transition, registration still to be submitted***

Works stop issued in EToN 24<sup>th</sup> July 2020, registration to be submitted no later than 7<sup>th</sup> August and reinstatement details not available until after 31<sup>st</sup> July 2020. Works Promoter to create WRN in SM using exact same EToN reference and create permit to complete works and register reinstatement.

***Permanent phase to be completed after 31<sup>st</sup> July 2020***

Original works completed in EToN to interim pre 31<sup>st</sup> July 2020. Permanent planned to be completed after 1<sup>st</sup> August 2020 – Works Promoter to create WRN using exact same EToN reference and create permit to complete works and register permanent reinstatement.

***Ongoing defect***

Original works completed in EToN and permanent reinstatement registered. Failed reinstatement defect agreed, D1 already taken place pre transition date, remedial works expected after 1<sup>st</sup> August 2020. Promoter to create WRN in SM using exact same EToN reference and create permit to do remedial works and register reinstatement.

Original works completed in EToN and permanent reinstatement registered. Failed rein defect agreed, D1 & D2 alongside remedial works from promoter already taken place pre transition date, D3 expected to take place after 1<sup>st</sup> August 2020. HA to create historic works in SM using exact same EToN reference and issue D3 follow up inspection on this works record.

***Section 81 process not complete***

Defective apparatus served in EToN and accepted in EToN (non urgent), works to rectify not completed before 31<sup>st</sup> July 2020. HA reinspect to assess the severity after

1st August 2020, HA to create new S81 record in SM, cross referenced to original EToN reference and schedule a new inspection.

Defective apparatus served in EToN and no response regarding ownership from Works Promoter. HA re-inspect to assess the severity after 1st August 2020, HA to create new S81 record in SM, cross referenced to original EToN reference and schedule a new inspection.

***Third party report of defect on historic works***

Customer reports a dangerous issue with a reinstatement. HA Inspector attends and identifies the issue related to a works previously completed in EToN. HA to create a Historic works record using exact same EToN reference in SM and issue inspection on this works record to the works promoter.

***Proposed and 'in force' Restrictions***

All existing in force Section 58 Restrictions should be raised in SM using the 'add activity' journey for the remaining restriction period. For example, to record a restriction in force which ends 31<sup>st</sup> December 2021, the activity type in SM should have the start date as your transition date and the proposed end date as 31<sup>st</sup> December 2021 and include reference to the original Section 58 restriction issued in EToN.

The same process should be used for a proposed restrictions recorded in EToN prior to your organisation's transition to street manager.

***Issuing of an FPN***

Works stop issued on 24<sup>th</sup> July 2020 and works promoter has not issued registration in EToN before 31<sup>st</sup> July 2020. HA identifies that the promoter has failed to recreate the works record in Streetmanager in order to serve the registration. In cases such as this the HA would create a Historic record using the exact same EToN reference in SM and issue an FPN on this works record to the works promoter.