

Transport and Environment Committee

10.00am, Monday, 18 November 2024

Citywide Road Coordination – Revised Charging Structure

Executive/routine
Wards

Routine
All

1. Recommendations

- 1.1 It is recommended that Transport and Environment Committee:
 - 1.1.1 Agree the recommended charging structure, as noted in Appendix 1 (with examples shown in Appendix 2);
 - 1.1.2 Agree that the implementation date will be for Road Occupation and Roads Events applications received from 1 January 2025; and
 - 1.1.3 Refer this report to the Council for approval of the fees and charges for Road Occupations and Roads Events from 1 January 2025.

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Citywide Road Coordination – Revised Charging Structure

2. Executive Summary

- 2.1 This report sets out the updated charging structure for road occupation permits and associated traffic orders. This review has been undertaken to ensure that our public road space can be more effectively managed for the benefit of all road users.

3. Background

- 3.1 The New Roads and Street Works Act 1991 requires those who undertake work on Edinburgh's roads to register that work on the Scottish Road Works Register. The Council is required to coordinate, and register works on behalf of non-statutory individuals and businesses undertaking work on the road. To allow the Council to approve and register these works, individuals and businesses are required to apply for a permit either under the Roads (Scotland) Act 1984 * or the New Roads and Street Works Act 1991 **.
- 3.2 These road permits include:
- 3.2.1 Section 85* permits for builders' skips
 - 3.2.2 Section 58* permits for road occupation e.g. scaffolds, site accommodation, material storage, MEWPs/cherry pickers etc
 - 3.2.3 Section 56* permits for excavations
 - 3.2.4 Section 109** permits for placement of apparatus in the carriageway.
- 3.3 An individual or business must apply for the relevant permit and abide by the conditions and dates set out in their approved permit.
- 3.4 In order that the road network continues to work effectively during periods of construction or during events, Council officers are required to coordinate work between multiple individuals and businesses.
- 3.5 Coordination takes the form of discussions, site visits, stakeholder meetings (including Event Planning and Operations Groups), conflict identification and resolution, all of which takes time.

- 3.6 The current charging structure was put in place prior to the dissolution of the Roads Localities system. Whilst the charging structure was appropriate at that time, the charges no longer reflect the true cost of road occupation or events to the Council, or our communities.

4. Main report

- 4.1 The revised charging structure will:
- 4.1.1 Ensure that permit charges are commensurate with the effort required by Council officers to investigate, process, agree and monitor a permit;
 - 4.1.2 Ensure that any charge is in keeping with the size and complexity of the event or road occupation;
 - 4.1.3 Simplify the charging structure; and
 - 4.1.4 Improve customer understanding and compliance.
- 4.2 The current charging structure does not take the size of the event or road occupation into account, and charges are not scaled accordingly.
- 4.3 However, the size of the event or road occupation directly correlates to the resources required to effectively manage the impact of that event or road occupation on the adopted road.
- 4.4 Rather than increase charges across all permit types, the new charging structure targets areas of concern and ensures that smaller businesses and residents are charged in a proportionate manner for any permits that they may require.
- 4.5 Appendix 1 sets out the proposed revised charging structure.
- 4.6 The charges associated with those permits most often applied for by residents and small businesses (such as skip permits, dropped crossing permits and hoarding on small sites) have been lowered slightly to encourage compliance with the permit process.
- 4.7 A new charge for 'complex sites' (greater than 50m²) is proposed to cover the cost to the Council associated with effectively managing larger sites.
- 4.8 The 'complex site' charge is graduated to encourage developers to minimise the size of their road occupation, reducing the impact of work on the community.
- 4.10 A similar graduated system is proposed for the Event Temporary Traffic Management Permit (ETTMP). With event categories of small, medium, large and complex being introduced.
- 4.11 The ETTMP will be implemented to align with the Events in Public Spaces process to ensure a fair and consistent approach but will see the Roads Events team move towards a full cost recovery model where appropriate.

- 4.12 Appendix 2 shows a comparison of the existing and proposed charges. It also provides worked examples for the new 'complex site' and a 'ETTMP' permit types.
- 4.13 The Smallworld/GIS system was used to record and manage both events and road occupation permits. Given that the Smallworld/GIS system will no longer be available, a new permit management system is being procured and it is hoped that this will be in place in early 2025.
- 4.14 The new permit management system will provide a fully automated application process for customers, via an online portal. This system will allow customers to apply for all event and road coordination permits.
- 4.15 This system will allow officers to manage and approve permit applications in real time, reducing delays and improving customer experience.
- 4.16 The system can be adapted easily, and without additional charge, at this stage of development to support the new charging structure should it be agreed.

5. Next Steps

- 5.1 If Committee agree the recommendations in this report, it will be referred to the Council to approve the proposed fees and charges. If agreed by the Council, the new systems, processes, and procedures will be progressed to facilitate the introduction of the new charges from 1 January 2025.

6. Financial impact

- 6.1 The financial impact of the new charging structure is difficult to predict but the worked examples for the 'complex site' permits show a significant increase in income if development within the city remains at its current level.
- 6.2 The new permit system will also enable automatic reminders to be sent to permit holders which will improve ongoing compliance and is expected to increase projected income across all permit types.
- 6.3 This proposal aligns with the Council's Medium Term Financial Plan, which includes an assumption of £0.2m from a revised charging approach for Road Occupations and Roads Events in future financial years.

7. Equality and Poverty Impact

- 7.1 An integrated impact assessment will be undertaken prior to implementation in January 2025.

8. Climate and Nature Emergency Implications

- 8.1 As a public body, the Council has statutory duties relating to climate emissions and biodiversity. The Council

“must, in exercising its functions, act in the way best calculated to contribute to the delivery of emissions reduction targets”

(Climate Change (Emissions Reductions Targets) (Scotland) Act 2019), and

“in exercising any functions, to further the conservation of biodiversity so far as it is consistent with the proper exercise of those functions”

(Nature Conservation (Scotland) Act 2004)

- 8.2 The City of Edinburgh Council declared a Climate Emergency in 2019 and committed to work towards a target of net zero emissions by 2030 for both city and corporate emissions and embedded this as a core priority of the Council Business Plan 2023-27. The Council also declared a Nature Emergency in 2023.

Environmental Impacts

- 8.3 The new charging structure should have no effect on the wider environmental impact of undertaking work on the adopted road network. However, the new ‘complex site’ permit will encourage undertakers to minimise their road occupation, and this should improve local amenity and aesthetics.

9. Risk, policy, compliance, governance and community impact

- 9.1 The revised charging structure will be reviewed after 6 months to ensure it is meeting the requirements of the service and service users. .

10. Background reading/external references

- 10.1 None.

11. Appendices

Appendix 1 - Citywide Road Coordination - Revised Charging Structure

Appendix 2 - Citywide Road Coordination Revised Charging Structure - Comparisons and Examples

Appendix 1 – Citywide Road Coordination - Revised Charging Structure

Permit type		Rate		Minimum notice period	Failure to notify surcharge 25%
Skip	Up to 14 yards	£40	per week	3 working days	£50
	Roll on/off (20/40)	£120	per week	3 working days	£150
Container/Portaloo/Welfare Unit	10' x 12' maximum	£130	per month*	20 working days	£163
	Portaloo 1x1m	£20	per week	10 working days	£25
Material Storage	Maximum 50m material storage	£130	per month*	20 working days	£163
Scaffold/Access	Quick form/Access Tower	£45	per day	10 working days	£56
	MEWP/Cherry Picker	£60	per day	10 working days	£75
	Scaffolding	£150	per month*	20 working days	£188
	Hoarding (simple site)	£150	per month*	20 working days	£188
Crane	Crane	£120	per day	20 working days	£150
	Tower Crane erection	£200	per day	20 working days	£250
Road Occupation	Tree cutting GPR surveys	£60	per day	10 working days	£75
	Mat St + Scaff or Hoard (simple site)	£280	per month*	20 working days	£350
Excavation	Excavation	£500	per permit	20 working days	£625
	Dropped kerb	£200	per permit	10 working days	£250
	S109	£520	per permit	20 working days	£650

Permit type		Rate		Minimum notice period	Failure to notify surcharge 25%
Complex site permit/ site set-up	Site size 51 to 150m ²	£300	per month*	20 working days	£375
	Site size 151 to 250m ²	£600	per month*	20 working days	£750
	Site size 251 to 350m ²	£900	per month*	20 working days	£1,125
	Site size 351 to 450m ²	£1,200	per month*	20 working days	£1,500
	Site size 451 to 550m ²	£1,500	per month*	20 working days	£1,875
	Site size 551m ² plus	£1,800	per month*	20 working days	£2,250
Events - Temporary Traffic Management Order (includes legal order and staff support)					
	Small event	£2,500	per event	12 weeks	£3,125
	Medium event	£3,000	per event	12 weeks	£3,750
	Large event	£4,000	per event	6 months	£5,000
	Complex event	£6,000	per event	6 months	£7,500

*Month = 28 days

Appendix 2 – Citywide Road Coordination Revised Charging Model – Comparisons and Examples

Comparisons

Permit type		Revised charge pd (per day) pw (per week) pm (per month) pp (per permit)	Income pd (per day) pw (per week) pm (per month) yr (per year) pp (per permit)	24/25 charges		Average income pw (per week) pm (per month) py (per year) pp (per permit)	Income difference +/-
				Initial	Ongoing		
Skip	Up to 14 yards	£40 pw	£160 pm	£46 pw	£40 pw	£166 pm	-£6
	Roll on/off (20/40)	£120 pw	£480 pm	£46 pw	£40 pw	£166 pm	+£314
Container/Portaloowelfare Unit	10' x 12' maximum	£130 pm	£1,690 yr	£288 pm	£115 pm	£1,668 yr	+£22
	Portaloow 1x1m	£20 pw	£80 pm	-	-	-	+£80
Material Storage	Material storage (max 50m ² - simple site)	£130 pm	£1,690 yr	£247 pm	£115 pm	£1,627 yr	+£63
Scaffold/Access	Quick form/Access Tower	£45 pd	£315 pw	£127 pd	£35 pd	£337 pw	-£22
	MEWP/Cherry Picker	£60 pd	£60 pd	-	-	-	+£60
	Scaffolding	£150 pm	£1,950 yr	£210 pm	£110 pm	£1,650 yr	+£300
	Hoarding (simple site)	£150 pm	£1,950 yr	-	-	-	-
	Hoarding	n/a**	n/a**	£431 pm	£230 pm	£3,191 yr	n/a**
Crane	Crane	£120 pd	£840 pw	£127 pd	£69 pd	£541 pw	+£299
	Tower Crane erection	£200 pd	£1,400 pw	£190 pd	£69 pd	£604 pw	+£796
Road Occupation	Tree cutting GPR surveys	£60 pd	£60 pd	-	-	-	+£60
	Mat St + Scaff or Hoard (simple site)	£280 pm	£3,640 yr	-	-	-	-
Excavation	Excavation	£500 pp	£500 pp	£470 pp	-	£470 pp	+£30
	Dropped kerb	£200 pp	£200 pp	£210 pp	-	£210 pp	-£10
	S109	£520 pp	£520 pp	£410 pp	-	£520 pp	+£110

*Month = 28 days ** See complex site set up charges

Examples

Permit type	Site	Approximate site size	Maximum income based on the current charging structure	Income based on new charging structure
Complex Site Permit/ Site Setup	George IV Bridge at Lawnmarket	430m ²	£3,191	£15,600
	East Market Street	455m ²	£3,191	£19,500
	Abbey Lane	495m ²	£3,191	£19,500
	Canon Street	195m ²	£3,191	£7,800
	Logie Green	355m ²	£3,191	£15,600
	Mayfield Road	825m ²	£3,191	£23,400
	Belford Mews	95m ²	£3,191	£3,900
	Henderson Place	205m ²	£3,191	£7,800
	Semple Street	585m ²	£3,191	£23,400
	Potterow	460 m ²	£3,191	£19,500
			Total Income - £31,910	Total Income - £156,000

Permit type	Event Categories	Cost of Permit	Examples of events*
Events - Temporary Traffic Management Permit (includes legal order and staff support)	Small event	£2,500	Sports club events without Event team resource requirement and single day events such as farmers markets, street markets & street festivals.
	Medium event	£3,000	Multi day events with limited Event team resource requirement such as contained entertainment events.
	Large event	£4,000	Large sporting events or multi-day events with Event team resource requirement.
	Complex event	£6,000	Filming, Edinburgh Street Party, Torchlight Procession, large multi-day events with full Event team resource requirement.

*Categories of events may vary from that shown depending on simplicity/complexity of event and staff resource required. Event team will confirm category on request.