

Draft National Permit Advice Note x

The below table outlines 5 categories for reporting on Permit Refusals and Modification Requests. Additionally, further refusals codes and sample text are provided for specific refusals reasons within those broad categories. A Permit Authority may wish to simply use the 5 categories or add additional codes to meet a specific reporting need.

Permit Refusal or Modification Code	Type	Description
NPR1/NMOD1	Missing Information	This would include instances where required conditions are not provided or conflict. The works description or location information provided is insufficient. No adequate TM drawing has been supplied.
NMOD1a	Condition not provided	You have omitted essential conditions for these works. If you still plan to proceed with the activity you must submit a permit application modification ensuring you include the appropriate conditions within the conditions text box. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NPR1b	TM Not Received	This Permit application is refused. You have failed to provide the required [illustration/traffic management drawing/works activity footprint] for this activity. Please email your drawings to XXX@xxxxx.gov.uk and submit a new application once you have received approval. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NPR2/NMOD2	Incorrect Details on Permit	This would include where the works category, USRN or primary recipient of the Permit are incorrect.
NPR2a	Incorrect Primary Recipient	This Permit application is refused. You have incorrectly selected XXX as the primary recipient of the permit. If you still plan to proceed with this activity you must submit a new permit application ensuring that you have issued it to the correct permitting authority. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NMOD2b	Location issues	Your location description and map coordinates conflict, preventing effective coordination of these works. If you still plan to proceed with the activity you must submit a permit application modification to amend this

		information. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NMOD2c	Conflict Information	You have conflicting information contained within your permit application. You state [Example 1] which conflicts with [Example 2] If you still plan to proceed with the activity you must submit a permit application modification and ensure this information is consistent. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NPR3/NMOD3	Conflict or Restrictions	This would include where the road is protected by a S.58 or where the works will conflict with other works or an event
NPR3a	Conflict of Works	This Permit application is refused. Your works will conflict with other activities for your proposed dates at this location, and collaboration is not possible. If you still plan to proceed with this activity you must submit a new permit application with alternative dates. The conflicting works are estimated to be completed on [XX/XX/XXXX]. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NMOD3b	Timing of Works	You have not specified the precise [Times/Days] that your work site(s) will be occupying the TLRN. If you still plan to proceed with this activity you must submit a permit application modification with the necessary timing information. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NPR4/NMOD4	Lack of Approval	This would include where TM approval has not been given, an early start has not been sought, the duration applied for is not viewed as acceptable or where it is questioned if immediate works are a valid description. This would also cover instances where the Permit applied for does not reflect prior agreements made.
NPR4a	Incorrect TM	You have not gained the relevant [TM plan/WAF/site meeting](delete as appropriate) approval for these workst. It is an offence to undertake works without a valid permit. [NAME] [Tel]

NPR4b	Early Start	This Permit application is refused. An Early Start Agreement has [not been obtained/not been justified] for this activity. If you still plan to proceed with the activity you must submit a modified permit application with the required advanced notice period for this works type. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NMOD4c	S.58 Approval needed	This Permit application is refused. This street is protected by a section 58 restriction and you have not provided evidence that you have the relevant agreement to work within this restriction. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NPR4d	Duration	This Permit application is refused. The duration is not considered to be justified. Please specify a duration not longer than [XX] working days. It is an offence to undertake works without a valid permit. [NAME] [Tel]
NPR5/NMOD5	Other	Any other reason