

1.1 Coventry City Council Addendum

1.1.1.1 This addendum to operate the WaSP scheme is for Coventry City Council.

1.1.2 Streets covered by the Coventry City Council Permit scheme

1.1.2.1 The “specified area” as required under Regulation 7, will be the geographical area encompassed by Coventry City Councils boundary in respect of Coventry City Council.

1.1.2.2 All streets maintained by, or on behalf of Coventry City Council are included within this scheme (regulation 8). These streets are identified as part of Coventry City Council’s additional street data (ASD).

1.1.2.3 Highways Agency roads and private streets are not included in the scheme.

1.1.3 Objectives and measures

1.1.3.1 Coventry City Council will use the objectives and measures as described in the WaSP scheme.

1.1.4 Fee Levels

1.1.4.1 Coventry City Council has set their fee levels in accordance with the DFT document *Permit Fees Guidance (July 2008)*, and the *Additional Advice Note – for developing and operating future permit schemes (January 2013)*, and in accordance with the maximum fee levels specified in Regulation 30.

1.1.4.2 The levels set reflect Council’s commitment to keeping charges proportionate to the level of work done in issuing a permit. Therefore, there is a varied charge for each activity type and a reduced charge on non-strategically significant streets.

1.1.4.3 This ensures Coventry City Council are able to operate the WaSP scheme in a rigorous and effective manner, focussing on more significant activities and those taking place on streets where disruption is likely to be highest while ensuring that those communities and businesses that rely on the more rural network can still benefit from the application of a permit scheme on these roads.

1.1.4.4 There is a charge for Permit Variations on all streets. This reflects the added work required to manage changed situations and also serves as an incentive for activity promoters to plan and submit permits accurately in the first instance.

Activity type	Charge on strategically significant streets	Charge on non-strategically significant streets
Provisional Advance Authorisation	£64	£54
Major activities (over 10 days duration AND major activities requiring a TTRO)	£166	£108
Major activities (4 to 10 days duration)	£96	£54
Major activities (up to 3 days duration)	£49	£33
Standard activities	£96	£54
Minor activities	£49	£33
Immediate activities	£43	£29
Permit variation	£45	£35

1.1.5 **Strategically significant streets**

1.1.5.1 Coventry City Council do not have any other streets designated as strategically significant that are not included within the scope of a strategically significant street, as defined within the WasP scheme.

1.1.5.2 A full list of all streets included in the permit scheme, with an indication of those considered strategically significant is available in spreadsheet form as an addendum to this document. These streets are also identified within Warwickshire County's Additional Street Data (ASD).

1.1.6 **Waiving and reduced permit fees**

1.1.6.1 Section 9.3 and 9.4 of the WaSP scheme document details when a fee may be waived or discounted.

1.1.6.2 In addition Coventry City Council may waive an individual charge or offer a discount where it considers such action is merited.

1.1.7 **Fee Review**

1.1.7.1 Coventry City Council is committed to undertaking a review of its level of fees annually to ensure that the overall fee income does not exceed the allowable costs in running the scheme. The outcome of the annual fee reviews will be published and open to public scrutiny.

1.1.7.2 If a sustained surplus or deficit occurs over a number of years the fee levels will be adjusted accordingly.

1.1.8 **Invoicing arrangements**

1.1.8.1 Problems with electronic systems, or incorrect sequencing of notices, or other reasons may lead to differences between the activity promoter and the Permit Authority over what each party consider applicable charges.

- 1.1.8.2 Coventry City Council intend to provide a schedule of charges to each activity promoter on a monthly basis in the form of a 'draft invoice'. This will be submitted to the activity promoters for them to review and reconcile with their own systems.
- 1.1.8.3 Following this submission there will be a ten-day period to enable the activity promoter to agree the charges with Coventry City Council.
- 1.1.8.4 Following agreement, Coventry City Council will submit a final invoice under its normal terms of payment.
- 1.1.8.5 The WaSP scheme Operational Guidance will provide further details on this process and invoicing and payment terms.

1.1.9 *Details of Transitional Arrangements*

- 1.1.9.1 Coventry City Council intends to implement the WaSP scheme version 1.5 on 1st October 2015.
- 1.1.9.2 The permit regime has been designed to follow closely the processes and timescales of the NRSWA noticing regime.
- 1.1.9.3 Coventry City CouncilAs required in Permit Scheme Regulations, the Coventry City Council will give a minimum of 4 weeks' notice of commencement of the updated WaSP Scheme together with a copy of the legal Order.
- 1.1.9.4 **Coventry City CouncilCoventry City CouncilCoventry City CouncilCoventry City CouncilCoventry City CouncilOut of Hours Contact**
- 1.1.9.5 The Coventry City Council website will contain details for contact outside of normal working hours, 09:00 – 17:00 Monday to Friday, excluding Bank Holidays.