

# STREET WORKS

Cambridgeshire County Council | Connecting Cambridgeshire | Enabling Digital Delivery



Cambridgeshire County Council's Street Works team is responsible for implementing the permit scheme that has been in operation in the county since 2016.

This guidance note is aimed at organisations that will need to submit a large number of permit applications as part of their work(s).

It is intended to give you an understanding of best practice when engaging with our Street Works team which will increase the number of successful permit applications and work approvals, to help ensure your programme of works go to plan.

## Early Engagement

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*There are a number of major infrastructure projects taking place in Cambridgeshire over the next few years.*

*It is essential that the Street Works team are made aware of your plans to work in the area at the earliest opportunity.*

*This not only ensures they are aware of your planned works but that you are aware of any major works that could have an impact on your programme, whilst also allowing them to advise you on the current best practice in Cambridgeshire.*



## How to engage:

- It is recommended that as soon as you have initial plans to work in an area that you contact the Street Works team.

This will provide you with the opportunity to discuss your proposed works and ensure you understand the key considerations when working in Cambridgeshire to help inform your work plans.

- At least four months prior to starting your programme of works, and prior to any permit applications being submitted, it is recommended that a pre-works meeting takes place with the Street Works Manager.

- For the duration of your works programme it is recommended that regular meetings take place with Street Works to identify any potential issues and mitigate these at the first opportunity.



## Permit Applications

*Permit applications should be submitted in a timely manner containing only the relevant information.*

*It is understood that on occasion exceptional circumstances arise that may prevent the standard application procedure from being followed, in these circumstances the Street Works team should be contacted as soon as possible to discuss your issues prior to submitting an application.*

- It is recommended that if an element of your work has complex requirements you should contact the Street Works team to discuss these prior to submitting your application. This will allow the team to review and understand your proposal, so an informed decision can be made on the best way to proceed.
- Ensure that your permit applications only contain relevant and accurate information, using the correct National Condition Text.
- Make sure a realistic time frame is provided for the work based on your best estimate. Excessive time frames are likely to be questioned.



## Working with Street Works

*The Street Works team can advise on a number of approaches that can help support your programme of works to run smoothly.*



- ▶ They can suggest appropriate training for your permitting team to ensure that your permit applications meet the requirements of the Street Works team, reducing the possibility of the permit not being accepted first time.
- ▶ If you fund a dedicated officer to support the Street Works team for the duration of your works, various concessions are available including reduced permit application time frames and costs.
- ▶ It is recommended that a representative attends the local HAUC and coordination meeting, where you will have an opportunity to learn of any significant works coming up in the area that could affect your programme and also identify potential opportunities to work collaboratively.

## CONTACT US

*Connecting Cambridgeshire, led by Cambridgeshire County Council, was among the first in the country to set up a dedicated Enabling Digital Delivery service to proactively remove the barriers to the rapid delivery of future-proof digital connectivity infrastructure.*



### Enabling Digital Delivery

Michael Stevens  
Enabling Digital Delivery Project Manager  
Connecting Cambridgeshire

E: [Michael.Stevens@cambridgeshire.gov.uk](mailto:Michael.Stevens@cambridgeshire.gov.uk)  
T: 01223 715918 or M: 07867 908313

W: [connectingcambridgeshire.co.uk/enabling-digital-delivery](http://connectingcambridgeshire.co.uk/enabling-digital-delivery).

### Street Works Team

E: [street.works@cambridgeshire.gov.uk](mailto:street.works@cambridgeshire.gov.uk)

For more information about the Cambridgeshire Permit Scheme for Street Works, visit: [cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/cambridgeshire-permit-scheme-for-street-works](http://cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/cambridgeshire-permit-scheme-for-street-works)